

Agenda

Notice of Meeting

Polk City | City Council

November 9, 2020 | 6:00 pm

City Hall | Electronic Meeting

Due to Covid-19 Mayor and Council will meet via ZOOM

Public Meeting participation is via phone only

Call in local 515-329-8019

Toll-Free 833-329-8019

Participant Code 593054

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

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

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

Jason Morse | Mayor

David Dvorak | Pro Tem

City Council Members: Jeff Walters | Mandy Vogel | Ron Anderson | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Presentation: Greg Edwards, President & CEO Catch Des Moines

5. Public Hearings

- a. Rezoning Petition for 13.35 acres located in the vicinity of 220 E Vista Lake Avenue within Big Creek Technology Campus from zoning classifications from M-1 and R-2 to R-1
 - i. Public Hearing
 - ii. First reading of Ordinance 2020-1800
 - a. Optional: waive the 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 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 October 26, 2020
- b. Receive and file the November 2, 2020 Parks Commission Meeting Minutes
- c. Claims listing November 9, 2020
- d. Resolution 2020-131 approving a policy for the sale of surplus equipment
- e. Cancel the December 28, 2020 Council Meeting
- f. Receive and file October 2020 Water Department Report
- g. Receive and file Parks & Recreation Department Updates for October 2020
- h. Resolution 2020-132 approving Funds Transfer

- i. Set pay rate of \$20.50 per hour for Public Works Maintenance Worker, Toby Ramsey effective November 10 with pay increase to \$21.00 per hour upon successfully obtaining Pesticide Applicator License
- j. Set pay rate of \$14.00 per hour for part-time seasonal Public Works Maintenance Worker, Brett Sampson effective November 10
- k. FY19/20 Annual Urban Renewal Report
- l. Resolution 2020-134 Appropriate Annual FY 21/22 TIF Rebate Payments
- m. FY21/22 TIF Indebtedness Certifications
- n. Receive and file September 8, 2020 and October 5, 2020 Library Board Meeting Minutes
- o. Receive and file October 2020 Library Mini Stats Report
- p. Receive and file October 2020 Library Director Report

8. Business Items

- a. Resolution 2020-133 giving authorization to apply for Iowa Department of Agriculture & Land Stewardship (IDALS) funding

9. Reports & Particulars

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

10. Adjournment

--next meeting date November 23, 2020

ORDINANCE NO. 2020-1800

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 13.35 ACRES LOCATED EAST OF 220 E VISTA LAKE AVENUE KNOWN AS BIG CREEK TECHNOLOGY CAMPUS FROM ZONING CLASSIFICATION OF M-1 AND R-2 TO R-1, SINGLE FAMILY DETACHED

WHEREAS, on the 19th day of October 2020, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

PARENT PARCEL

PARCEL 'L' OF THE SE1/4 & SW1/4 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., AN OFFICIAL PARCEL RECORDED IN BOOK 12998, PAGE 269 AT THE POLK COUNTY RECORDER'S OFFICE, CITY OF POLK CITY, POLK COUNTY, IOWA.

M-1 TO R-1

A PARCEL OF LAND IN PARCEL 'L', AN OFFICIAL PARCEL RECORDED IN BOOK 12998, PAGE 269 AT THE POLK COUNTY RECORDER'S OFFICE, ALL BEING IN THE S1/2 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH/ P.M., CITY OF POLK CITY, POLK COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AS A POINT OF REFERENCE AT THE NW CORNER OF OUTLOT 'Z', BIG CREEK TECHNOLOGY CAMPUS PLAT 3, AN OFFICIAL PLAT RECORDED IN BOOK 16665, PAGE 17-27 AT THE POLK COUNTY RECORDER'S OFFICE; THENCE S89°58'42"E, 589.75 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE NORTH LINE OF SAID PARCEL 'L' S89°58'42"E, 874.90 FEET TO A POINT; THENCE S00°01'18"W, 355.89 FEET TO A POINT; THENCE S89°58'42"E, 272.57 FEET TO A POINT; THENCE S00°30'25"E, 409.89 FEET TO A POINT; THENCE N89°58'42"W, 419.81 FEET TO A POINT; THENCE N00°07'19"W, 370.30 FEET TO A POINT; THENCE N89°58'47"W, 246.47 FEET TO A POINT; THENCE S71°34'40"W, 205.63 FEET TO A POINT; THENCE S70°01'12"W, 344.74 FEET TO A POINT; THENCE N89°58'48"W, 62.50 FEET TO A POINT; THENCE N07°04'29"W, 214.30 FEET TO A POINT; THENCE NORTHEASTERLY ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 1000.00 FEET AND A CHORD BEARING N77°35'48"E, AN ARC LENGTH OF 186.01 FEET TO A POINT; THENCE N17°43'56"W, 71.37 FEET TO A POINT OF CURVATURE; THENCE NORTHERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 750.00 FEET AND A CHORD BEARING N08°50'07"W, AN ARC LENGTH OF 232.92 FEET TO A POINT OF TANGENCY; THENCE N00°03'42"E, 28.63 FEET TO THE POINT OF BEGINNING AND CONTAINING 13.09 ACRES MORE OR LESS.

R-2 TO R-1

A PARCEL OF LAND IN PARCEL 'L', AN OFFICIAL PARCEL RECORDED IN BOOK 12998, PAGE 269 AT THE POLK COUNTY RECORDER'S OFFICE, ALL BEING IN THE S1/2 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH/ P.M., CITY OF POLK CITY, POLK COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AS A POINT OF REFERENCE AT THE NE CORNER OF THE NW1/4 SE1/4 OF SAID SECTION 36; THENCE S00°07'19"E, 395.46 FEET ALONG THE EAST LINE OF SAID NW1/4 SE1/4 TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID EAST LINE S00°07'19"E, 370.30 FEET TO A POINT; THENCE N89°58'42"W, 30.74 FEET TO A POINT; THENCE N00°07'19"W, 370.30 FEET TO A POINT; THENCE S89°58'47"E, 30.74 FEET TO THE POINT OF BEGINNING ON SAID EAST LINE AND CONTAINING 0.26 ACRES MORE OR LESS.

be considered for rezoning 13.35 acres, located east of 220 E Vista Lake Avenue known as Big Creek Technology Campus from zoning classification of M-1 and R-2 to R-1, Single Family Detached.

WHEREAS, on the 9th day of November 2020, 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 M-1 and R-2 to R-1, Single Family Detached.

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 _____ 2020.

Jason Morse, Mayor

ATTEST:

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., October 26, 2020
City Hall – VIA ZOOM

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on October 26, 2020. 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, Vogel, Dvorak, Anderson, Sarchet | In attendance via zoom
3. **Approval of Agenda**
MOTION: A motion was made by Anderson and seconded by Vogel to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearings**
 - a. Budget Amendment
 - i. Mayor Morse opened the Public Hearing at 6:01 p.m. on the proposed amendment to the FY 20/21 Budget. City Clerk, Jenny Gibbons, said that the notice was published October 9 and no comments had been received for or against the amendment. City Manager, Chelsea Huisman, provided a report.
MOTION: A motion was made by Dvorak and seconded by Vogel to close the public hearing at 6:03 p.m.
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2020-119 approving FY 20/21 Budget Amendment #1
MOTION CARRIED UNANIMOUSLY
 - b. Proposed Development Agreement with Polk City Chamber of Commerce
 - i. Mayor Morse opened the Public Hearing at 6:03 p.m. on the proposed Development Agreement. City Clerk, Jenny Gibbons, said the notice was published October 17, 2020 and no comments had been received for or against the agreement. City Manager, Chelsea Huisman provided a report.
MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:05 p.m.
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2020-120 approving Development Agreement with Polk City Chamber of Commerce, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement
MOTION CARRIED UNANIMOUSLY
 - iii. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2020-121 Authorizing Internal Advance for Funding of Urban Renewal Admin Support Program
MOTION CARRIED UNANIMOUSLY
 - iv. **MOTION:** A motion was made by Walters and seconded by Walters to approve Resolution 2020-122 Authorizing Internal Advance of Funding of Urban Renewal Polk City Chamber of Commerce Support Program
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | NONE
6. **Consent Items**
MOTION: A motion was made by Walters and seconded by Dvorak to approve the consent agenda items.
 - a. City Council Meeting Minutes for October 12, 2020
 - b. City Council Work Session Meeting Minutes for October 12, 2020
 - c. Receive and file the October 19, 2020 P&Z Commission Meeting Minutes
 - d. Claims listing October 12, 2020
 - e. September 2020 Finance Report
 - f. Approve Bryce Duckett as Public Works winter seasonal part time worker at \$14.00 an hour effective
 - g. Resolution 2020-128 setting a public hearing on a petition to rezone 13.09 acres from M-1 to R-1 and .26 acres from R-2 to R-1 located east of 220 E Vista Lake Avenue in the area known as Big creek Technology Campus (BCTC)
 - h. Receive and file the September 2020 Police Report
 - i. Receive and file the September 2020 Fire Department Report

- j. Approve budgeted purchase of 14 SCBAs, 40 face masks, a Rapid Intervention pack, various connection adapters, batteries, and charger in the amount of \$108,650
- k. Resolution 2020-130 adopting PA-41 Segregation of Duties Policy
MOTION CARRIED UNANIMOUSLY

7. Business Items

- a. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2020-123 approving Polk City Storage Site Plan
MOTION CARRIED UNANIMOUSLY
- b. Lakewoods
 - i. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2020-124 approving Construction Drawings for Lakewoods Plat 2
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2020-125 approving Lakewoods Townhomes Site Plan
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2020-126 approving a Lot Tie agreement and approving a Site Plan for North Polk Intermediate School contingent that no further permits shall be issued after March 31, 2021 until an agreement between the City and the School District is reached regarding traffic intersection improvements
YES: Dvorak, Sarchet, Walters, Vogel
NO: Anderson
MOTION CARRIED
- d. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2020-127 approving an agreement to complete and Final Plat for Creekview Estates
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2020-129 approving an amended Preliminary Plat for Bridgeview Plat 2
MOTION CARRIED UNANIMOUSLY
- f. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve an Engineering Services Agreement with Snyder and Associates, Inc. in the amount of \$17,500 for the 2020 Trail Study – Trail Connections to Polk City Square
YES: Sarchet, Vogel, Dvorak, Anderson
ABSTAIN: Walters
MOTION CARRIED
- g. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Snyder and Associates Engineering September 2020 invoice in the amount of \$40,245
YES: Vogel, Dvorak, Anderson, Sarchet
ABSTAIN: Walters
MOTION CARRIED
- h. Kathleen Connor, City Engineering Representative reviewed the major proposed changes to the Polk City Subdivision Ordinance. Council discussed options on moving forward and determined further discussion was needed at the work session on November 9th, with plans to hold the first reading of the amendment November 23, 2020.

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

- Council Member Anderson said he hopes everyone understands the background with North Polk School, and wants to ensure he did not offend anyone.
- Council Member Dvorak said we are all just trying to do our best for Polk City.
- Council Member Sarchet encouraged everyone to watch the P&Z meeting to see how well they handled the School, Wolf Creek and input on the Subdivision amendments. He said he is proud of how good they work together as a volunteer group. Sarchet shared his disappointment with the lack of attendees at the Community Visioning Group reveal the previous weekend but said he appreciates the volunteers work as their committee roles come to an end. He suggested that Jason Thraen, Parks & Rec Director could work with Go Polk City to see if more funding could be found similar to the tree carving funding for the City to invest in painting some of the retaining walls in and around the City. Sarchet said he would like the Council to take a group approach to improve communication to the public.

- Council Member Vogel said it is good to see all the things moving forward to put our City in the best position possible and she said she is excited to see the Subdivision amendments include some of the items Council has made a priority such as top soil. Vogel said taking the derecho damaged tree and turning it into a beautiful carving on the square speaks to the resilience of our community.
- Mayor Morse reminded everyone to go vote next week.

9. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 8:01 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – November 9, 2020

Attest

Jenny Gibbons, City Clerk

Jason Morse, Mayor

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, November 2, 2020
City Hall

Polk City, Parks Commission held a meeting at 6:00 p.m., on November 2, 2020. 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 6:03 p.m.*
2. **Roll Call** | Motsch, Haaland, Reed, Delaney | In attendance
Karsjen arrived at 6:25pm
Bentley, | Absent
3. ***MOTION:*** A motion was made by Delaney and seconded by Reed to approve the October 5, 2020 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. **Light up Polk City** | Parks & Rec Director Thraen provided information regarding the addition of a holiday parade that will take place as part of the Polk City Square lighting to bring the celebration to the residents instead of the big event taking place on the square. The square lighting will be held in accordance with recommendations by the CDC for COVID and shown virtually.
6. **Update on Regional Park Master Plan** | Parks & Rec Director Thraen reviewed the RFP process. He said 4 proposals had been received prior to the deadline and he will be setting up interviews with the firms in the next two weeks. The Interview committee will be made up of 2 Council Members, the Parks Chair and 3 City Staff members.
7. **Upcoming Programming** | Parks & Rec Director Thraen reviewed plans to start small in person classes for Yoga on Tuesday evenings at the Community Room throughout the next few months. Thraen said he will also be coordinating a program to encourage children to write letters to Santa.
8. **Polk City Community Foundation gift review** | Parks & Rec Director Thraen discussed the transformation process of the damaged tree until into something beautiful and unique for Polk City that will stand naturally for 12+ years and then will be permanently placed in concrete.
9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Council Member Sarchet thanked Thraen for handling the tree project. He provided an update on Community Visioning recent presentation from the landscaping engineer firm that included estimated pricing for the projects. Sarchet says he envisions as the Community Visioning Group comes to an end the Parks Commission would ramp up to explore more opportunities and carry the momentum to create a Friends of the Park program to help secure grants and funding to carryout some of the proposed projects throughout town.
 - Commission Member Delaney discussed her desire to create a butterfly garden in town with some donated seeds and the help of different North Polk students on various projects. She briefly reviewed some of her ideas and with Commission's blessing she will bring more details to a future meeting for further discussion.
 - Parks and Rec Director Thraen thanked Public Works and Ken Morse for successful tree planting at Doc Simmer Memorial Park with 7 trees donated from Earl May Grimes valued at \$2000. Thraen said two applications had been received to date for the vacancy on the Parks Commission and he encouraged others to apply if interested prior to the deadline of November 15th. Thraen said the next agenda the Commission will appoint the 2021 Chair, Vice Chair and Secretary. He thanked Council Member Sarchet and Parks Commission Member Karsjen for the inclusion on the Community Visioning Feasibility meeting. Thraen said that the next

steps would be to get hard copies to each Commission members and work on the formation of a Friends of the Park 501 3C for fundraising efforts.

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10. **MOTION:** A motion was made by Reed and seconded by Karsjen to adjourn at 7:05 pm
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – December 7, 2020

Attest: _____
Jenny Gibbons, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	11/9/2020
VENDOR	REFERENCE	AMOUNT
AMAZON BUSINESS	LETTERS TO SANTA MAILBOX	\$219.18
AMERICAN ALUMINUM SEATING, INC	BLEACHER SPORTS COMPLEX	\$2,295.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$151.34
AUREON TECHNOLOGY	TECH SERVICES	\$2,223.99
BAKER & TAYLOR	LIBRARY BOOKS	\$648.36
BANLEACO	PRINTER LEASE	\$67.80
BRICK LAW FIRM	GENERAL	\$9,750.46
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$108.54
CAPITAL CITY EQUIPMENT CO.	BOBCAT PARTS	\$124.49
CENTRAL SALT, LLC	ROAD SALT	\$3,341.33
CENTURY LINK	PHONE SERVICE	\$31.59
CHR TIRE AND AUTO	TIRES #214	\$1,034.44
CITY OF DES MOINES	WRA HOOK-UP	\$29,428.50
CITY OF POLK CITY	UB ASSISTANCE	\$306.01
City of West Des Moines	METRO HOME IMPROVEMENT PROGRAM	\$27,969.00
CLEANING CONNECTION INC	NOVEMBER JANITORIAL - SHOP/CITY HALL	\$428.66
Crystal Clear Water Co	PURCHASED WATER	\$67.75
Des Moines Metal Fabricating	FLAG POLES	\$220.62
Des Moines Water Works	DMWW PROJECT	\$658,440.84
DORSEY & WHITNEY LLP	BOND COUNSEL	\$11,054.00
FAREWAY	COMET CUPBOARD PURCHASES	\$1,990.50
FREEDOM FLATWORK	CONCRETE REPAIRS	\$5,827.00
GRANGER MOTORS	VEHICLE REPAIR	\$434.57
I.M.W.C.A.	WORKERS COMP INSURANCE	\$5,421.00
IOWA DEPT OF TRANSPORTATION	415 TURNLANES FY20/21 PAYMENT	\$97,896.37
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$141.40
Jerico Services Inc	LIQ CALCIUM CHLORIDE	\$1,625.00
KANSAS CITY LIFE INS. CO	LIFE INSURANCE NOVEMBER 2020	\$1,474.76
KELTEK	BODY CAMERA SERVER SUPPORT	\$3,243.00
MATT AICHER-REIMBURSEMENT	USPCA TRIALS K9 CERTIFICATION	\$248.19
MELISSA ULBRICH-REIMBURSEMENT	CONFERENCE REGISTRATION	\$45.00
MICROMARKETING, LLC	BOOKS ON CD	\$59.50
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$17.10
NELSON AUTOMOTIVE	REPAIR PARTS	\$34.86
OFFICE OF ATTORNEY GENERAL IA	CASE #20-0054	\$81.80
P & M APPAREL	KIWANIS SHIRT	\$32.10
PITNEY BOWES	RED INK CARTRIDGE	\$80.74
POLK COUNTY ATTORNEY	CASE #20-0054	\$122.70
Polk County Recorder	EASEMENT	\$64.00
PORTABLE PRO, INC.	PORTABLE SERVICES	\$300.00
RADAR ROAD TEC	RADAR CERTIFICATIONS	\$175.00
RANGEMASTERS TRAINING CENTER	UNIFORMS - GRIES/DELANEY	\$325.44
RICHARD TAYLOR	TECH SUPPORT	\$450.00

Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$20,845.43
SPECTRUM LIGHTING	LAMP POST GLOBES	\$250.00
VAN PLUMB - ATTORNEY FOR CLIENT	CASE #20-0054	\$818.00
VERIZON WIRELESS	PHONE AND DATA PLAN	\$34.08
Wellmark B.C.B.S.	REFUND OF OVERPAYMENT	\$880.00
WPS GHA	REFUND OF OVERPAYMENT	\$443.02
Accounts Payable Total		\$891,272.46
GENERAL		\$54,901.60
ROAD USE		\$110,383.90
L.M.I		\$28,275.01
ASSET FORFEITURE		\$1,022.50
CAPITAL IMPROVEMENTS		\$7,528.50
CAPITAL WATER PROJECT		\$628,235.06
WATER		\$31,024.12
SEWER		\$29,901.77
TOTAL FUNDS		\$891,272.46



City of Polk City, Iowa

City Council Agenda Communication

Date: November 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Disposal of City property (non-real estate) policy

BACKGROUND: For your review and consideration on Monday is a policy that explains how the City will handle disposal of city property. This policy will be a guideline for how departments dispose of city property; non-real estate as that requires a public hearing. The topic of having a policy has been brought up recently from Department Heads looking to dispose of small items, with estimated value under \$250.

The intent of the City staff is to dispose of items efficiently that we no longer may need. The policy is mirrored with the same spending limitations given to Department Heads and the City Manager. The proceeds from items will be placed into the respective department's budget, preferably in a capital equipment fund.

ALTERNATIVES: Do not approve the policy

FINANCIAL CONSIDERATIONS: None

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

RESOLUTION NO. 2020-131

**A RESOLUTION ADOPTING POLICY PA-42
FOR DISPOSAL OF CITY NON-REAL ESTATE PROPERTY**

WHEREAS, the City of Polk City recognizes the need for adopting a policy that establishes how the City will handle disposal of city property; and

WHEREAS, the policy will be a guideline for how departments dispose of non-real estate city property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA-42 effective November 9, 2020.

PASSED AND APPROVED, this the 9th day of November 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

P&A – 42
CITY OF POLK CITY

POLICY FOR DISPOSAL OF CITY NON-REAL ESTATE PROPERTY

Goals, Policies, Criteria and Procedure Goals: The purpose of this policy is to provide guidance on how City Officials may properly dispose of non-real estate property items, including vehicles, equipment and materials, that the City owns, have been purchased with funds generated through property taxes, utility fees or other public funds. When it has been determined that an item is no longer useful, it should be disposed of in a public and reasonable manner with any funds generated going back into the public funds.

Policy:

The Department Head of the Department in which the asset has been used is generally responsible for providing for disposal of such item. If an item is used by more than one department, all relevant departments should be involved with the disposal of the item. Unless otherwise possible, the funds generated through the disposal of the item should be allocated to the department that incurred the original expense for the item. If multiple departments are involved, any credit received should be allocated according to use.

City Employees may not acquire items unless acquired at public auction or through a sealed bid process.

All items up for sale must include the time, date and place for sale of item(s).

- Trade the item in on a replacement item(s) through a competitive bid process with authorization by Council occurring when the replacement purchase is approved;
- Advertise the item locally on the City websites, public information boards, Social Media, and/or the local newspapers and radio stations soliciting sealed bids, specifying, if appropriate, a minimum acceptable bid;
- Conduct a public auction or sale, specifying, if necessary, an appropriate minimum bid;
- List item on GovDeals.com or similar on-line auction websites, specifying, if necessary, an appropriate minimum bid.

The method of disposal for non-petty cash purchases may be done at department discretion using the below criteria:

- Budgeted items of less than \$3,000 in value may be sold in one of the manners listed with approval by department director.
- Items of between \$3,000 and \$10,000 in value may be sold in one of the manners listed with approval by City Manager and Department Director.
- Items that are greater than \$10,000 in value may be sold in one of the manners listed, however require approval by City Council.



Polk City Water Department

Monthly Report

Month October

Year 2020

Total Water Pumped 17,695,000 Gallons
Monthly Daily Avg 570,806 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** absent University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .9 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 .87 mg/l Polk City Lab.
Fluoride in System- Monthly Average .79 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.05 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 2.86 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .60 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .76 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 5.80 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .06 mg/l Polk City Lab.
Iron System Water- Monthly Average .15 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .25 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .18 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 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 8.2 mg/l Polk City Lab.
pH Finish Water-Monthly Average 8.3 mg/l Polk City Lab.
pH System Water- Monthly Average 8.3 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: November 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for October 2020**

1. Polk City Community Foundation tree carving gift started October 20th and wrapped up October 27th. Artist was Jeff Klatt of Storm Lake, IA. Ongoing maintenance of surface protection application will be completed by city staff. Re-application is recommended every 2-3 years.
2. Met with Kiwanis Club on October 19th to discuss future parks and recreation donations. Club is reviewing options for a Spring 2021 donation. Also discussed the possibility of future, large scale parks and recreation project specific fundraising.
3. Light Up Polk City, a community event hosted by Go Polk City and Polk City Parks & Recreation will be Friday, December 4th. Event will center around the town square lighting with several activities being offered around Polk City. In response to the ongoing COVID-19 pandemic, Light Up Polk City 2020 will have minimal offerings compared to future years. Square lighting will be live streamed for at home viewing, and a holiday lights parade will bring the lights to you!
4. New Polk City website went live on 10-23-2020. Website is hosted and managed by CivicPlus, a leader in municipal websites.
5. SmartRec, Polk City's program registration and facility reservation software, went live on 11-3-2020. This SaaS program is embedded on the Polk City website on the Parks and Recreation department page.
6. Sports Complex baseball/softball fields had 2 reservations in October. 163 total field reservation in 2020 to date.
7. Damaged/missing sport court tiles at Miller Park tennis courts were replaced.
8. Regional Park Master Plan RFP proposals were due at 5pm on 11-2-2020. 4 firms (Confluence, Shive-Hattery, Snyder & Associates, JBC) successfully submitted proposals. Interviews will be conducted 11-16-2020.

RESOLUTION NO. 2020-132

A RESOLUTION APPROVING FUNDS TRANSFER

WHEREAS, during the fiscal year, interfund transfers are sometimes necessary to fund activities or transactions in other funds; and

WHEREAS, most City revenues are recorded into the General Fund and transfers are periodically made to fund debt service payments, subsidize the activities of other funds, or for a special use; and

WHEREAS, the following transfers need to be authorized for FY 19/20:

<i>Amount</i>	<i>From Fund</i>	<i>To Fund</i>	<i>Purpose</i>
\$27,551.82	LMI Fund	TIF Fund	LMI Overpaid last fiscal year

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa that the City Clerk/Treasurer of the City of Polk City Iowa is hereby authorized to make the funds transfers listed above.

PASSED AND APPROVED the 9th day of November 2020.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: November 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Jenny Gibbons, City Clerk
Subject: Annual Urban Renewal Report (AURR)

BACKGROUND: For your review and consideration on Monday is the Annual Urban Renewal Report. This report is required by State Law to be submitted annually prior to December 1, 2020. The report shows revenue and expenses in the Tax Increment Financing Fund and the Low to Moderate Income Fund.

ALTERNATIVES: Do not approve the AURR

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve AURR for FY19-20

Annual Urban Renewal Report, Fiscal Year 2019 - 2020

Levy Authority Summary

Local Government Name: POLK CITY
 Local Government Number: 77G723

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL	77077	1
POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL	77089	4
POLK CITY DEER HAVEN URBAN RENEWAL	77096	2

TIF Debt Outstanding: 2,354,683

TIF Sp. Rev. Fund Cash Balance as of 07-01-2019:	1,576,205	1,576,205	Amount of 07-01-2019 Cash Balance Restricted for LMI
---	------------------	------------------	---

TIF Revenue:	437,978
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	437,978

Rebate Expenditures:	311,903
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	311,903

TIF Sp. Rev. Fund Cash Balance as of 06-30-2020:	1,702,280	0	Amount of 06-30-2020 Cash Balance Restricted for LMI
---	------------------	----------	---

Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 340,500

Urban Renewal Area Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL
 UR Area Number: 77077
 UR Area Creation Date: 07/1991
 UR Area Purpose: Economic Development

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/KOESTER CONST 10 TIF INCR	770795	770796	1,305,000

Urban Renewal Area Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,450,000	0	0	0	1,450,000	0	1,450,000
Taxable	0	0	1,305,000	0	0	0	1,305,000	0	1,305,000
Homestead Credits									0

TIF Sp. Rev. Fund Cash Balance as of 07-01-2019: **0** **0** **Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue:	40,931
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	40,931

Rebate Expenditures:	38,053
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	38,053

TIF Sp. Rev. Fund Cash Balance as of 06-30-2020: **2,878** **0** **Amount of 06-30-2020 Cash Balance Restricted for LMI**

Projects For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

Polk City Dental, LLC

Description:	Developer Agreement
Classification:	Commercial-Medical
Physically Complete:	Yes
Payments Complete:	No

Debts/Obligations For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

Polk City Dental, LLC Rebate

Debt/Obligation Type:	Rebates
Principal:	284,984
Interest:	0
Total:	284,984
Annual Appropriation?:	Yes
Date Incurred:	05/10/2010
FY of Last Payment:	2033

Rebates For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

Polk City Dental, LLC

TIF Expenditure Amount:	38,053
Rebate Paid To:	Polk City Dental, LLC
Tied To Debt:	Polk City Dental, LLC Rebate
Tied To Project:	Polk City Dental, LLC
Projected Final FY of Rebate:	2033

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL (77077)
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/KOESTER CONST 10 TIF INCR
 TIF Taxing District Inc. Number: 770796
 TIF Taxing District Base Year: 2010
 FY TIF Revenue First Received: 2013
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2033

UR Designation	
Slum	No
Blighted	No
Economic Development	06/1991

TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,450,000	0	0	0	1,450,000	0	1,450,000
Taxable	0	0	1,305,000	0	0	0	1,305,000	0	1,305,000
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	121,300	1,305,000	1,305,000	0	0

FY 2020 TIF Revenue Received: 40,931

Urban Renewal Area Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL
 UR Area Number: 77089

UR Area Creation Date:

UR Area Purpose:

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR	770867	770868	12,218,744
POLK CITY AG/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR	770869	770870	0
POLK CITY/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR	770871	770872	424,805
POLK CITY AG/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR	770873	770874	0

Urban Renewal Area Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	70,610	156,358,430	10,966,600	0	0	-68,524	167,327,116	0	167,327,116
Taxable	39,635	88,996,109	9,869,940	0	0	-68,524	98,837,160	0	98,837,160
Homestead Credits									377

TIF Sp. Rev. Fund Cash Balance as of 07-01-2019: **1,576,205** **1,576,205** **Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue:	397,047
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	397,047

Rebate Expenditures:	273,850
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	273,850

TIF Sp. Rev. Fund Cash Balance as of 06-30-2020: **1,699,402** **0** **Amount of 06-30-2020 Cash Balance Restricted for LMI**

Projects For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

FAREWAY

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	Yes

FAREWAY

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

POLK CITY COMMERCIAL, LLC

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

TWELVE OAKS, LLC

Description:	DEVELOPER AGREEMENT
Classification:	Roads, Bridges & Utilities
Physically Complete:	No
Payments Complete:	No

TWELVE OAKS, LLC LMI

Description:	LMI
Classification:	Low and Moderate Income Housing
Physically Complete:	No
Payments Complete:	No

3100 LLC

Description:	DEVELOPER AGREEMENT
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	Yes

3100 LLC LMI

Description:	LMI
Classification:	Low and Moderate Income Housing
Physically Complete:	Yes
Payments Complete:	Yes

BRIDGEPOINTE

Description: DEVELOPER AGREEMENT
Classification: Commercial - retail
Physically Complete: Yes
Payments Complete: No

FRIHALAGE

Description: DEVELOPER AGREEMENT
Classification: Commercial - office properties
Physically Complete: Yes
Payments Complete: No

Debts/Obligations For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

FAREWAY STORES, LLC REBATE

Debt/Obligation Type:	Rebates
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	Yes
Date Incurred:	02/06/2013
FY of Last Payment:	2016

FAREWAY STORES, LLC REBATE

Debt/Obligation Type:	Rebates
Principal:	409,095
Interest:	0
Total:	409,095
Annual Appropriation?:	Yes
Date Incurred:	02/06/2013
FY of Last Payment:	2034

POLK CITY COMMERCIAL REBATE

Debt/Obligation Type:	Rebates
Principal:	147,762
Interest:	0
Total:	147,762
Annual Appropriation?:	No
Date Incurred:	04/22/2013
FY of Last Payment:	2034

TWELVE OAKS, LLC REBATE

Debt/Obligation Type:	Rebates
Principal:	235,500
Interest:	50,000
Total:	285,500
Annual Appropriation?:	Yes
Date Incurred:	04/22/2013
FY of Last Payment:	2034

3100 LLC

Debt/Obligation Type:	Rebates
Principal:	155,456
Interest:	0
Total:	155,456
Annual Appropriation?:	Yes

Date Incurred:	09/24/2013
FY of Last Payment:	2020

BRIDGEPOINTE

Debt/Obligation Type:	Rebates
Principal:	771,886
Interest:	0
Total:	771,886
Annual Appropriation?:	Yes
Date Incurred:	05/29/2015
FY of Last Payment:	2035

TWELVE OAKS LMI

	Outstanding LMI Housing
Debt/Obligation Type:	Obligations
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	Yes
Date Incurred:	04/22/2013
FY of Last Payment:	2034

3100 LLC LMI

	Outstanding LMI Housing
Debt/Obligation Type:	Obligations
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	Yes
Date Incurred:	09/24/2013
FY of Last Payment:	2020

FRIHALAGE

Debt/Obligation Type:	Rebates
Principal:	300,000
Interest:	0
Total:	300,000
Annual Appropriation?:	Yes
Date Incurred:	07/24/2017
FY of Last Payment:	2028

Non-Rebates For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

TIF Expenditure Amount:	0
Tied To Debt:	FAREWAY STORES, LLC REBATE
Tied To Project:	FAREWAY

Rebates For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

FAREWAY

TIF Expenditure Amount: 0
Rebate Paid To: FAREWAY
Tied To Debt: FAREWAY STORES, LLC
REBATE
Tied To Project: FAREWAY
Projected Final FY of Rebate: 2016

FAREWAY

TIF Expenditure Amount: 29,517
Rebate Paid To: FAREWAY
Tied To Debt: FAREWAY STORES, LLC
REBATE
Tied To Project: FAREWAY
Projected Final FY of Rebate: 2030

TWELVE OAKS

TIF Expenditure Amount: 94,300
Rebate Paid To: TWELVE OAKS
Tied To Debt: TWELVE OAKS, LLC REBATE
Tied To Project: TWELVE OAKS, LLC
Projected Final FY of Rebate: 2034

TWELVE OAKS LMI

TIF Expenditure Amount: 25,286
Rebate Paid To: TWELVE OAKS LMI
Tied To Debt: TWELVE OAKS LMI
Tied To Project: TWELVE OAKS, LLC LMI
Projected Final FY of Rebate: 2034

POLK CITY COMMERCIAL

TIF Expenditure Amount: 14,088
Rebate Paid To: POLK CITY COMMERCIAL
Tied To Debt: POLK CITY COMMERCIAL
REBATE
Tied To Project: POLK CITY COMMERCIAL,
LLC
Projected Final FY of Rebate: 2034

3100 LLC

TIF Expenditure Amount: 15,681
Rebate Paid To: 3100 LLC

Tied To Debt: 3100 LLC
Tied To Project: 3100 LLC
Projected Final FY of Rebate: 2020

3100 LMI

TIF Expenditure Amount: 12,643
Rebate Paid To: 3100 LLC LMI
Tied To Debt: 3100 LLC LMI
Tied To Project: 3100 LLC LMI
Projected Final FY of Rebate: 2020

BRIDGEPOINTE

TIF Expenditure Amount: 55,075
Rebate Paid To: BRIDGEPOINTE
Tied To Debt: BRIDGEPOINTE
Tied To Project: BRIDGEPOINTE
Projected Final FY of Rebate: 2035

FRIHALAGE

TIF Expenditure Amount: 27,260
Rebate Paid To: FRIHALAGE
Tied To Debt: FRIHALAGE
Tied To Project: FRIHALAGE
Projected Final FY of Rebate: 2028

Income Housing For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

Amount of FY 2020 expenditures that provide or aid in the provision of public improvements related to housing and residential development: 0

Lots for low and moderate income housing: 0

Construction of low and moderate income housing: 0

Grants, credits or other direct assistance to low and moderate income families: 0

Payments to a low and moderate income housing fund established by the municipality, including matching funds for any state or federal moneys used for such purposes: 0

Other low and moderate income housing assistance: 0

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 770868

TIF Taxing District Base Year:	1990	UR Designation	
FY TIF Revenue First Received:		Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	153,103,830	9,336,600	0	0	-68,524	162,371,906	0	162,371,906
Taxable	0	87,143,658	8,402,940	0	0	-68,524	95,478,074	0	95,478,074
Homestead Credits									374

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	1,143,427	95,478,074	12,218,744	83,259,330	2,570,633

FY 2020 TIF Revenue Received: 364,349

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY AG/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 770870

TIF Taxing District Base Year:	1990	UR Designation	
FY TIF Revenue First Received:		Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	70,610	0	0	0	0	0	70,610	0	70,610
Taxable	39,635	0	0	0	0	0	39,635	0	39,635
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	71,320	0	0	0	0

FY 2020 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 770872

TIF Taxing District Base Year:	1990	UR Designation	
FY TIF Revenue First Received:		Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	3,254,600	1,630,000	0	0	0	4,884,600	0	4,884,600
Taxable	0	1,852,451	1,467,000	0	0	0	3,319,451	0	3,319,451
Homestead Credits									3

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	11,740	3,319,451	424,805	2,894,646	89,808

FY 2020 TIF Revenue Received: 32,698

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY AG/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 770874

TIF Taxing District Base Year:	1990	UR Designation	
FY TIF Revenue First Received:		Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	0	0	0	0	0

FY 2020 TIF Revenue Received: 0

Urban Renewal Area Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL
 UR Area Number: 77096

UR Area Creation Date:

UR Area Purpose:

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR	770235	770236	0
POLK CITY AG/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR	770237	770238	0

Urban Renewal Area Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	4,300	384,470	0	0	0	0	388,770	0	388,770
Taxable	2,414	218,839	0	0	0	0	221,253	0	221,253
Homestead Credits									2

TIF Sp. Rev. Fund Cash Balance as of 07-01-2019: **0** **0** **Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue:	0
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	0

Rebate Expenditures:	0
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	0

TIF Sp. Rev. Fund Cash Balance as of 06-30-2020: **0** **0** **Amount of 06-30-2020 Cash Balance Restricted for LMI**

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL (77096)
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR
 TIF Taxing District Inc. Number: 770236

TIF Taxing District Base Year:	0	UR Designation
FY TIF Revenue First Received:		Slum No
Subject to a Statutory end date?	No	Blighted No
		Economic Development No

TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	384,470	0	0	0	0	384,470	0	384,470
Taxable	0	218,839	0	0	0	0	218,839	0	218,839
Homestead Credits									2

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	0	218,839	0	218,839	6,757

FY 2020 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL (77096)
 TIF Taxing District Name: POLK CITY AG/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR
 TIF Taxing District Inc. Number: 770238

TIF Taxing District Base Year:	0	UR Designation
FY TIF Revenue First Received:		Slum No
Subject to a Statutory end date?	No	Blighted No
		Economic Development No

TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	4,300	0	0	0	0	0	4,300	0	4,300
Taxable	2,414	0	0	0	0	0	2,414	0	2,414
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	0	2,414	0	2,414	61

FY 2020 TIF Revenue Received: 0



City of Polk City, Iowa

City Council Agenda Communication

Date: November 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Annual appropriation of TIF for FY21-22

BACKGROUND: On Monday the City Council will vote for consideration on a resolution annually appropriating our TIF rebate payments for FY21-22. We are required to formally annually appropriate our payments for TIF development agreements so that the full amount of the agreement does not count against the City's constitutional debt limit.

On Monday, the Council will review and vote on the annual appropriation resolution first for FY21-22, and then vote on the TIF certification. Annual appropriation authorizes the payments to be made and the TIF Certification certifies the request for TIF dollars for FY21-22.

ALTERNATIVES: Do not approve the annual appropriation

FINANCIAL CONSIDERATIONS: Total Annual appropriation amount is \$523,232. This is not in addition to the TIF certification request of \$673,450 being certified but will be payment made out of the certified total.

RECOMMENDATION: It is my recommendation that the Council approve the annual appropriation resolution for FY21-22.

MINUTES PROVIDING FOR ADOPTION
OF ANNUAL APPROPRIATION
RESOLUTION

511493-4

Polk City, Iowa

November 9, 2020

The City Council of the City of Polk City, Iowa met on November 9, 2020, at 6:00 o'clock p.m. The City Council met electronically via Zoom, which was accessible at the following:

Call in 515-329-8019 participation code 593054

The City Council is conducting this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

The meeting was called to order by the Mayor, and the roll was called showing the following Council Members present and absent:

Present: _____

Absent: _____.

After due consideration and discussion, Council Member _____ introduced the following resolution and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following 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.

Mayor

Attest:

City Clerk

RESOLUTION NO. 2020-134

Resolution obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations

WHEREAS, the City of Polk City, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted Urban Renewal Plans for the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted ordinances providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments (the “Annual Payments”) which shall come due in the City’s 2021 and 2022 fiscal years with respect to the City’s TIF obligations which were previously approved by resolutions of the City Council and were made subject to annual appropriation determinations by the City Council, all as set forth on Exhibit A hereto; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payments, funds anticipated to be received in Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2020 and July 1, 2021;

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

Section 1. The City Council hereby obligates funds, for the purposes and in the amounts set forth on Exhibit A hereto, for appropriation from the Urban Renewal Tax Revenue Fund to the full satisfaction of the Annual Payments in the City’s 2021 and 2022 fiscal years.

Section 2. The City Clerk is hereby directed to certify the respective amounts obligated for appropriation in the City’s fiscal 2022 in Section 1 above, with the City’s December 1, 2020 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 9, 2020.

Mayor

Attest:

City Clerk

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR
Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal TIF Area**

City: Polk City County: POLK

Urban Renewal Area Name: Polk City Urban Renewal Area II

Urban Renewal Area Number: 77089 (Use State five-digit Area Number)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 485,000.00

*There must be attached a 'CITY TIF FORM 1.1' showing an itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body.

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for any fiscal year where all of the TIF increment tax is not requested.

A City reducing certified TIF indebtedness by any reason other than application of TIF increment revenue received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax revenue received from the County Treasurer.

Dated this _____ day of _____, _____

Signature of Authorized Official Telephone

EXHIBIT A**Schedule of Annual Appropriation Payments for FY '20-'21**

Name of Annual Appropriation Obligation	Date of original City Council approval	Requested FY '21-'22 Payment Amount	Amount obligated for appropriation in FY '20-'21
Development Agreement Bridge Point LLC. NTE \$771,886	5-26-2015	\$53,219	\$53,219
Development Agreement Chamber of Commerce NTE \$225,000	10-26-2020	\$75,000	\$0
Development Agreement Kimberley Development Corporation NTE \$110,000	4-13-2020	\$110,000	\$0
Development Agreement Polk City Commercial Ctr. NTE \$200,000	4-22-2013	\$14,784.83	\$14,784.83
Development Agreement Polk City Dental NTE \$500,000	5-10-2010	\$39,019.31	\$39,019.31
Development Agreement Fareway NTE \$525,000	2-6-2013	\$31,798.46	\$31,798.46
Development Agreement Frihalage NTE \$300,000	7-24-2017	\$28,065.39	\$28,065.39
Development Agreement Luana Savings Bank NTE \$650,000	12-10-2018	\$73,240.91	\$73,240.91
Development Agreement Twelve Oaks NTE \$425,400	4-22-2013	\$16,455.83	\$94,300
Development Agreement Deer Haven NTE \$1,286,647	8-14-2017	\$78,810.24	\$0

Schedule of Annual Appropriation Payments for FY '21-'22

Name of Annual Appropriation Obligation	Date of original City Council approval	Requested FY '21-'22 Payment Amount	Amount obligated for appropriation in FY '20-'21
Economic Development Support Agreement Polk City Chamber of Commerce Payment 2 of 3	10-26-2020	\$75,000	\$75,000
Development Agreement Kimberley Development Corporation Payment 1 of 1	4-13-2020	\$110,000	\$110,000
		\$	\$
		\$	\$
		\$	\$
		\$	\$



City of Polk City, Iowa

City Council Agenda Communication

Date: November 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Jenny Gibbons, City Clerk

Subject: FY22 TIF Certification & Indebtedness Report

BACKGROUND: Each year the City is required to both certify their requests for Tax Increment Financing (TIF) and report any new TIF indebtedness. The report is due December 1st, for the following Fiscal Year that begins July 1st.

The City has multiple urban renewal areas, and a report must be filed for each area that a City is capturing TIF money from. The City is requesting a total of \$673,450 in TIF revenue for FY22. We are requesting TIF from 3 urban renewal areas for FY22. Listed below is the breakdown:

Polk City Urban Renewal Area #2 Total: \$502,964

- Fareway Development Agreement \$31,798
- Polk City Commercial Development Agreement \$14,785
- Twelve Oaks Development Agreement \$16,856
- Luana Savings Bank Development Agreement \$73,241
- Bridge Point Development Agreement \$53,219
- Frihalage Development Agreement \$28,065
- Kimberley Development Agreement \$110,000
- Polk City Chamber of Commerce Development Agreement FY22 \$75,000
- Reimbursement for Polk City Chamber of Commerce contribution in FY21 \$75,000
- Administrative support program reimbursement for FY21 \$25,000 (utilizing another \$25,000 in TIF reserves for a total of \$50,000)

Polk City Koester Construction Total: \$41,458

- Koester Construction \$41,458

Deer Haven URA Total: \$129,028

- Deer Haven Development Agreement \$78,810

- LMI set-aside \$50,218

In addition to making our request for TIF, we have to certify any new debt for FY22. For URA #2, we are certifying new debt in the amount of \$485,000; \$375,000 for the City's Chamber & Administrative Support Program and \$110,000 for Kimberley Development agreement. We are also certifying new debt in the amount of \$1,780,404 for DeerHaven Development Agreement and LMI set-aside requirement.

ALTERNATIVES: Do not approve the TIF Certification & indebtedness reports

FINANCIAL CONSIDERATIONS: \$674,450 for FY22

RECOMMENDATION: It is my recommendation that the Council approve the 3 required reports for TIF Certification & Indebtedness.

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR
Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal TIF Area**

City: Polk City County: POLK

Urban Renewal Area Name: Deer Haven URA

Urban Renewal Area Number: 77096 (Use State five-digit Area Number)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 1,780,404.00

*There must be attached a 'CITY TIF FORM 1.1' showing an itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body.

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for any fiscal year where all of the TIF increment tax is not requested.

A City reducing certified TIF indebtedness by any reason other than application of TIF increment revenue received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax revenue received from the County Treasurer.

Dated this _____ day of _____, _____

Signature of Authorized Official

Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

City: Polk City County: POLK

Urban Renewal Area Name: Deer Haven URA

Urban Renewal Area Number: 77096 (Five-digit State Area Number)

(Format: XX/XX/20XX)

Individual TIF Indebtedness Type/Description:	Date Approved*:	Total Amount:
1 Deer Haven	8/14/2017	1,286,647.00
2 LMI set-aside	8/14/2017	493,757.00
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Total TIF Indebtedness NOT Previously Certified:		1,780,404.00

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

SPECIFIC URBAN RENEWAL TIF AREA TOTAL TAX DOLLAR REQUEST FOR NEXT FISCAL YEAR
CERTIFICATION TO COUNTY AUDITOR
 Due To County Auditor By December 1 Prior To The Fiscal Year
 Where Less Than The Legally Available TIF Increment Tax Is Requested
 Use One Certification Per Urban Renewal Area

City: Polk City County: POLK

Urban Renewal Area Name: Deer Haven URA

Urban Renewal Area Number: 77096 (Five-digit State Area Number)

I hereby certify to the County Auditor that for the next fiscal year and for the Urban Renewal Area within the City and County named above, the City requests less than the maximum legally available TIF increment tax as totaled below.

Typically There Would Only Be A Single Entry In 'Tax Amount Requested'	Tax Amount Requested:
DeerHaven	78,810
LMI Set-aside	50,218
Total TIF Increment Tax Request For This Urban Renewal Area:	129,028

Dated this _____ day of _____,

_____ Signature of Authorized Official Telephone _____

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR
Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal TIF Area**

City: Polk City County: POLK

Urban Renewal Area Name: POLK CITY KOESTER CONSTRUCTION

Urban Renewal Area Number: 77077 (Use State five-digit Area Number)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 0.00

*There must be attached a 'CITY TIF FORM 1.1' showing an itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body.

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for any fiscal year where all of the TIF increment tax is not requested.

A City reducing certified TIF indebtedness by any reason other than application of TIF increment revenue received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax revenue received from the County Treasurer.

Dated this _____ day of _____, _____

Signature of Authorized Official

Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

City: Polk City County: POLK

Urban Renewal Area Name: POLK CITY KOESTER CONSTRUCTION

Urban Renewal Area Number: 77077 (Five-digit State Area Number)

(Format: XX/XX/20XX)

Individual TIF Indebtedness Type/Description:	Date Approved*:	Total Amount:
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Total TIF Indebtedness NOT Previously Certified:		0.00

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

**SPECIFIC URBAN RENEWAL TIF AREA TOTAL TAX DOLLAR REQUEST FOR NEXT FISCAL YEAR
 CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year
 Where Less Than The Legally Available TIF Increment Tax Is Requested
 Use One Certification Per Urban Renewal Area**

City: Polk City County: POLK

Urban Renewal Area Name: POLK CITY KOESTER CONSTRUCTION

Urban Renewal Area Number: 77077 (Five-digit State Area Number)

I hereby certify to the County Auditor that for the next fiscal year and for the Urban Renewal Area within the City and County named above, the City requests less than the maximum legally available TIF increment tax as totaled below.

Typically There Would Only Be A Single Entry In 'Tax Amount Requested'	Tax Amount Requested:
KOESTER CONSTRUCTION	41,458
Total TIF Increment Tax Request For This Urban Renewal Area:	41,458

Dated this _____ day of _____,

 Signature of Authorized Official Telephone

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR
Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal TIF Area**

City: Polk City County: POLK

Urban Renewal Area Name: Polk City Urban Renewal Area II

Urban Renewal Area Number: 77089 (Use State five-digit Area Number)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 485,000.00

*There must be attached a 'CITY TIF FORM 1.1' showing an itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body.

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for any fiscal year where all of the TIF increment tax is not requested.

A City reducing certified TIF indebtedness by any reason other than application of TIF increment revenue received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax revenue received from the County Treasurer.

Dated this _____ day of _____, _____

Signature of Authorized Official Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

City: Polk City County: POLK

Urban Renewal Area Name: Polk City Urban Renewal Area II

Urban Renewal Area Number: 77089 (Five-digit State Area Number)

(Format: XX/XX/20XX)

Individual TIF Indebtedness Type/Description:	Date Approved*:	Total Amount:
1 Kimberley Development Corporation	4/13/2020	110,000.00
2 Polk City Chamber of Commerce	10/26/2020	225,000.00
3 Administrative Support Program	10/12/2020	150,000.00
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Total TIF Indebtedness NOT Previously Certified:		485,000.00

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday, October 5, 2020 at 6:30 pm
Meeting held via Zoom
<https://us02web.zoom.us/j/82147883451>
[Live Participation Link](#)

I. Call to order – the meeting was called to order by Corey Hoodjer at 6:32 pm.

II. Approval of the Agenda

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

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

III. Consent Items – Angie, Sara except Sept minutes

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve Consent Items with the exception of the September 2020 Board Minutes.
MOTION PASSED UNANIMOUSLY.

1. Approve the September 2020 Board Minutes – push to next meeting
2. Approve September 2020 financial statements
 - a. [September 2020 Expense](#) (thru 9/15/20)
 - b. [September 2020 History](#) (thru 9/15/20)
 - c. [September 2020 Budget](#) (thru 9/15/20)

IV. Communication from the Public - None

V. Director's report

Library Director's Report
September 2020

Library Statistics:

- Circulation and library usage.
 - September 2020 circulation decreased by 1,767 checkouts compared to September 2019 (approximately 43%). There was an decrease of 129 circulations from August 2020.
 - July 2020=48% decrease
 - June 2020=65% decrease
 - May 2020=42% decrease

- April 2020=31% decrease
 - 6 Adventure Passes were used saving patrons \$538.
 - Library Patrons saved \$27,803 in September by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- [1st Quarter Stats](#)
 - Circulation is down 6,982 (47%) compared to 1st quarter FY20 due to COVID-19

What's New:

- Library staff participated in the Association of Rural Small Libraries (ARSL) online conference September 28-Oct.1
- Melissa will participate in the Colorado Libraries for Early Literacy online conference October 8-9.
- Jamie will participate in the Iowa Library Association online conference Oct. 15.
- The state library has chosen to partner with the Illinois Library Association for summer reading in 2021. Illinois started their own program several years ago as an alternative to the national Collaborative Summer Reading Program (CSLP). Online training for this program is October 13.
- The staff is completing the online training for Passport Acceptance agents this month. Hopefully, we can begin accepting passport applications by the end of the year.
- The library is partnering with the Polk City Fire Department to create a special online storytime that will allow them to take their annual fire prevention program to schools and daycares virtually.
- The library has had discussions with representatives from the Comet Cupboard regarding the library being a place where individuals can pick up a bag of groceries when they cannot get to the church at designated pickup times.
- Per the city manager's request, we are looking at getting controlled access for the entrance that will allow staff to unlock the door remotely when the library is open by appointment.
- The library is going to offer access to Creativebug, an online database of arts and crafts tutorials and patterns. We are excited to begin offering this as colder weather drives patrons indoors. This will also help us expand our DIY programming.
- We have secured almost all of our performers for next summer's youth summer reading program.
- Our adult exercise programs (Geri-fit, Walk It Off, Chair Yoga and Meditation) have been very popular.

[September 2020 Stats](#)

LIBRARY -AUGUST 2020 STATS SNAPSHOT	September 2019	September 2020 (COVID-19)	August 2020 (COVID-19)
Total Visitors	2,453	0	0
People Checking Out	489	231	265
Polk City Cardholders	423	201	229
Polk City Checkouts	3,819	1,607	1,721
Open Access Cardholders	34	12	17
Open Access Checkouts	304	180	191
Rural Cardholders	32	18	19
Rural Checkouts	191	141	141
Bridges E-book/Audiobook Checkouts	538	623	686
Outgoing ILL Books	22	17	19

Total Checkouts (incl. Bridges & Outgoing ILL)	4,874	2,568	2,758
Auto Renewals (began in September 2018)	759	220	281
Total Checkouts (adjusted for auto-renewal)	4,115	2,348	2,477
Incoming ILL Books	39	21	13
Reserves Placed	194	1,691	1,568
Materials Added	110	141	88
Materials Withdrawn	54	58	134
New Cards Issued	23	5	3
Computer Users	63	0	0
WiFi Users (on site)-Whofi counter started end of 10/19	49	240	196
Reference Questions	66	5	5
AWE Station Usage	127	0	0
AWE Games Played	316	0	0
Adult Programs	26	18	6
Adult Program Attendance	206	94	29
Youth Programs	16	13	0
Youth Program Attendance	404	392	0
Tutoring	9	0	0
No. of Meeting Room Uses by Outside Groups	4	0	0
Patron Savings (physical materials only)	\$52,603	\$27,803.00	\$27,311
Blank Park Zoo Adventure Pass (\$44)	6	2	13
Science Center of Iowa Adventure Pass (\$44)	0	0	0
Living History Farms Adventure Pass (\$51)	4	NA	NA
Botanical Gardens Adventure Pass (\$34)	1	0	1
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	1	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$538	\$88	\$606
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 (Sept. 3-Sept. 30)		156	243
Facebook Post Reach (Sept. 3-Sept. 30)		1,211	2,993
New Facebook Page Followers (Sept. 3-Sept. 30)		4	8
New Facebook Page Likes (Sept. 3-Sept. 30)		4	8

Website Views		2,631	2,604
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VI. Liaison report – Nothing to report

VII. Board Education None – library consultant presentation should be ready by next month’s meeting.

VIII. Agenda Items

1. Review [Volunteer Policy & Form](#) – reviewed; no changes necessary
2. Review [Display and Library Posting Policy](#). – reviewed; no changes necessary
3. Review & Approve [updated Patron Behavior Policy](#). – Sara, Angie
MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve updated Patron Behavior Policy.
MOTION PASSED UNANIMOUSLY.
4. [Approve FY20 Annual Report for the State Library of Iowa](#) – Angie, Sara
MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve FY20 Annual Report for the States Library of Iowa.
MOTION PASSED UNANIMOUSLY.
5. Determine hours of operation for the library on Saturday, December 26, 2020 and Saturday, January 2, 2021.
MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve closing of the PCCL on December 26, 2020 and defer decision to close Library on January 2, 2020 until the November meeting.
MOTION PASSED UNANIMOUSLY.
6. Discuss re-opening of the library by appointment and determine threshold for future closing due to pandemic.

Options: 1) Keep physical Library closed likely for the remainder of 2020 and not consider re-opening until early 2021; continue curbside and online programming. 2) Continue curbside and open by appointment. Jamie has spoken to the City Administrator, who would like the Library to look into installing a device to allow the staff to “buzz” in patrons at their appointment times. The thought would be to control the number of people in the library at one time and reduce contact with the staff.

Decision: Will work on re-opening per Jamie’s recommendations on timing. Curbside delivery will continue to be available. Patrons may reserve a time to come into the Library via 30-minute timeslots. There will be a mixture of day and evening hours and dedicated times for the physical Library to be closed to allow for cleaning and sanitizing. Curbside delivery will continue to be available during the break time when staff is cleaning the Library. Discussed situation that if North Polk enters a hybrid learning model, then the Library will likely return to curbside only delivery, but will be decided on a case-by-case status.

IX. Adjourn – meeting adjourned at 7:13pm.

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to adjourn meeting.
MOTION PASSED UNANIMOUSLY.

Next Meeting November 2, 2020 at 6:30 PM

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room, 1500 W. Broadway
Tuesday, September 8, 2020 at 6:30 pm
Meeting held via Zoom
[Live Participation Link](https://us02web.zoom.us/j/88190957351)
<https://us02web.zoom.us/j/88190957351>

I. Call to order – the meeting was called to order by President Lisa Mart at 6:32pm.

II. Approval of the Agenda

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to approve Meeting Agenda.
MOTION PASSED UNANIMOUSLY.

<u>Board Members Present:</u>	Lisa Mart, Angie Conley, Sara Olson, Rod Bergren
<u>Board Members Absent:</u>	Corey Hoodjer
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Jeff Walters
<u>Guests Present:</u>	Shana Stuart

III. Consent Items

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

1. Approve the [August 2020 Board Minutes](#)
2. Approve August 2020 financial statements
 1. [August 2020 Expense](#) (thru 8/19/20)
 2. [August 2020 History](#) (thru 8/19/20)

IV. Communication from the Public - None

V. Director's report

Library Director's Report
August 2020

Library Statistics:

- Circulation and library usage.
 - August 2020 circulation decreased by 2,101 checkouts compared to August 2019 (approximately 46%). There was an decrease of 434 circulations from July 2020.
 - July 2020=48% decrease
 - June 2020=65% decrease
 - May 2020=42% decrease
 - April 2020=31% decrease
 - 14 Adventure Passes were used saving patrons \$606.
 - Library Patrons saved \$27,311 in August by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).

What's New:

- The library roof incurred damage during the derecho on August 10. Many shingles were lost on the NW side of the roof. Public works has tarped the most critical areas, but has indicated it will not keep all water out. We have plastic draped inside the library in the areas where leaking is most likely.
- Cyclone Pest Management has begun treating the moles on the library property.
- Our website update is progressing nicely.
- Brainfuse HelpNow has been added to our database collection. This database provides free, online homework help between the hours of 2pm-11pm. We are working on getting information rolled out to the schools about this resource and planning some online parent training soon.
- The furnace and AC serving the meeting room, entryway and restrooms will be replaced September 21-22. Polk County Heating and Cooling was the low bid at \$8,050.
- The 50 decommissioned meeting room chairs were sold on GovDeals for \$57.
- We have a variety of youth, teen and adult online programs planned for September.
- September features Banned Book Week (Sept. 27-Oct. 3). Melissa has created a Digital Banned Book Escape Room for teens to complete and earn a free t-shirt.
- September is also Library Card Month. We are working on a promotion to encourage people to get library cards this month.

[August 2020 Stats](#)

LIBRARY -AUGUST 2020 STATS SNAPSHOT	August 2019	August 2020 (COVID-19)	July 2020 (COVID-19)
Total Visitors	2,688	0	113
People Checking Out	545	265	295
Polk City Cardholders	468	229	256
Polk City Checkouts	4,290	1,721	1,967
Open Access Cardholders	38	17	19
Open Access Checkouts	399	191	244
Rural Cardholders	39	19	20
Rural Checkouts	375	141	209
Bridges E-book/Audiobook Checkouts	541	686	700
Outgoing ILL Books	19	19	2
Total Checkouts (incl. Bridges & Outgoing ILL)	5,624	2,758	3,122
Auto Renewals (began in September 2018)	1,046	281	211
Total Checkouts (adjusted for auto-renewal)	4,578	2,477	2,911
Incoming ILL Books	33	13	4
Reserves Placed	158	1,568	1,707
Materials Added	153	88	109
Materials Withdrawn	42	134	309
New Cards Issued	24	3	7
Computer Users	64	0	4

WiFi Users (on site)-Whofi counter started end of 10/19	58	196	207
Reference Questions	63	5	0
AWE Station Usage	154	0	0
AWE Games Played	388	0	0
Adult Programs	19	6	13
Adult Program Attendance	146	29	121
Youth Programs	1	0	11
Youth Program Attendance	15	0	848
Tutoring	43	0	0
No. of Meeting Room Uses by Outside Groups	2	0	0
Patron Savings (physical materials only)	\$59,104	\$27,311	\$35,587
Blank Park Zoo Adventure Pass (\$44)	10	13	6
Science Center of Iowa Adventure Pass (\$44)	12	0	0
Living History Farms Adventure Pass (\$51)	12	NA	NA
Botanical Gardens Adventure Pass (\$34)	3	1	0
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	4	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$1,861	\$606	\$264
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 (Aug 4-Aug 31)		243	283
Facebook Post Reach (Aug 4-Aug 31)		2,993	4,694
New Facebook Page Followers (Aug 4-Aug 31)		8	19
New Facebook Page Likes (Aug 4-Aug 31)		8	18
Website Views		2,604	3,792

VI. Liaison report – nothing to report

VII. Board Education: Shana Stuart, Library Consultant – 6:37pm – 7:02pm

Worked with Shana Stuart to determine needs of the community and Library. Shana will work to put together a proposal for the Polk City Community Library and present it at the next Board meeting.

VIII. Agenda Items

1. Approve bid of \$8,050 from Polk County Heating & Cooling for replacement of furnace and AC.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve bid of \$8,050 from Polk County Heating & Cooling for replacement of furnace and AC.

MOTION PASSED UNANYMOSLY.

2. Re-opening of the library to the public.
 1. Altoona is considering closing doors to public. Pleasant Hill, Ankeny, Johnston, and Grimes in Polk County are open; Slater and Huxley are open.
 2. Polk County positivity rate for COVID-19 – currently over 10%.
 3. Will remain curbside only at this time. Will continue to monitor and discuss as needed.

IX. Adjourn – meeting adjourned at 7:11pm.

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to adjourn meeting.
MOTION PASSED UNANYMOSLY.

Next Meeting October 5, 2020 at 6:30 PM

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

LIBRARY -OCTOBER 2020 STATS SNAPSHOT	October 2019	October 2020 (COVID-19)	September 2020 (COVID-19)
Total Visitors	2,920	61	0
People Checking Out	465	210	231
Polk City Cardholders	405	181	201
Polk City Checkouts	3,983	1,587	1,607
Open Access Cardholders	27	10	12
Open Access Checkouts	230	119	180
Rural Cardholders	33	19	18
Rural Checkouts	265	193	141
Bridges E-book/Audiobook Checkouts	661	612	623
Outgoing ILL Books	28	29	17
Total Checkouts (incl. Bridges & Outgoing ILL)	5,167	2,540	2,568
Auto Renewals (began in September 2018)	917	258	220
Total Checkouts (adjusted for auto-renewal)	4,250	2,282	2,348
Incoming ILL Books	40	20	21
Reserves Placed	274	1,354	1,691
Materials Added	169	104	141
Materials Withdrawn	1,039	117	58
New Cards Issued	13	9	5
Computer Users	71	0	0
WiFi Users (on site)-Whofi counter started end of 10/19	70	238	240
Reference Questions	30	0	5
AWE Station Usage	211	0	0
AWE Games Played	391	0	0
Adult Programs	33	29	18
Adult Program Attendance	297	136	94
Youth Programs	21	21	13
Youth Program Attendance	581	772	392
Tutoring	20	0	0
No. of Meeting Room Uses by Outside Groups	4	0	0
Patron Savings (physical materials only)	\$54,409	27,271	\$27,803.00
Blank Park Zoo Adventure Pass (\$44)	3	3	2
Science Center of Iowa Adventure Pass (\$44)	3	0	0
Living History Farms Adventure Pass (\$51)	1	NA	NA
Botanical Gardens Adventure Pass (\$34)	1	1	0
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	1	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$385	\$166	\$88
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 (Oct. 5-Nov. 1)		182	156
Facebook Post Reach ((Oct. 5-Nov. 1)		2,228	1,211
New Facebook Page Followers((Oct. 5-Nov. 1)		12	4
New Facebook Page Likes ((Oct. 5-Nov. 1)		13	4
Website Views		3,111	2,631

Library Director's Report October 2020

Library Statistics:

- Circulation and library usage.
 - October 2020 circulation decreased by 1,968 checkouts compared to October 2019 (approximately 45%). There was an decrease of 20 circulations from September 2020.
 - 61 patrons visited the library by appointment since October 12.
 - 4 Adventure Passes were used saving patrons \$166.
 - Library Patrons saved \$27,271 in October by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).

What's New:

- Director Noack participated in the Iowa Library Association online conference on October 15.
- Melissa participated in the Colorado Libraries for Early Literacy online conference October 8-9.
- The staff has completed 6 of the 12 modules in the online training portal for Passport Acceptance agents this month.
- The staff has completed the mandatory bloodborne pathogens training and fire safety training through the city's safety program.
- The staff has completed the city's mandatory chain of command training.
- Per the city manager's request, we will be getting controlled access for the entrance that will allow staff to unlock the door remotely when the library is open by appointment. The cost for this will come from city funds rather than library funds.
- The number of patrons choosing to make appointments and visit the library has been minimal. The first 2 weeks we were "open", we had approximately 25 patrons total each week. The third week, we had 11 patrons in. We are attributing this to the rapid rise of COVID-19 cases in the area.
- Evenings and Saturdays are typically very quiet with typically less than 5 individuals picking up items.
- We have decided that our annual Giving Tree will benefit the Iowa National Guard Warrior and Family Services Branch to provide gift baskets to families of deployed soldiers.
- I am in the process of hiring a library page to replace Trinity Bacaam who has resigned.
- I have had a preliminary meeting with Jason Thraen to discuss the possible locations for creating a story walk in Polk City. Best options include: the Square or Marina Cove Park. Other possibilities include Big Creek State Park or the Neal Smith Trail between the Sports Complex and Washington Avenue.



City of Polk City, Iowa City Council Agenda Communication

Date: November 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: IDALS Grant Funding opportunity

BACKGROUND: The Department of Agriculture & Land Stewardship (IDALS) has announced that communities can apply for state funding to support the implementation of urban water quality improvement projects. Pre-application is due by December 4, 2020. I would recommend to the Council that we apply to offer a cost-sharing program available to residents of Polk City for Soil Quality Restoration (SQR) projects. This opportunity could initiate a start-up program in Polk City for stormwater quality that we have been discussing for months now.

Cities can apply for up to \$100,000 in grant funding through IDALS, but a 50% match is required. The match can be city money, or money contributed by the homeowners. Due to the fact that we do not have a stormwater fee implemented, my recommendation would be that we require homeowners to cost-share 50% of the project. If there was an opportunity for additional funding, we would try to lower the cost-share to the homeowner. That is a detail we could work out at a future meeting, however, I am asking for the City Council to approve participation in the program.

There is also a possible component of utilizing some LMI funds for the project, if homeowners meet those qualifications. My recommendation would be that if there is cost-sharing to the resident, but someone meets the LMI requirements, that the City utilize LMI funds for the homeowners cost-sharing portion.

City staff and I have been working with Johnathon Swanson, with Polk County regarding a potential project. Soil Quality Restoration on a .25 acre lot costs approximately \$1,700. If we requested \$50,000, and matched another \$50,000, we could offer the program to approximately 58 homeowners. Completing 58 SQR projects would be the largest project done to date in the State of Iowa at one time.

There would also be an opportunity for the City to manage the program, and try to contract with one contractor for a potential cost savings. If we offer a large enough contract, we may get lower bids in for SQR, instead of asking the homeowners to make arrangements with a contractor on their own.

ALTERNATIVES: Do not approve the funding opportunity

FINANCIAL CONSIDERATIONS: Asking for \$50,000 in IDALS money seems like a good benchmark for us to achieve in year 1 of offering a program. The City would need to match another \$50,000, however, that could be contributions from the homeowners participating in SQR.

RECOMMENDATION: It is my recommendation that the Council approve applying for the funding through IDALS.

RESOLUTION NO. 2020-133

**A RESOLUTION GIVING AUTHORIZATION TO APPLY FOR IOWA DEPARTMENT
OF AGRICULTURE & LAND STEWARDSHIP FUNDING**

WHEREAS, the City of Polk City is desirous to partner with the Iowa Department of Agriculture and Land Stewardship (IDALS) to apply for funding related to implementation of urban water quality improvement projects; and

WHEREAS, the City of Polk City has identified a need to improve stormwater quality and offer a Soil Quality Restoration program to the residents of Polk City; and

WHEREAS, the program grant requires a commitment of a financial contribution of a local match at 50% towards the implementation of a proposed project; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa to apply for IDALS for \$50,000 for implementation of urban water quality improvement projects. The City of Polk City will match the amount received at 50% through a combination of cost-sharing with participants, Low to Moderate Income (if a resident qualifies), and general fund money.

PASSED AND APPROVED the 9th day of November 2020.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk