

Agenda -Notice of Meeting

Polk City | City Council

April 10, 2023 | 6:00 pm

City Hall Council Chambers

Public Meeting participation in person or via phone

Call in # 515-726-3598 Participant Code 535355

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

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

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

Steve Karsjen | Mayor

Rob Sarchet | Pro Tem

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

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearing

- a. Public Hearing on proposed FY 23/24 Budget
 - i. Resolution 2023-48 Adopting Budget

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

6. Consent Items

- a. City Council Meeting Minutes for March 27, 2023
- b. City Council Work Session Meeting Minutes for March 27, 2023
- c. Claims listing April 10, 2023
- d. Receive and file the Parks Commission Meeting Minutes for April 3, 2023
- e. Receive and file the March 2023 Parks & Recreation Department Report
- f. Receive and file the Library Board Meeting Minutes for April 3, 2023
- g. Receive and file the March 2023 Library Director Report
- h. Twelve months Liquor License for Papa's Pizza effective May 28, 2023
- i. Resolution 2023-49 approving Pay App No. 2 in the amount of \$48,925 for the Fire Station Remodel
- j. PFM Financial Advisor agreement in the amount of \$16,500 for the Polk City 2023 GO Bonds
- k. Resolution 2023-50 approving an agreement deferring sidewalk installation
- l. Twelve-month Tobacco permit for Kum & Go effective July 1, 2023
- m. Receive and file March 2023 Fire Department Report
- n. Acknowledge Fire Department Policy Revision #120 Medical Evaluation Program
- o. Resolution 2023-51 approving Pay App No. 10 in the amount of \$ for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project
- p. Resolution 2023-52 approving a cooperative services agreement for maintenance of joint jurisdictional roadways
- q. Resolution 2023-53 approving the certificate of completion for private development agreement with Deer Haven Land Company

7. Business Items

- a. First Reading of Ordinance 2023-5000 amending Chapter 165.06 Zoning Regulations, General Regulations
 - i. Optional: Waive Second and Third Readings
- b. First Reading of Ordinance 2023-6000 amending Chapter 157 Site Plan
 - i. Optional: Waive Second and Third Readings
- c. Snyder & Associates February 2023 Engineering Services Invoice in the amount of \$9,264.75

8. Mayor Proclamations:

National Library Week, April 23-29

National Arbor Day, April 28

9. Reports & Particulars

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

10. Adjournment

--next meeting date April 10, 2023



City of Polk City, Iowa City Council FY2023 Budget Memo

Date: March 14, 2023
To: Mayor Steve Karsjen and City Council
From: Chelsea Huisman, City Manager
Subject: FY2024 Budget Memo

General Overview of the FY2024 Budget:

I would like to begin by thanking the elected officials and the city staff for your dedicated work on the FY2024 budget. The annual budget is the most difficult, yet most important task we complete each year, and as our budget grows, and we continue to complete capital projects, it becomes more complicated. Without all of you and your commitment, compiling this upcoming fiscal year's budget would not be possible. I thank each one of you for your time with the budget process, and your valuable input.

I am proud to present to the City Council the proposed FY2023-2024 operating budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024. The city typically begins their budget planning process in November prior to the fiscal year budget beginning. While this year was no different regarding start of the city budget, there were some changes made by the State Legislature in February, which impacted the proposed schedule for the upcoming budget cycle. Due to Senate File 181, which was a corrective bill to fix the residential rollback for FY2024, this year's budget filing period has been extended to April 30, 2023. Therefore, we did make a few adjustments to the budget calendar, and finalization of the city budget is occurring later than usual this year.

This memo outlines the main points regarding the budget. I have listed some highlights at the beginning of the memo, and then you will find all major highlights by fund. The City Council members will receive full budget workbooks, and the full city budget will be available on the city's website. A public hearing on the proposed budget is tentatively scheduled to be held at the regular City Council meeting on April 10, 2023. The City Council will consider adoption of the budget immediately after the public hearing.

The proposed budget for FY2024 has a city tax levy of \$11.00 per \$1,000 assessed. For FY2023, the aggregate city tax levy rate was also \$11.00 per \$1,000 assessed, or unchanged from last year's budget.

In 2018, the State Legislature enacted a "Truth in Taxation" bill that required city and county governments to have an additional public hearing prior to adoption of the budget. In general, the rule states that if a city

exceeds 2% or more in revenue generated from their operating taxes, a public hearing and approval is required. A City that exceeds the 2% increase in revenue must have approval by the City Council prior to setting the public hearing for the budget adoption. Polk City has had this maximum property tax hearing the last three years and I would expect it every year moving forward as we are a growing community, and we have averaged annual growth of 6-10%. The maximum property tax public hearing was held on February 27, 2023, and approved.

Polk City's taxable valuations did increase from FY23 to FY24. For the city's operating taxable valuation, we are seeing a 5% increase from current fiscal year of \$307,403,769 to \$322,643,643 and an 8% increase for debt service valuation from \$345,877,132 to \$373,764,341. Taxable valuation is solely based on what is taxable; therefore, tax increment financing (TIF) and the rollback are factored into those taxable numbers.

Most of Polk City's taxable growth is due to new construction. In 2022, the City issued 89 single family home permits, 22 townhome/duplex permits and 3 commercial building permits. All new construction from the calendar year 2022, is incorporated into the proposed budget, meaning we collect the new valuation growth.

Another factor for the increase in growth is due to the slight increase of the residential rollback for FY2024. In the State of Iowa, residential property owners do not pay taxes on their full 100% valuation. Instead, they pay taxes on a lesser number, known as the residential rollback, which is a limitation on annual growth of property values. Property value growth is limited to 3% between any given year through the residential rollback tool. The rollback history generally trends around 54-56%, meaning that a residential property owner pays taxes on 54-56% of their valuation, instead of 100%. The residential rollback for FY2024 is 54.6801, a slight increase from the previous year's 54.1302.

The proposed FY2024 budget has total revenue (excluding transfers) of \$23,056,856 and total expenditures (excluding transfers) of \$27,874,454. The city has \$17,046,600 in capital projects and capital equipment purchases planned for FY23-24; therefore, the city's total operating budget is \$10,827,854.

Each fund in the city budget has a positive fund balance, except for the city's capital fund. The City anticipates constructing several capital projects next year, some of which the city already has the funds on hand to construct. It may appear that the city is spending more than we are bringing in for the capital fund, however, the revenue and expenses for the proposed capital projects may just occur in different fiscal years, creating what appears to be a deficit fund balance. The City does balance the capital fund at the end of each fiscal year and will plan to do that prior to June 30, 2024.

General Fund Revenue Highlights:

The City's largest revenue source is property taxes. Of all general fund revenue, property taxes accounts for nearly 68% of all general fund revenue. For FY2024, all general fund revenue equals \$4,610,109. Other sources of revenue to support the General Fund consist of a portion of local option sales tax, or LOST, hotel/motel tax, ambulance billing, permit fees, franchise fees, donations, rentals, interest, lease agreement revenue, grants, and other miscellaneous revenue.

For FY2024, the City's taxable valuations increased approximately 5% for general operating and 8% for debt service. The City's proposed levy for FY23-24 is \$11.00 per \$1,000 assessed. Here is the breakdown of the City's overall tax levy of \$11.00:

- The most commonly used general levy is known as the **8.10 levy**. In Iowa, a city is permitted to impose a property tax rate for the general fund operations not to exceed \$8.10 per \$1,000 of assessed value. City governments can levy for additional specific purposes, but the general 8.10 levy is the most unrestricted levy available for general fund expenses. For FY2024, Polk City's General Fund \$8.10 per \$1,000 levy will generate **\$2,613,414**.
- Polk City does require additional revenue beyond what is generated with the 8.10 levy. One of the city's largest expenses is the cost of employee benefits, such as health insurance. For FY2024, the City of Polk City will also levy for **Other Employee Benefits**. The proposed levy amount for other employee benefits is **\$.61133 per \$1,000** assessed. This is an increase from the current years levy rate; however, we will not be levying for FICA/IPERS for next year, and instead will just levy for other employee benefits due to the rising costs of health insurance. This levy will generate an additional \$197,243 to pay for a portion of the city employee benefit costs.
- The FY23-24 budget also has a proposed **Emergency Levy**. We did not utilize this levy in the current years budget. The proposed levy for Emergency purposes is **\$.27 per \$1,000** assessed. This levy will generate an additional \$87,114 to be used for emergency expenses related to Public Safety.
- The final levy we utilize is the **Debt Service levy**. This levy is specifically to pay for general obligation outstanding debts. The City has 4 outstanding debt obligations that we utilize the debt service levy to pay, and those include: 2018 GO (DMWW Water Improvements & purchased capacity), 2020 GO (Asphalt overlay street project), 2021 GO (General Corporate Purpose and Refunding of Sewer Improvements), and 2022 GO(City facility and trail improvements). The City is also planning to issue new general obligation debt for 2023, at an estimated value of \$3,600,000. We will be levying for that first partial principal and interest payment, which the City Council has already approved and authorized the pre-authorization levy for.

The proposed levy for debt service is **\$2.01867 per \$1,000** assessed. Total revenue generated by the Debt Service Levy in the proposed budget is \$754,508. The city uses some water and sewer cash to buy down the City's debt service levy rate. Therefore, you may notice this does not cover the City's

entire debt payments. I have added some additional long term debt spreadsheets this year in the budget books for reference.

Other revenue sources that contribute to the general fund include other various fees. The sources listed below are of most significance.

- Polk City is a growing community, and therefore we have experienced high building permit and development fee revenue charged to developers. For FY24, we are estimating \$630,500 in building and housing development revenue. This revenue typically offsets our expenses for engineering and building inspection fees.
- For FY2024, we have an estimated \$50,000 being generated in franchise fee/tax. This tax is generated by the utility companies using the city's ROW and paying a fee to do so. The City Council has approved proceedings for a 1% tax to be collected on electric and gas utilities. In the State of Iowa, cities can approve up to 5% for electric, gas, cable, and telephone. The City Council could consider increasing the franchise fee up to 5%, with each percentage generating \$50,000.
- We have estimated \$25,000 for Hotel/Motel tax. Hotel/Motel has declined for our community throughout the past years, as Polk City only has one hotel property. The City of Polk City does have agreements with BRAVO & GDSM Partnership, that they each collect 2 cents of a 7-cent local tax. The city then keeps and utilizes the remaining 3 cents.
- Interest rates have soared over the past 6 months, and the city is taking advantage of the higher interest rates. The city recently converted some of our money market accounts to Certificates of Deposits (CDs) to increase interest on the city's accounts. With this move, we are estimating \$230,000 in interest for FY2024.
- The city has agreements with 4 cell phone companies to lease space on our water tower for equipment. This is a very common practice in local government, as water towers are typically the highest facility, and make good locations for cell phone antennas/equipment. We are estimating \$89,000 in revenue for next year's proposed budget.
- The city is estimating \$44,000 in revenue from the State of Iowa for Commercial/Industrial backfill. In 2013, the State Legislature passed a property tax reform bill, which initiated a rollback for commercial, industrial, and multi-residential property, similar to the residential rollback. The bill states that commercial and industrial will be taxed at 90% of their taxable value, instead of 100%. Since the implementation, the State has backfilled the lost 10% in revenues to the local governments. In 2021, the Legislature approved a bill to phase out the rollback to local governments. Based on a City's growth in valuations, local governments can expect the backfill to be gone over a period of

years. Polk City is on the 4-year plan, beginning with the proposed budget year beginning July 1, 2022. The city is estimating that we will receive \$14,000 in backfill money from this State change.

In 2022, the State Legislature passed a similar tax reform bill, which initiated an additional rollback for commercial and industrial property on the first \$150,000 of taxable value. The first \$150,000 of taxable value are now taxed at the residential rate, instead of the commercial/industrial rate. We are estimating a loss of \$30,000 with this new bill and are expecting to receive that amount from the State backfilled for FY2024. The State has not said how long they will backfill this revenue loss.

General Fund Expenses Highlights:

The City's General Fund contains the expenses of Police, Fire, Building/Housing, Library, Parks & Recreation, and City Hall & Administration. These department expenses within the General Fund must be covered by general fund revenue, such as property taxes, and the other revenue sources I have outlined in this memo. For FY2024, all general fund expenses equal \$4,527,650, with a total general fund surplus of \$82,459. Nearly all expenses in the city's general fund are general operating expenses, meaning that the City does not have large capital expenses paid for out of general fund revenue. The largest expense in the City's general fund, and overall budget is employee wages and benefits.

The proposed budget includes 2 new full-time positions: Police Sergeant and FF/Paramedic. These are 2 public safety positions the City Council has prioritized in the city's staffing plan, FF/Paramedic (FY2024) and Police Sergeant (FY2025). Once the city budget is approved, the City Council will need to update the city's organizational chart and amend the Police Sergeant position in the city's staffing plan, as we are adding that position a year early.

Road Use Tax Highlights:

Cities in Iowa receive Road Use Tax (RUT), which is based on per capita. For FY2024, I am estimating the city will receive revenue (\$720,590) and expenses (\$710,450) for the RUT fund. Our RUT estimation is based on a per capita rate of \$130.00. The city's official 2020 census population is 5,543, and this revenue source is a significant reason why growing cities will conduct special census.

All expenses in the RUT fund must be used on streets. The largest expense in the city's RUT fund is employee wages and benefits for the Public Works department. Other expenses include vehicle operations and repairs, snow removal expenses, equipment, and city right-of-way expenses. The city's RUT funds do not cover the full city street costs, and we have to supplement some of the revenue for streets with general

fund revenues. In Iowa, you cannot transfer money into the RUT, therefore the remaining expenses for streets (\$117,200) is paid directly out of the general fund.

Local Option Sales Tax Highlights:

The city does collect a 1% local option sales tax, which was approved by the voters of Polk City back in 1985. I am estimating LOST revenue for FY24 in the amount of \$950,000. Of that \$950,000, \$200,000 will be transferred to the City's general fund for general operations, and the remaining \$750,000 will be spent on capital projects in lieu of borrowing additional money.

Tax Increment Financing Highlights:

For FY2024, Polk City estimates the tax increment financing (TIF) fund revenue (\$887,632) and expenses (\$727,241). The revenue we collect from TIF is solely to pay outstanding economic development agreements we have throughout the community. Of that \$887,632 revenue, \$617,241 will be paid for economic development agreements, and \$50,000 will be transferred to the general fund to contribute to the city's administrative support program for urban renewal related activities. The remaining revenue will be transferred to the city's low to moderate housing income fund (LMI), as required by State law.

Capital Projects & Capital Equipment Highlights:

The proposed projects and capital equipment budget for FY2024 will consist of several large-scale projects, with a total budget amount of \$17,046,600. All the expenses in the capital fund, are one-time projects and purchases, which will be paid for through loans, local option sales tax, grant funding, and cash reserves. The city is expecting to complete the following projects with the following estimated expenses:

1. City Hall/Community Room Project, FY2024 expense \$5,950,500. The City Hall/Community Room project estimated total cost is \$6.5 million. This project is to construct a new 12,000 square foot facility south of the current City Hall. The facility will be a 2-story building, with a community room on the main level, and office spaces for city staff located on the 2nd level. Construction for the project will begin in April 2024, and the city will pay some of the construction costs in FY2023, however, most expenses will be paid in FY2024. It is difficult to determine expenses in FY2024, therefore, I have incorporated the expense of \$5.95 million, assuming full construction, minus architect/engineering fees in FY2024.
2. Water Tower project, FY2024 expense \$8,184,000. The Water Tower project will be constructed over fiscal years. Again, it is difficult to know when expenses will be paid out, therefore, I have prepared

the budget to assume most construction costs will be paid in FY2024, although the project will also continue into FY2025. With the demanding needs for water storage in Polk City, the city plans to construct a 1.5 million gallon storage tank on the north side of town.

3. Capital Equipment FY2024 expense \$369,100. The city plans to purchase 2 new police vehicles, lease payments on existing police vehicles, replace 2 public works trucks, and purchase a new concrete trailer for public works.
4. Northside Drive intersection realignment and trail project, FY2024 expense \$2,018,000. This project will reconstruct the intersection of North 3rd Street and Northside Drive and construct a multi-use trail from Kiwanis Park to E. Vista Lake Drive. The city has received grant funding for this project in the amount of \$893,000.
5. Trail projects, FY2024 expense \$275,000. This project will fill in 2 trail gaps along Bridge Road. Construction of these trail gaps will provide for full trail connectivity along Bridge Road.
6. Street Repairs project, FY2024 expense \$225,000. This is an annual project completed, where the City removes and replaces concrete street panels throughout the community.
7. Whitetail Parkway Study, FY2024 expense \$25,000. This project will provide a study for the future alignment of Whitetail Parkway. As the community develops to the north, the alignment of this major corridor needs to be planned for future developments.

Water Fund Highlights:

The city is estimating revenue (\$1,770,990) and expenses (\$1,773,695) for FY2024 to fund the water utility. This fund covers all the city's expenses for the water utility. Some of the largest expenses for the water utility include staff wages for the public works and administration departments, our cost to purchase water, produce water and maintain and repair water main breaks within the system. The city will also use a portion of water revenue to buy down our debt service levy for the 2018 General Obligation loan.

Sanitary Sewer Fund Highlights:

The city is estimating revenue (\$1,888,300) and expenses (\$1,857,493) for FY2024 to fund the sanitary sewer utility. This fund covers all the city's expenses for sewer and funds portions of staff wages for the public works and administration staff, our fees to send sewage to the WRA treatment facility, our annual payment to Polk County for the Rock Creek trunk sewer, and repairs and maintenance to the system. We will also use a portion of sanitary sewer revenue to buy down our debt service levy for the 2021 General Obligation Refunding Loan.

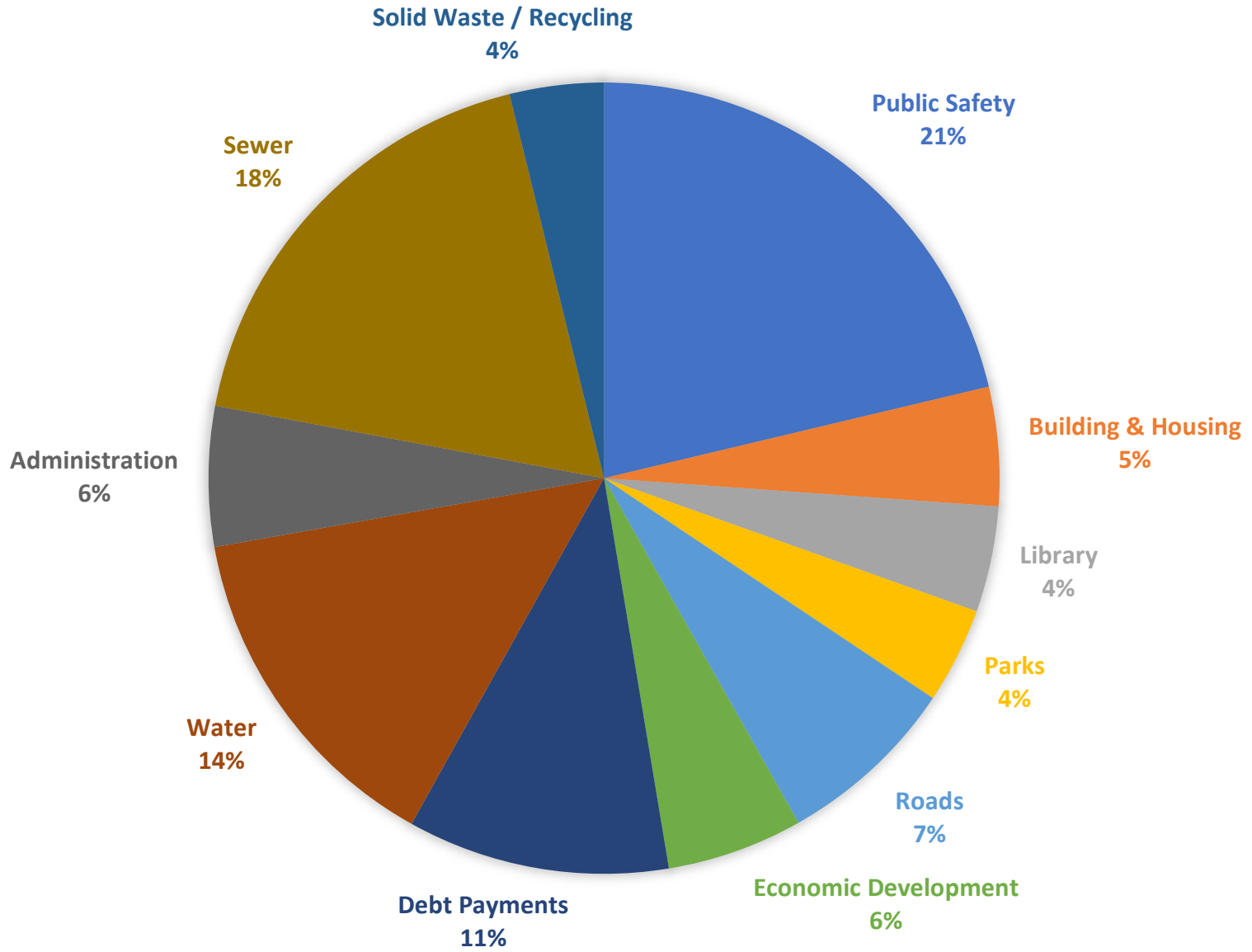
Solid Waste/Recycling Fund Highlights:

For FY2024 we are estimating revenue and expenses in the solid waste fund to be \$416,000. All expenses for solid waste/recycling are to provide the service directly to the residents. Although the city provides a contract for solid waste and recycling to Polk City residents, the city acts as only a pass-through for the collection of revenue, meaning the city does not collect any revenue off of this utility. All expenses paid out of this fund are paid directly to the Metro Waste Authority (MWA), who administers the contracts for solid waste and recycling services.

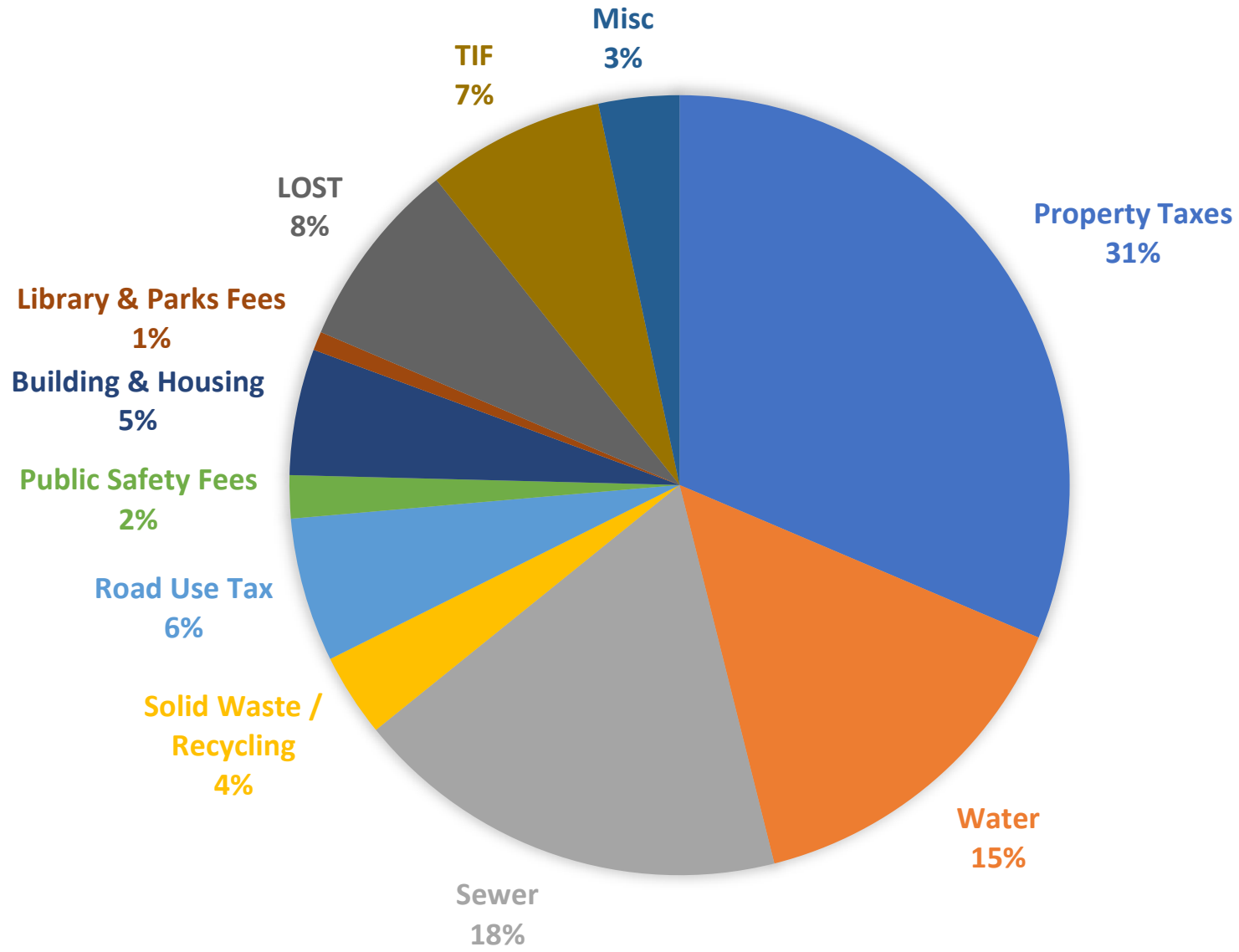
Stormwater Fund Highlights:

The city does collect a stormwater fee from residents to help offset some of the stormwater utility expenses. This is a relatively new utility for Polk City. For the FY2024 budget, I am estimating revenue (\$295,000) and expenses (\$230,000) for the storm water utility. Some of the expenses in the stormwater utility fund include street sweeping costs, stormwater detention maintenance, and miscellaneous contract work to complete a city-wide soil quality restoration (SQR) project. As some of you may recall, in 2021, the city was awarded a grant from the State of Iowa to complete a city-wide SQR project. With the grant funding, and private property owner contributions, the city selected a contractor to complete SQR on 63 residential properties. For calendar year 2023, we have been awarded \$95,000 to complete this project again, and our goal is to complete more SQR projects city-wide.

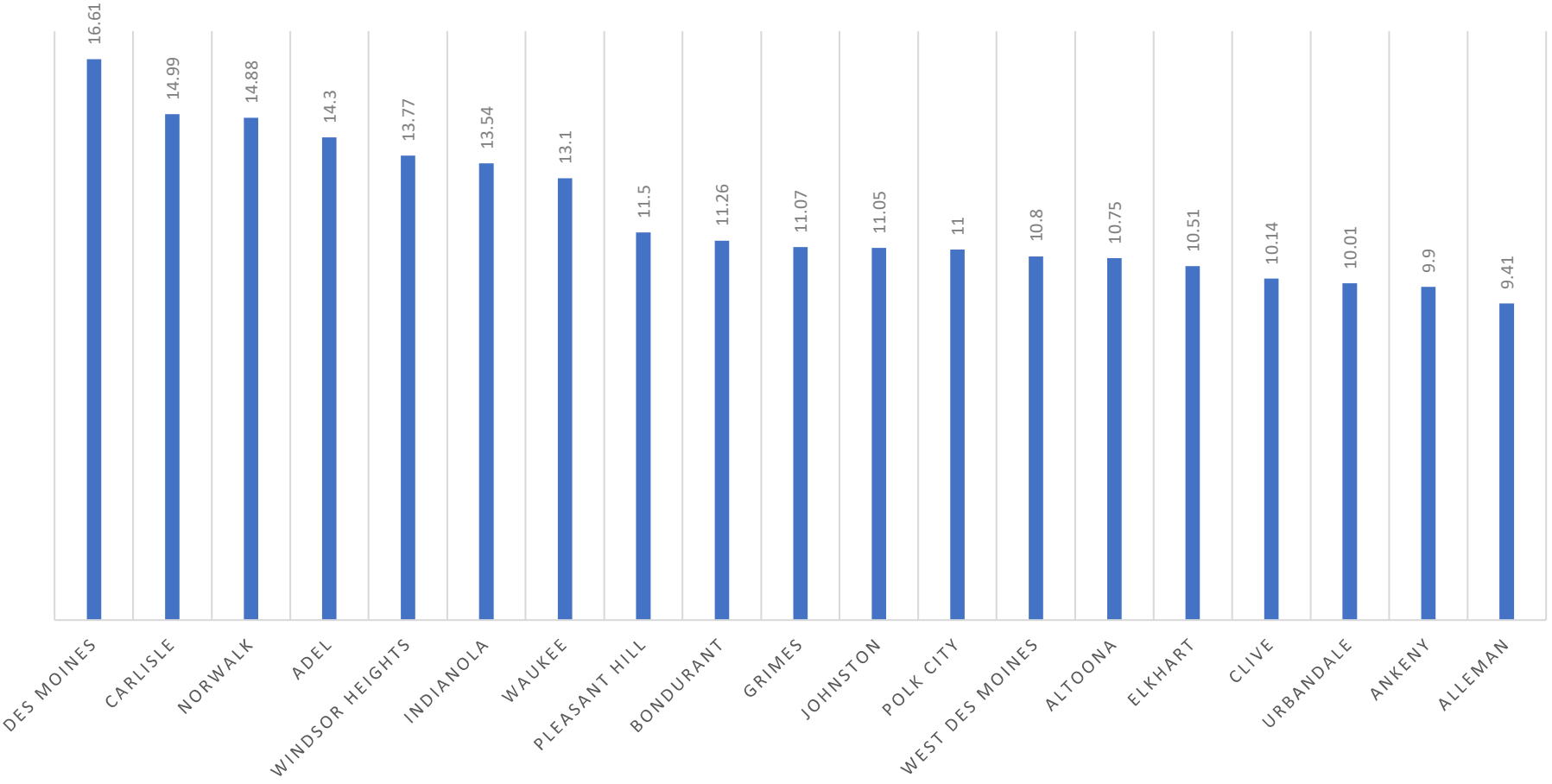
2024 OPERATING EXPENSES



2024 OPERATING REVENUES



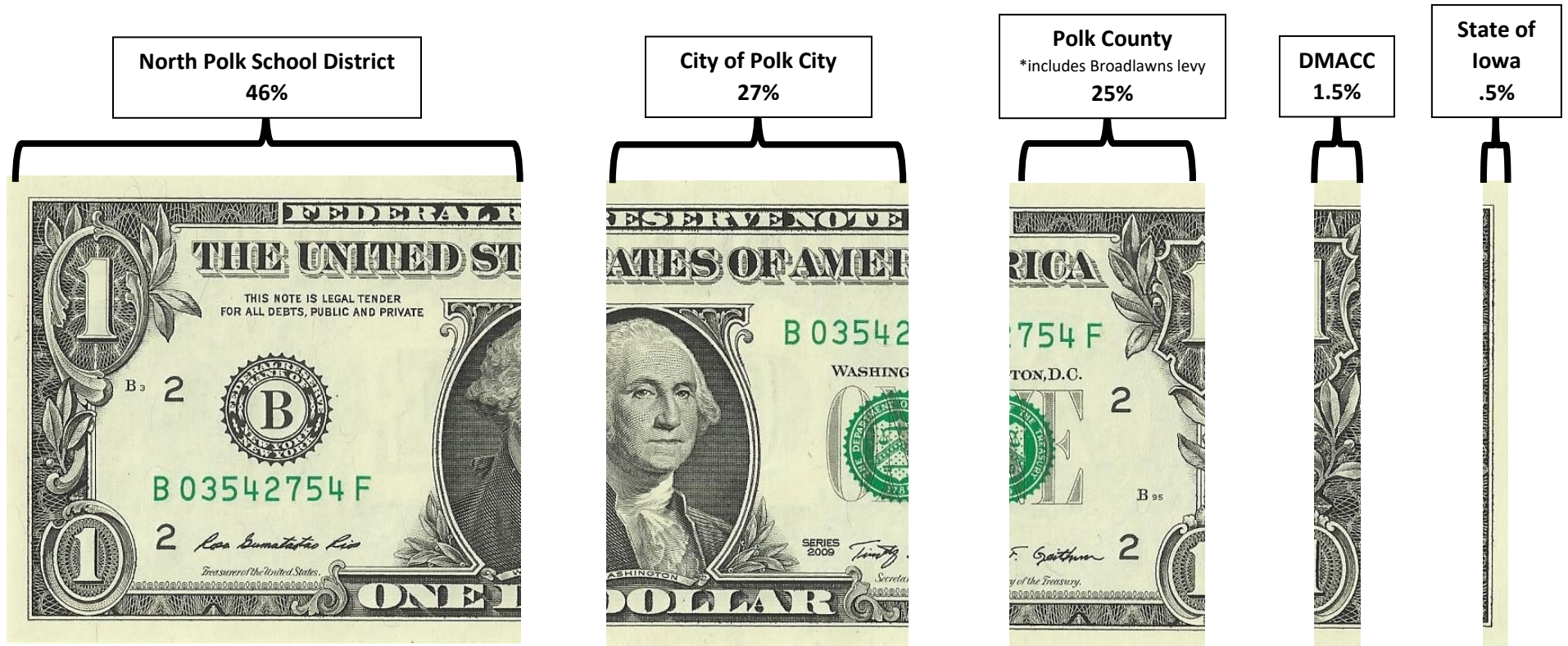
FY 24 PROPERTY TAX LEVY RATE COMPARISON



<u>EXPENSES BY FUND</u>	<u>EXPENSE</u>	<u>GF REVENUE</u>	<u>DEBT SERVICE</u>	<u>CAPITAL REVENUE</u>	<u>ENTERPRISE REVENUE</u>	<u>FUND BALANCE</u>	<u>FUND BALANCE W/TRANSFERS</u>
		\$ 4,285,109.00				\$ 4,285,109.00	
POLICE TOTAL	\$ 1,309,400.00						
CIVIL DEFENSE TOTAL	\$ 11,500.00						
FIRE TOTAL	\$ 978,350.00						
BUILDING/HOUSING TOTAL	\$ 526,000.00						
DOG CONTROL TOTAL	\$ 5,100.00						
PUBLIC SAFETY TOTAL:	\$ 2,830,350.00					\$ 1,454,759.00	
ROAD USE TOTAL	\$ 620,450.00				\$ 720,590.00	\$ 100,140.00	\$ 10,140.00
STREET LIGHTING TOTAL	\$ 65,000.00						
OTHER PUBLIC WORKS TOTAL	\$ 117,200.00						
PUBLIC WORKS TOTAL:	\$ 802,650.00					\$ 1,272,559.00	
						\$ -	
ENV. HEALTH SERVICES TOTAL	\$ 2,000.00						
HEALTH & SOCIAL SERVICES TOTAL:	\$ 2,000.00					\$ 1,270,559.00	
LIBRARY TOTAL	\$ 467,550.00						
PARKS TOTAL	\$ 425,000.00						
COMMUNITY CENTER TOTAL	\$ -						
CULTURE & RECREATION TOTAL:	\$ 892,550.00					\$ 378,009.00	
					\$ 887,632.00		
ECONOMIC DEVELOPMENT TOTAL	\$ -					\$ -	
TIF/ECON DEV TOTAL	\$ 602,241.00						
COMMUNITY & ECONOMIC DEV TOTAL:	\$ 602,241.00					\$ 285,391.00	\$ 37,049.00
MAYOR COUNCIL TOTAL	\$ 127,000.00						
POLICY ADMIN TOTAL	\$ 175,350.00						
ELECTIONS TOTAL	\$ 1,000.00						
CITY ATTORNEY TOTAL	\$ 65,500.00						
CITY HALL TOTAL	\$ 87,700.00						
OTHER CITY GOVERNMENT TOTAL	\$ 164,000.00						
GENERAL GOVERNMENT TOTAL:	\$ 620,550.00		\$ -	\$ -		\$ 378,009.00	
GENERAL GOVERNMENT TOTAL:	\$ 620,550.00					\$ (242,541.00)	\$ 82,459.00
			\$ 840,325.00				
DEBT SERVICE TOTAL	\$ 1,160,070.00						
DEBT SERVICE TOTAL:	\$ 1,160,070.00					\$ (319,745.00)	\$ -
CITY FACILITIES	\$ 5,950,500.00			\$ 1,750,000.00		\$ (4,200,500.00)	\$ (3,489,600.00)
WATER UTILITY TOTAL	\$ 8,184,000.00			\$ 6,510,000.00		\$ (1,674,000.00)	\$ (1,674,000.00)
CAPITAL EQUIPMENT	\$ 369,100.00			\$ 200,000.00		\$ (169,100.00)	\$ (40,000.00)
FOUR SEASONS	\$ -					\$ -	\$ -
NORTHSIDE DR. & TRAIL PROJECT	\$ 2,018,000.00			\$ 2,018,000.00		\$ -	\$ -
TRAIL PROJECTS	\$ 275,000.00			\$ 275,000.00		\$ -	\$ -
STREET IMPROVEMENTS/REPAIRS	\$ 250,000.00			\$ 250,000.00		\$ -	\$ -
CAPITAL PROJECTS TOTAL:	\$ 17,046,600.00					\$ -	\$ -
						\$ -	
WATER UTILITY TOTAL	\$ 1,528,950.00				\$ 1,770,900.00	\$ 241,950.00	\$ 37,205.00
SEWER UTILITY TOTAL	\$ 1,742,493.00				\$ 1,888,300.00	\$ 145,807.00	\$ 30,807.00
RECYCLING TOTAL	\$ 416,000.00				\$ 416,000.00	\$ -	\$ -
STORM WATER TOTAL	\$ 230,000.00				\$ 295,000.00	\$ 65,000.00	\$ -
ENTERPRISE FUNDS TOTAL:	\$ 3,917,443.00						
TRANSFER TOTAL	\$ 1,608,087.00						
TRANSFER TOTAL:	\$ 1,608,087.00						
TOTAL EXPENSES:	\$ 27,874,454.00						

Consolidated Tax Breakdown

Polk City Residents - where your tax dollars go



FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024
ADOPTION OF BUDGET AND CERTIFICATION OF CITY TAXES
The City of : POLK CITY County Name: POLK COUNTY

Adopted On: 4/10/2023 Resolution: 2023-48

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

		With Gas & Electric		Without Gas & Electric	
Regular	2a	322,643,643	2b	320,592,162	City Number: 77-723 Last Official Census: 5,543
DEBT SERVICE	3a	373,764,341	3b	371,712,860	
Ag Land	4a	744,967			

TAXES LEVIED

Purpose	Dollar Limit	ENTER FIRE DISTRICT RATE BELOW			Request with Utility Replacement	Property Taxes Levied		Rate
Regular General levy	8.10000			5	2,613,414	2,596,797	43	8.10000
Non-Voted Other Permissible Levies								
Contract for use of Bridge	0.67500			6		0	44	0.00000
Opr & Maint publicly owned Transit	0.95000			7		0	45	0.00000
Rent, Ins. Maint of Civic Center	Amt Nec			8		0	46	0.00000
Opr & Maint of City owned Civic Center	0.13500			9		0	47	0.00000
Planning a Sanitary Disposal Project	0.06750			10		0	48	0.00000
Aviation Authority (under sec.330A.15)	0.27000			11		0	49	0.00000
Levee Impr. fund in special charter city	0.06750			13		0	51	0.00000
Liability, property & self insurance costs	Amt Nec			14	0	0	52	0.00000
Support of a Local Emerg.Mgmt.Comm.	Amt Nec			462		0	465	0.00000
Voted Other Permissible Levies								
Instrumental/Vocal Music Groups	0.13500			15		0	53	0.00000
Memorial Building	0.81000			16		0	54	0.00000
Symphony Orchestra	0.13500			17		0	55	0.00000
Cultural & Scientific Facilities	0.27000			18		0	56	0.00000
County Bridge	As Voted			19		0	57	0.00000
Missi or Missouri River Bridge Const.	1.35000			20		0	58	0.00000
Aid to a Transit Company	0.03375			21		0	59	0.00000
Maintain Institution received by gift/devise	0.20500			22		0	60	0.00000
City Emergency Medical District	1.00000			463		0	466	0.00000
Support Public Library	0.27000			23		0	61	0.00000
Unified Law Enforcement	1.50000			24		0	62	0.00000
Total General Fund Regular Levies (5 thru 24)				25	2,613,414	2,596,797		
Ag Land	3.00375			26	2,238	2,238	63	3.00375
Total General Fund Tax Levies (25 + 26)				27	2,615,652	2,599,035		
Special Revenue Levies								
Emergency (if general fund at levy limit)	0.27000			28	87,114	86,560	64	0.27000
Police & Fire Retirement	Amt Nec			29	0	0		0.00000
FICA & IPERS (if general fund at levy limit)	Amt Nec			30	0	0		0.00000
Other Employee Benefits	Amt Nec			31	197,243	195,988		0.61133
Total Employee Benefit Levies (29,30,31)				32	197,243	195,988	65	0.61133
Sub Total Special Revenue Levies (28+32)				33	284,357	282,548		
As Req		With Gas & Elec Valuation	Without Gas & Elec Valuation					
SSMID 1		0	0	34		0	66	0.00000
SSMID 2		0	0	35		0	67	0.00000
SSMID 3		0	0	36		0	68	0.00000
SSMID 4		0	0	37		0	69	0.00000
SSMID 5		0	0	555		0	565	0.00000
SSMID 6		0	0	556		0	566	0.00000
SSMID 7		0	0	1177		0	1179	0.00000
SSMID 8		0	0	1185		0	1187	0.00000
Total Special Revenue Levies				39	284,357	282,548		
Debt Service Levy 76.10(6)	Amt Nec			40	754,508	750,366	70	2.01867
Capital Projects (Capital Improv. Reserve)	0.67500			41		0	71	0.00000
Total Property Taxes (27+39+40+41)				42	3,654,517	3,631,949	72	11.00000

(Signature)	(Date)	(County Auditor)	(Date)

**NOTICE OF PUBLIC HEARING - CITY OF POLK CITY - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2023 - June 30, 2024**

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/27/2023 **Meeting Time:** 06:00 PM **Meeting Location:** City Hall Council Chambers 112 3rd Street Polk City, IA 50226

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
www.polkcityia.gov

City Telephone Number
(515) 984-6233

	Current Year Certified Property Tax 2022 - 2023	Budget Year Effective Property Tax 2023 - 2024	Budget Year Proposed Maximum Property Tax 2023 - 2024	Annual % CHG
Regular Taxable Valuation	307,403,769	322,643,643	322,643,643	
Tax Levies:				
Regular General	2,489,972	2,489,972	2,700,382	
Contract for Use of Bridge	0	0	0	
Opr & Maint Publicly Owned Transit	0	0	0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	0	0	0	
Opr & Maint of City-Owned Civic Center	0	0	0	
Planning a Sanitary Disposal Project	0	0	0	
Liability, Property & Self-Insurance Costs	40,000	40,000	40,000	
Support of Local Emer. Mgmt. Commission	0	0	0	
Emergency	0	0	0	
Police & Fire Retirement	0	0	0	
FICA & IPERS	75,000	75,000	75,000	
Other Employee Benefits	200,342	200,342	436,370	
Total Tax Levy	2,805,314	2,805,314	3,251,752	15.91
Tax Rate	9.12583	8.69478	10.07846	

Explanation of significant increases in the budget:

The only significant increase is due to the increase in taxable valuations. Polk City is a rapidly growing community and will continue to experience this type of increase in the foreseeable future.

If applicable, the above notice also available online at:

www.polkcityia.gov and the Polk City Facebook page

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

FUND BALANCE
City Name: POLK CITY
Fiscal Year July 1, 2023 - June 30, 2024

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	TOTAL GOVERNMENT	PROPRIETARY	GRAND TOTAL
Annual Report FY 2022									
Beginning Fund Balance July 1	3,863,226	254,581	1,709,849	24,195	503,614	0	6,355,465	2,474,900	8,830,365
Actual Revenues Except Beg Balance	4,064,803	1,837,350	810,294	1,517,555	8,010,463	0	16,240,465	3,968,101	20,208,566
Actual Expenditures Except End Balance	4,021,462	633,692	1,045,827	1,555,446	1,463,703	0	8,720,130	3,318,350	12,038,480
Ending Fund Balance June 30	3,906,567	1,458,239	1,474,316	-13,696	7,050,374	0	13,875,800	3,124,651	17,000,451
Re-Estimated FY 2023									
Beginning Fund Balance	3,906,567	1,458,239	1,474,316	-13,696	7,050,374	0	13,875,800	3,124,651	17,000,451
Re-Est Revenues	4,242,778	1,640,000	652,809	932,930	4,565,750	0	12,034,267	4,064,100	16,098,367
Re-Est Expenditures	4,214,434	1,639,950	594,409	932,930	4,971,750	0	12,353,473	4,481,379	16,834,852
Ending Fund Balance	3,934,911	1,458,289	1,532,716	-13,696	6,644,374	0	13,536,594	2,707,372	16,263,966
Budget FY 2024									
Beginning Fund Balance	3,934,911	1,458,289	1,532,716	-13,696	6,644,374	0	13,536,594	2,707,372	16,263,966
Revenues	4,273,752	1,954,947	1,010,974	1,160,070	9,200,000	0	17,599,743	4,275,200	21,874,943
Expenditures	4,527,650	1,660,450	850,583	1,160,070	17,046,600	0	25,245,353	4,237,188	29,482,541
Ending Fund Balance	3,681,013	1,752,786	1,693,107	-13,696	-1,202,226	0	5,910,984	2,745,384	8,656,368

LOCAL EMC SUPPORT

City Name: POLK CITY

Fiscal Year July 1, 2023 - June 30, 2024

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer. Input the amount of General Fund Levy request to be used for support of an Emergency Management Commission. The total below will reflect the total amount of Emergency Management Commission support provided by the City.

	Request with Utility Replacement	Property Taxes Levied
Portion of General Fund Levy Used for Emerg. Mgmt. Comm.		0
Support of a Local Emerg.Mgmt.Comm.	0	0
TOTAL FOR FY 2024	0	0

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

City Name: POLK CITY

Fiscal Year July 1, 2022 - June 30, 2023

	GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2023	ACTUAL 2022
	PUBLIC SAFETY									
1	Police Department/Crime Prevention	1,142,326	0						1,142,326	1,114,200
2	Jail								0	0
3	Emergency Management	31,500							31,500	9,594
4	Flood Control								0	0
5	Fire Department	873,450	0						873,450	664,927
6	Ambulance								0	0
7	Building Inspections	548,500	0						548,500	530,078
8	Miscellaneous Protective Services								0	0
9	Animal Control	5,100							5,100	3,038
10	Other Public Safety								0	0
11	TOTAL (lines 1 - 10)	2,600,876	0				0		2,600,876	2,321,837
	PUBLIC WORKS									
12	Roads, Bridges, & Sidewalks	107,368	584,950						692,318	625,288
13	Parking - Meter and Off-Street								0	0
14	Street Lighting	60,000							60,000	58,210
15	Traffic Control and Safety								0	0
16	Snow Removal	0	0						0	0
17	Highway Engineering								0	0
18	Street Cleaning	0							0	0
19	Airport (if not Enterprise)								0	0
20	Garbage (if not Enterprise)								0	0
21	Other Public Works	0							0	0
22	TOTAL (lines 12 - 21)	167,368	584,950				0		752,318	683,498
	HEALTH & SOCIAL SERVICES									
23	Welfare Assistance								0	0
24	City Hospital								0	0
25	Payments to Private Hospitals								0	0
26	Health Regulation and Inspection								0	0
27	Water, Air, and Mosquito Control	2,000							2,000	2,002
28	Community Mental Health								0	0
29	Other Health and Social Services								0	0
30	TOTAL (lines 23 - 29)	2,000	0				0		2,000	2,002
	CULTURE & RECREATION									
31	Library Services	422,760	0						422,760	376,913
32	Museum, Band and Theater								0	0
33	Parks	404,645	0						404,645	321,729
34	Recreation								0	0
35	Cemetery								0	0
36	Community Center, Zoo, & Marina	15,600							15,600	12,911
37	Other Culture and Recreation								0	0
38	TOTAL (lines 31 - 37)	843,005	0				0		843,005	711,553

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

City Name: POLK CITY

Fiscal Year July 1, 2022 - June 30, 2023

	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2023	ACTUAL 2022
GOVERNMENT ACTIVITIES CONT.									
COMMUNITY & ECONOMIC DEVELOPMENT									
Community Beautification	39							0	0
Economic Development	40	0						0	0
Housing and Urban Renewal	41							0	0
Planning & Zoning	42							0	0
Other Com & Econ Development	43	0	416,009					416,009	795,609
TIF Rebates	44							0	0
TOTAL (lines 39 - 44)	45	0	416,009			0		416,009	795,609
GENERAL GOVERNMENT									
Mayor, Council, & City Manager	46	97,038	0					97,038	121,721
Clerk, Treasurer, & Finance Adm.	47	156,247	0					156,247	197,122
Elections	48	0						0	706
Legal Services & City Attorney	49	60,500						60,500	56,907
City Hall & General Buildings	50	129,600						129,600	56,592
Tort Liability	51	0						0	0
Other General Government	52	157,800						157,800	132,734
TOTAL (lines 46 - 52)	53	601,185	0	932,930	4,971,750	0		601,185	565,782
DEBT SERVICE									
Gov Capital Projects	54								
TIF Capital Projects	55	0			4,971,750			932,930	1,555,446
TOTAL CAPITAL PROJECTS	56								0
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	57	0	0	0	4,971,750	0		4,971,750	1,463,703
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	58	4,214,434	584,950	932,930	4,971,750	0		11,120,073	8,099,430
BUSINESS TYPE ACTIVITIES Proprietary: Enterprise & Budgeted ISF									
Water Utility	59								
Sewer Utility	60						1,367,950	1,367,950	1,204,222
Electric Utility	61						2,058,551	2,058,551	1,524,673
Gas Utility	62							0	0
Airport	63							0	0
Landfill/Garbage	64						401,000	401,000	288,405
Transit	65							0	0
Cable TV, Internet & Telephone	66							0	0
Housing Authority	67							0	0
Storm Water Utility	68						125,000	125,000	136,257
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0
Enterprise DEBT SERVICE	70							0	0
Enterprise CAPITAL PROJECTS	71							0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0
TOTAL BUSINESS TYPE EXPENDITURES (lines 59+72)	73						3,952,501	3,952,501	3,153,557
TOTAL ALL EXPENDITURES (lines 58+73)	74	4,214,434	584,950	932,930	4,971,750	0	3,952,501	15,072,574	11,252,987
Regular Transfers Out	75	0	1,055,000	0	0		528,878	1,583,878	535,275
Internal TIF Loan Transfers Out	76		178,400	0	0		178,400	178,400	250,218
Total ALL Transfers Out	77	0	1,055,000	0	0	0	528,878	1,762,278	785,493
Total Expenditures and Other Fin Uses (lines 74+77)	78	4,214,434	1,639,950	932,930	4,971,750	0	4,481,379	16,834,852	12,038,480
Ending Fund Balance June 30	79	3,934,911	1,458,289	-13,696	6,644,374	0	2,707,372	16,263,966	17,000,451

RE-ESTIMATED REVENUES DETAIL

City Name: POLK CITY

Fiscal Year July 1, 2022 - June 30, 2023

REVENUES & OTHER FINANCING SOURCES	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2023	ACTUAL 2022
Taxes Levied on Property	1 2,807,378	0		648,235				3,455,613	3,042,446
Less: Uncollected Property Taxes - Levy Year	2							0	0
Net Current Property Taxes (line 1 minus line 2)	3 2,807,378	0		648,235	0			3,455,613	3,042,446
Delinquent Property Taxes	4							0	0
TIF Revenues	5		584,409					584,409	760,076
Other City Taxes:									
Utility Tax Replacement Excise Taxes	6 0			0				0	0
Utility franchise tax (Iowa Code Chapter 364.2)	7 45,000							45,000	49,927
Parimutuel wager tax	8							0	0
Gaming wager tax	9							0	0
Mobile Home Taxes	10							0	0
Hotel/Motel Taxes	11 25,000							25,000	55,336
Other Local Option Taxes	12 0	940,000						940,000	1,123,854
Subtotal - Other City Taxes (lines 6 thru 12)	13 70,000	940,000		0	0			1,010,000	1,229,117
Licenses & Permits	14 457,500							457,500	442,837
Use of Money & Property	15 166,550			0			0	166,550	180,050
Intergovernmental:									
Federal Grants & Reimbursements	16 0				370,000			370,000	399,566
Road Use Taxes	17	700,000						700,000	713,246
Other State Grants & Reimbursements	18 27,000	0		0	2,640,000		0	2,667,000	6,951,797
Local Grants & Reimbursements	19 46,000							46,000	33,487
Subtotal - Intergovernmental (lines 16 thru 19)	20 73,000	700,000		0	3,010,000		0	3,783,000	8,098,096
Charges for Fees & Service:									
Water Utility	21						1,639,100	1,639,100	1,621,303
Sewer Utility	22						1,909,000	1,909,000	1,837,373
Electric Utility	23							0	0
Gas Utility	24							0	0
Parking	25							0	0
Airport	26							0	0
Landfill/Garbage	27						401,000	401,000	295,771
Hospital	28							0	0
Transit	29							0	0
Cable TV, Internet & Telephone	30							0	0
Housing Authority	31							0	0
Storm Water Utility	32						115,000	115,000	158,654
Other Fees & Charges for Service	33 402,300	0		0	0			402,300	687,567
Subtotal - Charges for Service (lines 21 thru 33)	34 402,300	0		0	0	0	4,064,100	4,466,400	4,600,668
Special Assessments	35 0						0	0	806
Miscellaneous	36 66,050	0		85,817	50,000			201,867	92,916
Other Financing Sources:									
Regular Operating Transfers In	37 90,000	0		198,878	1,295,000		0	1,583,878	535,275
Internal TIF Loan Transfers In	38 110,000		68,400					178,400	250,218
Subtotal ALL Operating Transfers In	39 200,000	0	68,400	198,878	1,295,000	0	0	1,762,278	785,493
Proceeds of Debt (Excluding TIF Internal Borrowing)	40 0	0		0	210,750		0	210,750	976,061
Proceeds of Capital Asset Sales	41 0	0						0	0
Subtotal-Other Financing Sources (lines 36 thru 38)	42 200,000	0	68,400	198,878	1,505,750	0	0	1,973,028	1,761,554
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	43 4,242,778	1,640,000	652,809	932,930	4,565,750	0	4,064,100	16,098,367	20,208,566
Beginning Fund Balance July 1	44 3,906,567	1,458,239	1,474,316	-13,696	7,050,374	0	3,124,651	17,000,451	8,830,365

EXPENDITURES SCHEDULE PAGE 1

City Name: POLK CITY

Fiscal Year July 1, 2023 - June 30, 2024

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2024	RE-ESTIMATED 2023	ACTUAL 2022
PUBLIC SAFETY										
Police Department/Crime Prevention	1,309,400	0						1,309,400	1,142,326	1,114,200
Jail								0	0	0
Emergency Management	11,500							11,500	31,500	9,594
Flood Control								0	0	0
Fire Department	978,350							978,350	873,450	664,927
Ambulance								0	0	0
Building Inspections	526,000							526,000	548,500	530,078
Miscellaneous Protective Services								0	0	0
Animal Control	5,100							5,100	5,100	3,038
Other Public Safety								0	0	0
TOTAL (lines 1 - 10)	2,830,350	0				0		2,830,350	2,600,876	2,321,837
PUBLIC WORKS										
Roads, Bridges, & Sidewalks	117,200	620,450						737,650	692,318	625,288
Parking - Meter and Off-Street								0	0	0
Street Lighting	65,000							65,000	60,000	58,210
Traffic Control and Safety								0	0	0
Snow Removal								0	0	0
Highway Engineering								0	0	0
Street Cleaning								0	0	0
Airport								0	0	0
Garbage (if not Enterprise)								0	0	0
Other Public Works								0	0	0
TOTAL (lines 12 - 21)	182,200	620,450				0		802,650	752,318	683,498
HEALTH & SOCIAL SERVICES										
Welfare Assistance								0	0	0
City Hospital								0	0	0
Payments to Private Hospitals								0	0	0
Health Regulation and Inspection								0	0	0
Water, Air, and Mosquito Control	2,000							2,000	2,000	2,002
Community Mental Health								0	0	0
Other Health and Social Services								0	0	0
TOTAL (lines 23 - 29)	2,000	0				0		2,000	2,000	2,002
CULTURE & RECREATION										
Library Services	467,550	0						467,550	422,760	376,913
Museum, Band and Theater								0	0	0
Parks	425,000							425,000	404,645	321,729
Recreation								0	0	0
Cemetery								0	0	0
Community Center, Zoo, & Marina	0							0	15,600	12,911
Other Culture and Recreation								0	0	0
TOTAL (lines 31 - 37)	892,550	0				0		892,550	843,005	711,553

EXPENDITURES SCHEDULE PAGE 2

City Name: POLK CITY

Fiscal Year July 1, 2023 - June 30, 2024

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2024	RE-ESTIMATED 2023	ACTUAL 2022
COMMUNITY & ECONOMIC DEVELOPMENT										
Community Beautification								0	0	0
Economic Development								0	0	0
Housing and Urban Renewal								0	0	0
Planning & Zoning								0	0	0
Other Com & Econ Development		602,241						602,241	416,009	795,609
TIF Rebates			602,241					0	0	0
TOTAL (lines 39 - 44)	0	0	602,241			0		602,241	416,009	795,609
GENERAL GOVERNMENT										
Mayor, Council, & City Manager	127,000							127,000	97,038	121,721
Clerk, Treasurer, & Finance Adm.	175,350							175,350	156,247	197,122
Elections	1,000							1,000	0	706
Legal Services & City Attorney	65,500							65,500	60,500	56,907
City Hall & General Buildings	87,700							87,700	129,600	56,592
Tort Liability								0	0	0
Other General Government	164,000							164,000	157,800	132,734
TOTAL (lines 46 - 52)	620,550	0	0	1,160,070	17,046,600	0		1,160,070	932,930	1,555,446
Gov Capital Projects					17,046,600			17,046,600	4,971,750	1,463,703
TIF Capital Projects								0	0	0
TOTAL CAPITAL PROJECTS	0	0	0		17,046,600	0		17,046,600	4,971,750	1,463,703
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	4,527,650	620,450	602,241	1,160,070	17,046,600	0		23,957,011	11,120,073	8,099,430
BUSINESS TYPE ACTIVITIES										
Proprietary: Enterprise & Budgeted ISF										
Water Utility										
Sewer Utility							1,528,950	1,528,950	1,367,950	1,204,222
Electric Utility							1,742,493	1,742,493	2,058,551	1,524,673
Gas Utility							0	0	0	0
Airport								0	0	0
Landfill/Garbage							416,000	416,000	401,000	288,405
Transit								0	0	0
Cable TV, Internet & Telephone								0	0	0
Housing Authority								0	0	0
Storm Water Utility							230,000	230,000	125,000	136,257
Other Business Type (city hosp., ISF, parking, etc.)								0	0	0
Enterprise DEBT SERVICE								0	0	0
Enterprise CAPITAL PROJECTS								0	0	0
Enterprise TIF CAPITAL PROJECTS								0	0	0
TOTAL Business Type Expenditures (lines 59 - 72)	4,527,650	620,450	602,241	1,160,070	17,046,600	0	3,917,443	3,917,443	3,952,501	3,153,557
TOTAL ALL EXPENDITURES (lines 58 + 73)	0	1,040,000	248,342	0	0	0	319,745	1,359,745	1,583,878	535,275
Regular Transfers Out			248,342					248,342	178,400	250,218
Internal TIF Loan / Repayment Transfers Out			248,342					1,608,087	1,762,278	785,493
Total ALL Transfers Out			496,684					1,608,087	1,762,278	785,493
Total Expenditures & Fund Transfers Out (lines 74+77)	4,527,650	1,660,450	850,583	1,160,070	17,046,600	0	4,237,188	29,482,541	16,834,852	12,038,480
Ending Fund Balance June 30	3,681,013	1,752,786	1,693,107	-13,696	-1,202,226	0	2,745,384	8,656,368	16,263,966	17,000,451

REVENUES DETAIL
City Name: POLK CITY
Fiscal Year July 1, 2023 - June 30, 2024

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2024	RE-ESTIMATED 2023	ACTUAL 2022
REVENUES & OTHER FINANCING SOURCES										
1	2,599,035	282,548		750,366	0			3,631,949	3,455,613	3,042,446
2								0	0	0
3	2,599,035	282,548		750,366	0			3,631,949	3,455,613	3,042,446
4								0	0	0
5			887,632					887,632	584,409	760,076
Other City Taxes:										
6	16,617	1,809		4,142	0			22,568	0	0
7	50,000							50,000	45,000	49,927
8								0	0	0
9								0	0	0
10								0	0	0
11	25,000							25,000	25,000	55,336
12	0	950,000						950,000	940,000	1,123,854
13	91,617	951,809		4,142	0			1,047,568	1,010,000	1,229,117
14	407,300							407,300	457,500	442,837
15	323,300	0						323,300	166,550	180,050
Intergovernmental:										
16	0				0			0	370,000	399,566
17		720,590						720,590	700,000	713,246
18								0	2,667,000	6,951,797
19	52,000							52,000	46,000	33,487
20	52,000	720,590	0	0	0	0	0	772,590	3,783,000	8,098,096
Charges for Fees & Service:										
21								1,770,900	1,639,100	1,621,303
22								1,888,200	1,909,000	1,837,373
23								0	0	0
24								0	0	0
25								0	0	0
26								0	0	0
27								416,000	401,000	295,771
28								0	0	0
29								0	0	0
30								0	0	0
31								0	0	0
32					200,000			200,000	115,000	158,654
33	445,700	0		0	0			445,700	402,300	687,567
34	445,700	0		0	0	0	0	4,275,100	4,466,400	4,600,668
35	7,500							7,500	0	806
36	22,300	0		85,817	0		100	108,217	201,867	92,916
Miscellaneous										
Other Financing Sources:										
37	200,000	0		319,745	840,000			1,359,745	1,583,878	535,275
38	125,000		123,342					248,342	178,400	250,218
39	325,000	0	123,342	319,745	840,000	0	0	1,608,087	1,762,278	785,493
40	0	0		0	8,360,000			8,360,000	210,750	976,061
41	0	0						0	0	0
42	325,000	0	123,342	319,745	9,200,000	0	0	9,968,087	1,973,028	1,761,554
43	4,273,752	1,954,947	1,010,974	1,160,070	9,200,000	0	4,275,200	21,874,943	16,098,367	20,208,566
44	3,934,911	1,458,289	1,532,716	-13,696	6,644,374	0	2,707,372	16,263,966	17,000,451	8,830,365
45	8,208,663	3,413,236	2,543,690	1,146,374	15,844,374	0	6,982,572	38,138,909	33,098,818	29,038,931
TOTAL REVENUES & BEGIN BALANCE (lines 42-43)										

ADOPTED BUDGET SUMMARY

City Name: POLK CITY

Fiscal Year July 1, 2023 - June 30, 2024

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2024	RE-ESTIMATED 2023	ACTUAL 2022
Revenues & Other Financing Sources										
Taxes Levied on Property	2,599,035	282,548		750,366	0			3,631,949	3,455,613	3,042,446
Less: Uncollected Property Taxes-Levy Year	0	0		0	0			0	0	0
Net Current Property Taxes	2,599,035	282,548		750,366	0			3,631,949	3,455,613	3,042,446
Delinquent Property Taxes	0	0		0	0			0	0	0
TIF Revenues		887,632						887,632	584,409	760,076
Other City Taxes	91,617	951,809		4,142	0			1,047,568	1,010,000	1,229,117
Licenses & Permits	407,300	0						407,300	457,500	442,837
Use of Money and Property	323,300	0		0	0			323,300	166,550	180,050
Intergovernmental	52,000	720,590		0	0			772,590	3,783,000	8,098,096
Charges for Fees & Service	445,700	0		0	0			4,720,800	4,466,400	4,600,668
Special Assessments	7,500	0		0	0			7,500	0	806
Miscellaneous	22,300	0		85,817	0			108,217	201,867	92,916
Sub-Total Revenues	3,948,752	1,954,947	887,632	840,325	0	0	4,275,200	11,906,856	14,125,339	18,447,012
Other Financing Sources:										
Total Transfers In	325,000	0	123,342	319,745	840,000	0	0	1,608,087	1,762,278	785,493
Proceeds of Debt	0	0	0	0	8,360,000	0	0	8,360,000	210,750	976,061
Proceeds of Capital Asset Sales	0	0	0	0	0	0	0	0	0	0
Total Revenues and Other Sources	4,273,752	1,954,947	1,010,974	1,160,070	9,200,000	0	4,275,200	21,874,943	16,098,367	20,208,566
Expenditures & Other Financing Uses										
Public Safety	2,830,350	0						2,830,350	2,600,876	2,321,837
Public Works	182,200	620,450		0				802,650	752,318	683,498
Health and Social Services	2,000	0		0				2,000	2,000	2,002
Culture and Recreation	892,550	0		0				892,550	843,005	711,553
Community and Economic Development	0	0	602,241					602,241	416,009	795,609
General Government	620,550	0	0	0				620,550	601,185	565,782
Debt Service	0	0		1,160,070				1,160,070	932,930	1,555,446
Capital Projects	0	0		0	17,046,600			17,046,600	4,971,750	1,463,703
Total Government Activities Expenditures	4,527,650	620,450	602,241	1,160,070	17,046,600	0		23,957,011	11,120,073	8,099,430
Business Type Proprietary: Enterprise & ISF								3,917,443	3,952,501	3,153,557
Total Gov & Bus Type Expenditures	4,527,650	620,450	602,241	1,160,070	17,046,600	0	3,917,443	27,874,454	15,072,574	11,252,987
Total Transfers Out	0	1,040,000	248,342	0	0	0	319,745	1,608,087	1,762,278	785,493
Total ALL Expenditures/Fund Transfers Out	4,527,650	1,660,450	850,583	1,160,070	17,046,600	0	4,237,188	29,482,541	16,834,852	12,038,480
Excess Revenues & Other Sources Over										
(Under) Expenditures/Transfers Out	-253,898	294,497	160,391	0	-7,846,600	0	38,012	-7,607,598	-736,485	8,170,086
Beginning Fund Balance July 1	3,934,911	1,458,289	1,532,716	-13,696	6,644,374	0	2,707,372	16,263,966	17,000,451	8,830,365
Ending Fund Balance June 30	3,681,013	1,752,786	1,693,107	-13,696	-1,202,226	0	2,745,384	8,656,368	16,263,966	17,000,451

LONG TERM DEBT SCHEDULE - LT DEBT1
 GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
GO 2018 Water	1 3,000,000	GO	2018-80	125,000	79,245	204,245	500		204,745	0
GO 2020 Streets	2 1,750,000	GO	2020-79	160,000	23,400	183,400	600			184,000
GO 2021 Sewer refunding	3 2,930,000	GO	2021-76	185,000	85,300	270,300	600		200,817	70,083
GO 2022	4 4,500,000	GO	2022-36	160,000	167,975	327,975	600			328,575
GO 2023	5 3,000,000	GO	2023	20,000	151,250	171,250	600			171,850
	6	-								0
	7	-								0
	8	-								0
	9	-								0
	10	-								0
	11	-								0
	12	-								0
	13	-								0
	14	-								0
	15	-								0
	16	-								0
	17	-								0
	18	-								0
	19	-								0
	20	-								0
	21	-								0
	22	-								0
	23	-								0
	24	-								0
	25	-								0
	26	-								0
	27	-								0
	28	-								0
	29	-								0
	30	-								0
TOTALS				650,000	507,170	1,157,170	2,900	0	405,562	754,508

LONG TERM DEBT SCHEDULE - GRAND TOTALS
 GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

	Principal Due FY 2024	Interest Due FY 2024	Total Obligation Due FY 2024	Bond Reg./ Paying Agent Fees Due FY 2024	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Sources OTHER THAN Budget Year Debt Service Levy	Amount Paid Budget Year Debt Service Levy
GO - TOTAL	650,000	507,170	1,157,170	2,900	0	405,562	754,508
NON GO - TOTAL	0	0	0	0	0	0	0
GRAND - TOTAL	650,000	507,170	1,157,170	2,900	0	405,562	754,508

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2023 - June 30, 2024

City of: POLK CITY

The City Council will conduct a public hearing on the proposed Budget at: City Hall | Council Chambers | Polk City, IA Meeting Date: 4/10/2023 Meeting Time: 06:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property 11.00000

The estimated tax levy rate per \$1000 valuation on Agricultural land is 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(515) 984-6233

City Clerk/Finance Officer's NAME
Jenny Coffin

		Budget FY 2024	Re-estimated FY 2023	Actual FY 2022
Revenues & Other Financing Sources				
Taxes Levied on Property	1	3,631,949	3,455,613	3,042,446
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	3,631,949	3,455,613	3,042,446
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	887,632	584,409	760,076
Other City Taxes	6	1,047,568	1,010,000	1,229,117
Licenses & Permits	7	407,300	457,500	442,837
Use of Money and Property	8	323,300	166,550	180,050
Intergovernmental	9	772,590	3,783,000	8,098,096
Charges for Fees & Service	10	4,720,800	4,466,400	4,600,668
Special Assessments	11	7,500	0	806
Miscellaneous	12	108,217	201,867	92,916
Other Financing Sources	13	8,360,000	210,750	976,061
Transfers In	14	1,608,087	1,762,278	785,493
Total Revenues and Other Sources	15	21,874,943	16,098,367	20,208,566
Expenditures & Other Financing Uses				
Public Safety	16	2,830,350	2,600,876	2,321,837
Public Works	17	802,650	752,318	683,498
Health and Social Services	18	2,000	2,000	2,002
Culture and Recreation	19	892,550	843,005	711,553
Community and Economic Development	20	602,241	416,009	795,609
General Government	21	620,550	601,185	565,782
Debt Service	22	1,160,070	932,930	1,555,446
Capital Projects	23	17,046,600	4,971,750	1,463,703
Total Government Activities Expenditures	24	23,957,011	11,120,073	8,099,430
Business Type / Enterprises	25	3,917,443	3,952,501	3,153,557
Total ALL Expenditures	26	27,874,454	15,072,574	11,252,987
Transfers Out	27	1,608,087	1,762,278	785,493
Total ALL Expenditures/Transfers Out	28	29,482,541	16,834,852	12,038,480
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-7,607,598	-736,485	8,170,086
Beginning Fund Balance July 1	30	16,263,966	17,000,451	8,830,365
Ending Fund Balance June 30	31	8,656,368	16,263,966	17,000,451

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. March 27, 2023
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., March 27, 2023. The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Mayor Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak (via Zoom) Sarchet, Vogel, Anderson | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Anderson to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearings:**
 - a. Mayor Karsjen opened the Public Hearing on the proposed plans, specifications, form of contract and estimate of cost for the City Hall/Community Room Project at 6:00 pm. City Clerk Coffin said that the notice was published March 17, 2023, and no comments had been received for or against the project. FEH Design, AIA/Principal, Cory Sharp provided a report. No one was present to be heard for or against the project.
MOTION: A motion was made by Walters and seconded by Anderson to close the public hearing at 6:14 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2023-36 adopting plans
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2023-37 awarding contract
MOTION CARRIED UNANIMOUSLY
 - iii. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-38 approving contract
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for March 13, 2023
 - b. City Council Work Session Meeting Minutes for March 13, 2023
 - c. Claims listing March 27, 2023
 - d. February 2023 Finance Report
 - e. Receive and file the P&Z Commission Meeting Minutes for March 20, 2023
 - f. Resolution 2023-39 setting Public Hearing for the proposed FY 24 Budget
 - g. Resolution 2023-40 approving Senior Bond Issuance Certificate of Des Moines Metropolitan Wastewater Reclamation Authority Participating Community
 - h. Resolution 2023-41 approving contract in the amount of \$128,781 with Brothers Cleaning Corporation dba Brothers Concrete for the 2023 Street Repairs Project
 - i. American Legion Special Events Request closing 1st Street between Broadway and Van Dorn Street
 - i. May 6, 2023 11am to 2pm
 - ii. May 12, 2023 4pm to 9pm
 - j. Twelve months High Proof Brew Pub Liquor License for Fenders effective April 1, 2023
 - k. Billing Clerk Job Description
 - l. Polk City Friends of the Parks Special Events Request closing Van Dorn Street between 1st and 3rd Street on April 22nd from 7am to 1pm
 - m. PCPD Summer Kick-off Event request closing 2nd Street between Broadway and Van Dorn Street on June 2nd from 12pm to 1030pm
 - n. Set pay for FD Promotion of Firefighter/EMT Brice Hibbing to Maintenance Lieutenant at a rate of \$18.50 per hour effective April 3, 2023

- o. Police Sergeant Job Description
- p. Receive and file the February 2023 Police Department Report
- q. Set pay for Public Works Seasonal Part-Time Position at a rate of \$14 per hour effective March 28, 2023
- r. Receive and file Audit RFP bid results and approve 5-year Audit Agreement

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

MOTION CARRIED UNANIMOUSLY

7. **Business Items**

- a. Leonard Senior Living
 - i. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2023-42 approving PUD Master Plan
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2023-43 approving Preliminary Plat/Site Plan
MOTION CARRIED UNANIMOUSLY
- b. Kahler Golf
 - i. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Resolution 2023-44 approving Preliminary Plat
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-44 approving Site Plan
MOTION CARRIED UNANIMOUSLY
 - iii. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2023-45 approving Final Plat
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2023-47 authorizing real estate purchase agreement in the amount of \$105,000
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates January 2023 Engineering Services Invoice in the amount of \$21,603.25
YES: Vogel, Anderson, Dvorak, Sarchet
ABSTAIN: Walters
MOTION CARRIED
- e. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the Third Reading of Ordinance 2023-4000 approving rezoning of property owned by the City of Polk City located at 214 S. 3rd Street and 302 W. Van Dorn Street from C-1 Central Business District to U-1 Utility District
MOTION CARRIED UNANIMOUSLY

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

- City Manager Huisman recommended Council cancel the Spring Citizen Academy since only one application has been received to date. She encouraged residents to apply for the Fall class.
- Council Member Anderson asked Council to discuss pole barn/morton buildings buildings in residential areas at an upcoming work session.
- Council Member Sarchet said he is looking forward to the Earth 5k run on April 22nd and he congratulated Bryce Hibbing on his FD promotion.
- Mayor Karsjen shared information regarding Severe Weather Awareness week starting March 27th and reminded residents the Statewide Tornado Drill will be held March 29th at 10am.

9. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Sarchet to adjourn at 6:38 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –April 10, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, March 27, 2023
City Hall Council Chambers

A Council Work Session was held on March 27, 2023 at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

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

FEH Design, AIA/Principal, Cory Sharp reviewed the bids received for the City Hall/Community Room Project. Council discussed the budget of the project.

City Manager, Chelsea Huisman discussed the Downtown Assessment project and reviewed the timeline of the work and interviews that will be done the first week of April, followed by a public presentation on April 6th.

Motion was made by Walters and seconded by Vogel to Adjourn at 5:38 p.m.

Motion carried Unanimously.

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	
VENDOR	REFERENCE	AMOUNT
Amazon	APPLE IPAD SARCHET	\$ 846.84
ARNOLD MOTOR SUPPLY	MISC SUPPLIES	\$ 651.46
AWE ACQUISITION INC	MOUSE REPLACEMENT	\$ 40.00
BAKER & TAYLOR	LIBRARY BOOKS	\$ 1,234.35
BOMGAARS	PW SUPPLIES	\$ 514.54
BRICK LAW FIRM	POLICE DEPT/TEAMSTERS 238	\$ 3,565.00
BURT DIRTWORKS	LOADING BRUSH CHIPPER	\$ 3,550.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 312.36
CHELSEA HUISMAN	MILEAGE REIMBURSEMENT	\$ 161.26
CHRISTIAN BROTHERS AUTOMOTIVE	#24 FRONT END	\$ 1,082.72
CITY LAUNDERING	FLOOR MAT SERVICE	\$ 225.93
CITY OF POLK CITY	UBASSISTANCE APR2023 2501001	\$ 289.15
CIVICPLUS	WEBSITE ANNUAL FEES 5/23-5/24	\$ 3,307.51
CODE 4	CHALLENGE COINS	\$ 1,650.00
Crystal Clear Water Co	PURCHASED WATER	\$ 139.11
Delta Dental	CITY DENTAL INSURANCE	\$ 1,351.42
Des Moines Water Works	MAINTENANCE/LEAK DETECTION	\$ 27,202.90
ELECTRONIC ENGINEERING CO.	SHARED ALARM MONITORING	\$ 70.00
ETECH SOLUTIONS LLC	TECH SERVICES	\$ 5,544.88
FAREWAY	WATER FOR REHAB	\$ 19.96
GREATAMERICA FINANCIAL	SHARED COPIER	\$ 517.19
HAWKINS INC	CHLORINE	\$ 1,731.64
HOTSY CLEANING SYSTEMS INC.	FLOOR CLEAN	\$ 1,847.91
IOWA CTS CLEANERS	#24 DECON	\$ 75.00
IRON MOUNTAIN	SHREDDING SERVICES	\$ 93.03
JENNY COFFIN	MILEAGE REIMBURSEMENT	\$ 13.95
KIRBYBUILT	VAN DORN POCKET PARK	\$ 9,399.98
LYNN PEAVEY COMPANY	DRUG TEST KITS	\$ 130.25
M&R METALWORKS OF IOWA	BOAT DAMAGE REPAIR	\$ 65.00
MATT AICHER	REIMBURSEMENT USPCA K9 TRIALS	\$ 251.69
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 453.97
METRO WASTE AUTHORITY	GARBAGE TAGS	\$ 550.00
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 23.44
ONESOURCE	BACKGROUND CHECKS	\$ 84.00
PC Print Center	OFFICE SUPPLIES	\$ 225.00
Perma-Bound	LIB BOOKS	\$ 37.71
PREMIER PLUMBING, INC.	TOILET REPAIR	\$ 609.20
RACOM	EDACS	\$ 862.92
RISING SUN CAFE	IEDA LUNCHEON	\$ 271.25
SBS SERVICES GROUP LLC	WEEKLY CLEANING	\$ 1,195.00
SECRETARY OF STATE	NOTARY	\$ 30.00
STEVE KARSJEN	REIMBERSEMENT MILEAGE	\$ 26.53
TOTAL QUALITY INC.	LAWNCARE	\$ 13,460.00
Accounts Payable Total		\$ 83,714.05

GENERAL		\$ 39,830.37
ROAD USE		\$ 2,260.70
L.M.I		\$ 289.15

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, April 3, 2023
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on April 3, 2023. The agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** /*The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Otis, Converse, Delaney, Haaland, Savage, Ten-Napel, Jablonski | In attendance.
None | Absent.
3. ***MOTION:*** A motion was made by Savage and seconded by Otis to approve the March 6, 2023 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items:**
Dennis Kain was in attendance and said he mentioned possibly getting some volunteer help at the upcoming Friends of the Parks Earth Day 5K event to pick up some garbage along E Broadway as part of this event. Otis mentioned if it can't be part of the 5K event, maybe it could be part of another event. Thraen mentioned it could be part of the 8th grade clean-up day. Converse said the idea can be mentioned to the Friends of the Parks at their next board meeting. Need to consider site conditions and whether kids could do pick up or not.
5. **Updates from Polk City Arbor League**
Ken Morse and Dennis Kain were in attendance and gave an annual report on behalf of the Arbor League. Seven trees were planted last fall along Parker Blvd and one in Lakeside Park. Recently attending ISU Shade Tree course and some of the courses members of the Arbor League took during the event. Received grant money from MidAmerican Energy Trees Please grant. Polk City has been Tree City USA for 30 years. Working on an idea of having a neighborhood park ambassador - somebody who can keep an eye on the park and let City staff or Arbor League know if there's something needing addressed. Kain suggested the City include requirements for new homes to include native tree species. Delaney thanked the Arbor League for their efforts in the community. Otis asked what's coming for the Arbor League for this year, Morse said he would keep the Commission informed.
6. **Recommend Priorities on Park Projects for Capital Improvements Plan for FY '26 - '30**
 - Thraen summarized a list of ideas for each park that came from the March Commission meeting and opened it up to the Commission for discussion. Jablonski asked if play equipment was also on the list for the Town Square, which Thraen confirmed it can be added. Haaland said the Regional Park needs to remain a top priority, and asked knowing this, how much needs to remain on the project list. Savage said we need to continue prioritizing existing parks as well, as those improvements will be more easily accomplished, and separate out the Regional Park project. Jablonski asked how other club organizations come into play with funding improvements at the Sports Complex. Thraen said club organizations have been good at providing funds for the Sports Complex improvements in the past. Haaland reminded that these club organizations are volunteer-led only. Delaney suggested we highly recommend to council to invest in moving the Regional Park forward with professional fundraising, even if it means taking some money from current CIP projects temporarily. Savage agreed that focusing on investing in a fundraising plan is the next step. Costs for grading only at Regional Park is \$3M, awaiting potential cost sharing with adjacent residential development back from Knapp.
 - Other priorities not related to the Regional Park include:
 - Otis suggested the pond health projects need to remain a priority too, knowing they are already an issue that needs to be addressed.
 - Ten-Napel suggested the bandstand be prioritized as well. The commission suggested burying the electrical boxes on the Square would also be a priority, though it may not be paid for by the Parks.
 - Converse said money for some of the smaller projects (i.e. shade shelters) could be handled through Friends of the Parks.
 - Jablonski brought up the condition of the Miller Park tennis courts, Commission agreed that should also be a priority.
 - Delaney asked about prioritizing improving the functionality of the existing scoreboards at the Sports Complex.

- Ten-Napel suggested prioritizing maximizing additional uses within all parks would be good (such as additional sand volleyball court).
- Otis said additional parking at the Sports Complex should also be added.
- Haaland asked about trail projects, other than the HTT Connector, the other trail projects might have to go on hold. Thraen confirmed that the HTT Connector will help push the Regional Park projects forward.
- Delaney suggested making improvements to the Miller Park Shelter House as well.
- Savage asked about who does landscaping upkeep at the Square. Council Member Anderson confirmed it's been volunteer in the past.
- Other priorities in no particular order are:
 - Pond Health at Marina Cove and Twelve Oaks
 - Bandstand Improvements
 - Square Master Plan / Electrical Improvements
 - Miller Tennis Courts
 - Functional Scoreboards at Sports Complex
 - Additional Parking at Sports Complex
 - Miller Shelter House Improvements
 - Fishing Piers at Twelve Oaks and/or Marina Cove
 - Master Plans for Future Additional Parks
- **MOTION:** A motion was made by Otis and seconded by Savage to recommend these priorities in addition to the Regional Park project.

MOTION CARRIED UNANIMOUSLY

7. Update on RAGBRAI

Thraen said RAGBRAI will be coming through Polk City on Wednesday, July 26. Coming into town from Broadway, then leaving on N 3rd. City department heads have been meeting regularly to plan the day, will be recruiting volunteers for the day-of soon. The majority of traffic will be in town from 10am-1pm. All bikes are to be out of town by 2pm. Ten-Napel asked if RAGBRAI is doing anything to keep riders from bypassing the route and instead taking the High Trestle Trail through Madrid. Thraen said they had a planning meeting with RAGBRAI this last weekend, and they will try their best to promote Polk City to keep riders coming here into town with signage. Vendors will go through City for registration. City staff is working on a RAGBRAI ordinance, which still needs council approval. Ten-Napel suggested Kiwanis Park might be a good place for vendors to set up. Thraen said local vendors will be prioritized.

8. Reports & Particulars | Council Liaison, City Manager, Staff, and Commission

- Council Member Anderson said the new senior living facility (which was just approved by Council) plans to install a pickleball court at nearby Leonard Park. Council has purchased land behind The Creamery/Polk City Pub, will be developed into a parking lot to support local businesses on The Square. He commended the Commission on prioritizing improvements to the Square.
- Thraen thanked Polk City Little League for teaming up with the City to do some field improvements at the Sports Complex, the fields look great.
- Savage asked for confirmation that other communities do park ambassadors, and Thraen confirmed.

9. *MOTION:* A motion was made by Converse seconded by Ten-Napel to adjourn at 7:29 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – May 1, 2023

Submitted by Parks Commission Secretary:



Monica Converse

Attest:

Jason Thraen, Parks & Recreation Director



City of Polk City, Iowa

City Council Agenda Communication

Date: April 10, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

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

1. Summer registration for Polk City residents opened Monday, March 6th at 8am. Non-resident registration opened Monday, March 13th at 8am.
2. Staff attended the Iowa Parks & Recreation Association 2023 conference March 27-30 in Davenport. Topics covered included: Park Diversity, Park Implementation, Park Master Planning, Good Neighbor Project, Prioritizing Park Projects, Urban Fish & Wildlife Management, Lacrosse Programming, several panel discussions, and keynote speakers.
3. Staff worked with Polk City Little League to replace infield material on baseball/softball fields at the Polk City Sports Complex.
4. March programming included Senior Social Hour, Adult Yoga, Youth Dodgeball, and Spring Break Day Trips.
5. Sports Complex baseball/softball fields had 5 reservations in March. 5 total field reservations in 2023.
6. Miller Park Shelter House had 5 private rentals in March. 8 total rentals in 2023.

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library
1500 W. Broadway, Polk City, IA
Monday, April 3, 2023 at 6:30 pm

I. Call to order – President England called meeting to order at 6:32pm.

II. Approval of the agenda

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

MOTION PASSED unanimously.

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

III. Consent Items

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

MOTION PASSED unanimously.

1. Approve the [March 2023 Board Minutes](#)
2. Approve the [March 2023 Special Board Meeting Minutes](#)
3. Approve February 2023 financial statements
 1. [February 2023 History](#)
 2. [February 2023 Budget](#)
 3. [February 2023 Revenue & Expenses](#)

IV. Communication from the Public – None

V. Director's Report

Library Director's Report
March 2023

Library Statistics:

- March Circulation and library usage
 - March 2023 circulation of 4,996 was an increase of 586 checkouts compared to February 2023 and an increase of 729 compared to March 2022 (17% increase). It is a 2.6% increase from March 2019.
 - In March 2022, ebooks/audiobooks accounted for 10.3% of circulation. In March 2023, ebooks/audiobooks accounted for 23.5% of circulation.
 - 2,196 individuals visited the library in March. This is an increase of 371 compared to February 2023. It is an increase of 256 visitors compared to March 2022 (13% increase). It is a 10.6% decrease from March 2019.

- Library Patrons saved \$49,402 in March by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
- 51 passport applications were processed
- 16 Notary appointments
- 16 Adventure passes were used saving patrons \$656.
- Third Quarter Statistics
 - FY23-Q3 had 6,009 visitors compared to FY22-Q3 with 4,808 (25% increase).
 - FY23-Q3 had 13,787 checkouts compared to FY22-Q3 with 11,642 (18.4% increase).
 - FY23-Q3 had a 12.7% increase in physical circulation from FY22-Q3.
 - FY23-Q3 had a 39.1% increase in ebook/audiobook circulation from FY22-Q3.
 - Library Patrons saved \$134,614 in FY23-Q3 compared to \$118,208 in FY22-Q3 (does not include value of ebooks/audiobooks, hotspots or Adventure Passes)
- The city has started assessing monthly fees for the time clock software (Easy Login) to the departments. The library has also just recently been assessed their monthly fees for Etech. This is going to have a large impact on our budget, specifically the technology service line item.
- We were finally able to figure out how to get our monthly newsletter sent to all library patrons. Attendance at our programs has increased substantially.
- 95 patrons are using the myLibro app.
- During Spring Break, the library had extra youth activities which were well-attended.
- March 4 is National Library Giving Day. The library has received several donations already.
- The Friends of the Library will have their quarterly meeting on Wednesday, April 12 at 6:30 pm.
- The Friends of the Library will have an activity at the Earth Day 5K event on April 22.
- The Polk County Library Association (MAR) has decided to return to monthly meetings. We met monthly prior to 2020 and have been meeting quarterly for the last 18 months.
- City department heads are meeting weekly to plan for RAGBRAI. Director Noack is on the Volunteer committee along with the mayor and city manager.
- We did have a parent verbally complain about a book used in our 3-5 grade book club. No further communication has been received.

1. [March 2023 Stats](#)

LIBRARY -March 2023 STATS SNAPSHOT	March 2022	March 2023	February 2023	FY23 3rd Quarter
Total Visitors	1,940	2,196	1,825	6,009
People Checking Out	347	413	357	1,103
Polk City Cardholders	312	358	304	951
Polk City Checkouts	3,009	3,317	2,793	8,842
Open Access Cardholders	15	26	27	73
Open Access Checkouts	144	224	237	641
Rural Cardholders	20	29	26	79
Rural Checkouts	229	238	203	656
Bridges E-book/Audiobook Checkouts	845	1,174	1,146	3,531

Outgoing ILL Books	40	43	31	117
Total Checkouts (incl. Bridges & Outgoing ILL)	4,267	4,996	4,410	13,787
Auto Renewals	509	636	568	1,659
Total Checkouts (adjusted for auto-renewal)	3,758	4,360	3,842	12,128
Incoming ILL Books	29	50	30	110
Reserves Placed	308	327	282	991
Materials Added	87	202	178	545
Materials Withdrawn	756	19	62	98
New Cards Issued	10	26	19	65
Computer Users	48	42	33	114
WiFi Users (on site)	294	407	311	1,034
AWE Station Usage	107	80	104	280
AWE Games Played	297	166	344	807
Adult Programs	38	36	30	98
Adult Program Attendance	250	289	201	758
Youth Programs	17	17	23	56
Youth Program Attendance	205	252	432	851
Tutoring	0	4	2	10
No. of Meeting Room Uses by Outside Groups	\$1	1	2	5
Patron Savings (physical materials only)	\$44,386	\$49,402	\$42,417	\$134,614
Passports	58	51	33	144
Blank Park Zoo Adventure Pass (\$44)		2	0	3
Science Center of Iowa Adventure Pass (\$44)	2	9	5	17
Botanical Gardens Adventure Pass (\$34)	3	4	1	6
Des Moines Children's Museum (\$36)	4	1	1	4
Reiman Gardens (\$34)	1	0	0	1
TOTAL ADVENTURE PASS SAVINGS	\$462	\$656	\$290	\$1,262
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				
Social Media Page Views (March 1-31)	79	548	537	
Social Media Post Reach (March 1-31)	1,209	2,031	1,935	
New Social Media Followers(March 1-31)	20	18	11	
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VI. Liaison report – None

VII. Board Education: None

VIII. Agenda Items

1. Review Tier Standards-Section 4: Library Collections; reviewed
2. Review [Equipment & Library Furnishing Policy](#); reviewed
3. Approve revisions to [Collection Development Policy](#)
Policy changes were discussed, and will be voted on at a future meeting.
4. Approve revisions to [Reconsideration Policy](#)
Policy changes were discussed, and will be voted on at a future meeting.
5. Approve hourly wage increase to \$22.56 for Allyson Reister per 6-month evaluation
MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve increasing hourly wage increase to \$22.56 for Allyson Reister per 6-month evaluation.
MOTION PASSED unanimously.

IX. Adjourn – President England adjourned meeting at 7:09pm.

MOTION: A motion was made by Corey Hoodjer and seconded by Sara Olson to approve Meeting Adjournment.
MOTION PASSED unanimously.

Next Meeting Monday, May 1, 2023

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

Library Director's Report March 2023

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RESOLUTION NO 2023-49

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 2
FOR THE FIRE STATION REMODEL PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2022-152 ordering construction for the Fire Station Remodel Project on December 14, 2023; and

WHEREAS, the City Council approved Resolution 2023-15 on January 23, 2023, awarding the construction contract to GTG Construction LLC; and

WHEREAS, on January 23, 2023, the City Council approved Resolution 2023-16 approving the contract in the amount of \$1,105,000 with alternate #1 bid totaling \$66,000 for a total contract of \$1,171,000; and

WHEREAS, on February 27, 2023 City Council approved Resolution 2023-25 approving Partial Pay App No. 1 in the amount of \$24,605; and

WHEREAS, GTG Construction and the City Architect, FEH Design have submitted the Application for Partial Payment No. 2 giving a detailed estimate of work completed with an application for payment in the amount of \$48,925.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 2 for the Fire Station Remodel Project and the City Clerk/Treasurer is hereby authorized to issue a check to GTG Construction LLC in the amount of \$48,925.

PASSED AND APPROVED the 10 day of April 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

TO OWNER: PROJECT: APPLICATION NO: 2 Distribution to:

City of Polk City PROJECT: Polk City Fire and Community Center
 112 S 3rd Street 112 N 3rd Street
 Polk City, IA 50226 Polk City, IA 50226

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR

PERIOD TO: 02/28/23

FROM CONTRACTOR: VIA ARCHITECT: FEH Design

GTG Construction, LLC Attn: Cory Sharp
 6505 Merle Hay Rd 604 East Grand Avenue
 Suite A Des Moines, IA 50309
 Johnston IA 50131-1232

PROJECT NOS: 230007

CONTRACT FOR: Weeks MS Auditorium CONTRACT DATE: 01/23/23

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,171,000.00
2. Net change by Change Orders	\$	-
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	1,171,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	77,400.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	3,870.00
b. 0 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	3,870.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	73,530.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	24,605.00
8. CURRENT PAYMENT DUE	\$	48,925.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	1,097,470.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **GTG Construction, LLC**

By: Jessica L. Reynolds Digitally signed by Jessica L. Reynolds
DN: C=US,
E=jessicar@gtgcompanies.com, O=GTG
Construction, CN=Jessica L. Reynolds
Date: 2023.03.20 15:08:19-05'00' Date: 03/20/23

GTG Construction LLC
 Jessica L. Reynolds
 6505 Merle Hay Road
 PO Box 917
 Johnston, IA 50131

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ **48,925.00**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:  Date: 03-27-2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
 APPLICATION DATE: 03/20/23
 PERIOD TO: 02/28/23
 PROJECT NO: 230007

ITEM NO.	DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D ORE)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD					
1	General Conditions	\$58,275	\$2,500.00	\$8,000.00	\$0.00	\$10,500.00	18.02%	\$47,775.00	\$525.00
2	Bond	\$18,000	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100.00%	\$0.00	\$900.00
3	Submittal Exchange	\$5,400	\$5,400.00	\$0.00	\$0.00	\$5,400.00	100.00%	\$0.00	\$270.00
4	Temp Barricades Material	\$3,793		\$0.00	\$0.00	\$0.00	0.00%	\$3,793.00	\$0.00
5	Temp Barricades Labor	\$2,530	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,530.00	\$0.00
6	Cleaning	\$5,300	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,300.00	\$0.00
7	Demolition	\$22,356	\$0.00	\$12,000.00	\$0.00	\$12,000.00	53.68%	\$10,356.00	\$600.00
8	Concrete Footings Material	\$1,936		\$0.00	\$0.00	\$0.00	0.00%	\$1,936.00	\$0.00
9	Concrete Footings Labor	\$1,292	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,292.00	\$0.00
10	Concrete Slab on Grade Material	\$26,400		\$0.00	\$0.00	\$0.00	0.00%	\$26,400.00	\$0.00
11	Concrete Slab on Grade Labor	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,600.00	\$0.00
12	Steel Material	\$1,480	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,480.00	\$0.00
13	Rough Carpentry Material	\$32,580		\$0.00	\$0.00	\$0.00	0.00%	\$32,580.00	\$0.00
14	Rough Carpentry and Steel Labor	\$21,720	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$21,720.00	\$0.00
15	Millwork Material	\$63,388	\$0.00	\$6,500.00	\$0.00	\$6,500.00	10.25%	\$56,888.00	\$325.00
16	Millwork Labor	\$10,185	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,185.00	\$0.00
17	Joint Sealants Material	\$1,600			\$0.00	\$0.00	0.00%	\$1,600.00	\$0.00
18	Joint Sealants Labor	\$1,640	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,640.00	\$0.00
19	Door Material	\$28,020	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$28,020.00	\$0.00
20	Door Labor	\$1,475	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,475.00	\$0.00
21	Glass Material	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
22	Glass Labor	\$3,953		\$0.00	\$0.00	\$0.00	0.00%	\$3,953.00	\$0.00
23	Drywall/ACT Material	\$43,970		\$0.00	\$0.00	\$0.00	0.00%	\$43,970.00	\$0.00
24	Drywall/ACT Labor	\$29,313		\$0.00	\$0.00	\$0.00	0.00%	\$29,313.00	\$0.00
25	Tiling Material	\$10,000		\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
26	Tiling Labor	\$6,578	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,578.00	\$0.00
27	Flooring Material	\$20,000		\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
28	Flooring Labor	\$14,182	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,182.00	\$0.00
29	Fluid Applied Flooring Material	\$4,000		\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
30	Fluid Applied Flooring Labor	\$3,020	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,020.00	\$0.00
31	Paint Material	\$8,000		\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
32	Paint	\$11,667	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$11,667.00	\$0.00
33	Specialties Material	\$5,000		\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
34	Specialties Labor	\$2,088	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,088.00	\$0.00
35	Signage	\$3,968	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,968.00	\$0.00
36	Window Treatment Material	\$1,501	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,501.00	\$0.00
37	Window Treatment Labor	\$800	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$800.00	\$0.00
38	Wheelchair Lift Material	\$21,675	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$21,675.00	\$0.00
39	Wheelchair Lift Labor	\$14,451	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,451.00	\$0.00
40	Fire Suppression Material	\$6,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,000.00	\$0.00
41	Fire Suppression Labor	\$4,088	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,088.00	\$0.00

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
 APPLICATION DATE: 03/20/23
 PERIOD TO: 02/28/23
 PROJECT NO: 230007

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
42	HVAC Material	\$120,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$120,000.00	\$0.00
43	HVAC Labor	\$73,881	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$73,881.00	\$0.00
44	Plumbing Material	\$65,481	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,481.00	\$0.00
45	Plumbing Labor	\$43,654	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$43,654.00	\$0.00
46	Electrical Material	\$103,218	\$0.00	\$0.00	\$25,000.00	\$25,000.00	24.22%	\$78,218.00	\$1,250.00
47	Electrical Labor	\$68,813	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$68,813.00	\$0.00
48	Excavation	\$5,476	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,476.00	\$0.00
	Paving Material	\$9,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,000.00	\$0.00
49	Paving Labor	\$9,273	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,273.00	\$0.00
50	Site Utilities	\$62,100	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$62,100.00	\$0.00
	Alt 1 - Station Alerting System Material	\$39,528	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$39,528.00	\$0.00
51	Alt 1 - Station Alerting System Labor	\$26,352	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$26,352.00	\$0.00
GRAND TOTALS		\$1,171,000.00	\$25,900.00	\$26,500.00	\$25,000.00	\$77,400.00	5.78%	\$1,093,600.00	\$3,870.00



City of Polk City, Iowa

City Council Agenda Communication

Date: April 10, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: PFM Engagement Letter

BACKGROUND: I am requesting that the City Council approve an engagement letter from PFM to act as the City's Financial Advisor for the issuance of our upcoming General Obligation bonds. The City will be issuing bonds for the City Hall/Community Center project, Northside Drive realignment and trail project, trail connections along Bridge Road, street repairs, and capital equipment for the Police Department.

ALTERNATIVES: Do not approve the engagement letter.

FINANCIAL CONSIDERATIONS: \$16,500

RECOMMENDATION: It is my recommendation that the Council approve the engagement letter from PFM, with a do not exceed amount of \$16,500.



March 13, 2023

Chelsea Huisman
City Manager
City of Polk City
112 3rd Street
Polk City, IA 50226

Dear Chelsea,

The purpose of this letter (this "Engagement Letter") is to confirm our agreement that PFM Financial Advisors LLC ("PFM") will act as financial advisor to the City of Polk City, Iowa (the "Client") in connection with the issuance of \$3,550,000 General Obligation Corporate Purpose Bonds, Series 2023. PFM will provide, upon request of Client, financial planning and debt issuance development services, as applicable and set forth in Exhibit A to this Engagement Letter. Most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task.

pfm

801 Grand
Suite 3300
Des Moines, IA 50309
515.243.2600

pfm.com

PFM is a registered municipal advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. As of the date of this letter, Client has **not** designated PFM as its independent registered municipal advisor ("IRMA") for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA exemption."). Client agrees not to represent that PFM is Client's IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, without PFM's prior written consent.

MSRB Rule G-42 requires that municipal advisors make written disclosures to its clients of all material conflicts of interest and certain legal or disciplinary events and certain regulatory requirements. Such disclosures are provided in PFM's disclosure statement delivered to Client together with this agreement.

PFM's services will commence as soon as practicable after the receipt of this Engagement Letter by Client and a request by Client for such service. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Engagement Letter. Services provided by PFM which are not included in the scope of services set forth in Exhibit A of this agreement shall be completed as agreed in writing in advance between Client and PFM. Upon request of Client, PFM or an affiliate of PFM may agree to additional services to be provided by PFM or an affiliate of PFM, by a separate agreement between Client and PFM or its respective affiliate.

For the services described in Exhibit A, PFM's professional fees will be paid as provided in Exhibit B. In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses, as outlined in Exhibit B, which are incurred by PFM. Upon request of Client, documentation of such expenses will be provided.

This Engagement Letter shall remain in effect until all related activities associated with this transaction are complete unless canceled in writing by either party upon thirty (30) days written notice to the other party. PFM shall not assign any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of Client; provided that upon notice



to Client, PFM may assign this Engagement Letter or any interests hereunder to a municipal advisor entity registered with the SEC that directly or indirectly controls, is controlled by, or is under common control with, PFM.

All information, data, reports, and records (“Data”) in the possession of Client or any third party necessary for carrying out any services to be performed under this Engagement Letter shall be furnished to PFM and Client shall, and shall cause its agent(s) to, cooperate with PFM in its conduct of reasonable due diligence in performing the services. To the extent Client requests that PFM provide advice with regard to any recommendation made by a third party, Client will provide to PFM written direction to do so as well as any Data it has received from such third party relating to its recommendation. Client acknowledges and agrees that while PFM is relying on the Data in connection with its provision of the services under this agreement, PFM makes no representation with respect to and shall not be responsible for the accuracy or completeness of such Data.

All notices given under this Engagement Letter will be in writing, sent by email or registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the addresses on the first page of this Engagement Letter.

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Engagement Letter will be the property of Client. Subject to the preceding exception, upon termination of this Engagement Letter, PFM will deliver to Client copies of any and all material pertaining to this Engagement Letter.

The Des Moines office of PFM will provide the services set forth in this Engagement Letter. PFM may, from time to time, supplement or otherwise amend team members. Client has the right to request, for any reason, PFM to replace any member of the advisory staff. Should Client make such a request, PFM will promptly suggest a substitute for approval by Client.

PFM will maintain insurance coverage with policy limits not less than as stated in Exhibit C. Except to the extent caused by willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Engagement Letter on the part of PFM or any of its associated persons, neither PFM nor any of its associated persons shall have liability to any person for any act or omission in connection with performance of its services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other financial product or investment, or for any financial or other damages resulting from Client’s election to act or not to act, as the case may be, contrary to or, absent negligence on the part of PFM or any of its associated persons, upon any advice or recommendation provided by PFM to Client.

PFM, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or joint ventures of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter.

This Engagement Letter represents the entire agreement between Client and PFM and may not be amended or modified except in writing signed by PFM.



Please have an authorized official of Client acknowledge receipt of this Engagement Letter and respond to us to acknowledge the terms of this engagement.

Sincerely,

PFM FINANCIAL ADVISORS LLC

Jon Burmeister
Managing Director

Matthew Stoffel
Senior Managing Consultant



EXHIBIT A **SCOPE OF SERVICES**

Financial planning and debt issue development services (Includes short term financings, bonds, loans, letters of credit and line of credit). Upon the request of Client:

- Analyze financial and economic factors to determine if the issuance of bonds is appropriate.
- Develop a financing plan in concert with Client's staff which would include recommendations as to the timing and number of series of bonds to be issued.
- Assist Client by recommending the best method of sale, either as a negotiated sale, private placement or a public sale. In a public sale, make recommendation as to the determination of the best bid. In the event of a negotiated sale, assist in the solicitation, review and evaluation of any investment banking proposals, and provide advice and information necessary to aid in such selection.
- Advise as to the various financing alternatives available to Client.
- Develop alternatives related to debt transaction including evaluation of revenues available, maturity schedule and cashflow requirements, if necessary.
- If appropriate, develop credit rating presentation and coordinate with Client the overall presentation to rating agencies.
- Assist Client in the procurement of other services relating to debt issuance such as printing, paying agent and registrar, etc.
- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in bond resolutions regarding security, creation of reserve funds, flow of funds, redemption provisions, additional parity debt tests, etc.; review and comment on successive drafts of bond resolutions.
- PFM will complete a parity certificate if required by the authorizing resolutions of outstanding parity debt.
- Review the terms, conditions and structure of any proposed debt offering undertaken by Client and provide suggestions, modifications and enhancements where appropriate and necessary to reflect the constraints or current financial policy and fiscal capability.
- Coordinate with Client's staff and other advisors with respect to the furnishing of data for offering documents. PFM will assist Client in the preparation of the offering document, it being specifically understood that PFM is not responsible for the inclusion or omission of any material in published offering documents and that the ultimate responsibility remains with Client.
- Provide regular updates of bond market conditions and advise Client as to the most advantageous timing for issuing its debt.
- Advise Client on the condition of the bond market at the time of sale, including volume, timing considerations, competing offerings, and general economic considerations.
- Assist and advise Client in negotiations with investment banking groups regarding fees, pricing of the bonds and final terms of any security offering, and make definitive recommendations regarding a proposed offering to obtain the most favorable financial terms based on existing market conditions.
- Arrange for the closing of the transaction.
- Preparation and delivery of bond financing record to Client.

pfm

801 Grand
Suite 3300
Des Moines, IA 50309
515.243.2600

pfm.com



EXHIBIT B
COMPENSATION FOR SERVICES

1. Fixed Rate Transaction Fees

For financial planning and debt issue development services related to the issuance of \$3,550,000 General Obligation Corporate Purpose Bonds, Series 2023. PFM will be paid a one-time fee of \$16,500, payable upon closing.

2. Reimbursable Expenses

In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, printing, telephone, postage, internet posting and other ordinary costs which are incurred by PFM. Appropriate documentation can be provided.



EXHIBIT C
INSURANCE STATEMENT

PFM has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$5 million and \$5 million single loss/ \$10 million aggregate, respectively. PFM also carries a \$5 million cyber liability policy.

Our Professional Liability policy is a “claims made” policy and our General Liability policy claims would be made by occurrence.

1. Deductibles/SIR:

Automobile \$100 comprehensive & \$1,000 collision
Cyber Liability \$100,000
General Liability \$0
Professional Liability (E&O) \$200,000
Financial Institution Bond \$50,000

2. Insurance Company & AM Best Rating

Professional Liability (E&O).....	Lloyds of London; (A; Stable)
.....	AXIS Surplus Insurance Company; (A; Stable)
Financial Institution Bond.....	Berkley Regional Insurance Company; (A+; Stable)
Cyber Liability.....	Greenwich Insurance Company (A+; Stable)
General Liability.....	Valley Forge Insurance Company; (A; Stable)
Automobile Liability.....	Continental Insurance Company; (A; Stable)
Excess/Umbrella Liability.....	Continental Insurance Company; (A; Stable)
Workers Compensation & Employers Liability	Continental Insurance Company; (A; Stable)

RESOLUTION NO. 2023-50

**A RESOLUTION APPROVING AN AGREEMENT TO INSTALL
SIDEWALK FOR 803 WALDO STREET**

WHEREAS, on February 1, 2023, a building permit was issued for a new single family home structure located at 803 Waldo Street, Lot 64 of Leonard's Place; and

WHEREAS, City Code requires construction of a public sidewalk be installed at the same time as the residential structure; and

WHEREAS, the City Staff recommend construction of some improvements be deferred until such time as installation of sidewalks is ordered by City Council; and

WHEREAS, the City of Polk City is willing to enter into an agreement with First Choice Renovations for the installation of the sidewalks under the terms contained in the agreement attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that the agreement attached hereto as Exhibit "A" is approved and the Mayor is hereby authorized to execute the same on behalf of the City of Polk City.

PASSED AND APPROVED this 10 day of April 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

WHEN RECORDED RETURN TO:

Amy S. Beattie
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

AGREEMENT TO INSTALL SIDEWALK

This Agreement (the "Agreement"), is made on or as of the 20th day of March 2023, by and between the City of Polk City, Iowa, (the "City"), a municipal corporation having its offices at City Hall, 112 3rd Street, Polk City, Iowa 50226, and First Choice Renovations, LLC, ("First Choice") owning a residence at 803 Waldo, Polk City, Iowa.

Now, Therefore, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the others as follows:

Article I. Installation of Sidewalk

Section 1.01. Duty to Install Sidewalk. First Choice agrees, subject to the terms of this Agreement, to install a Sidewalk at:

Lot 64 in Leonard's Place, an Official Plat in Polk City, Polk County, Iowa (the "Property")

in compliance with the Municipal Code of the City of Polk City, Iowa.

Article II. Completion Date

Section 2.01. Completion Date. First Choice shall install the sidewalk in accordance with the then existing ordinances within sixty (60) days of written notification from the City.

Article III. Costs

Section 3.01. Costs. First Choice agrees to install the Sidewalk at its cost and with no cost to the City.

Article IV. Miscellaneous

Section 4.01. Binding Upon Successors in Interest. It is intended that this Agreement shall run with the land and that it shall, in any event and without regard to technical classifications or designations, legal or otherwise, and except only as otherwise specifically provided in this Agreement, be binding for the benefit and in favor of, and enforceable by the City against First Choice, its successors and assigns, and every successor-in-interest to any of the Property or any part thereof, or any interest thereof, and any party in possession or occupancy of any of the Property or any part thereof.

Section 4.02. Failure of First Choice Renovations to Perform. In the event that First Choice Renovations fails to comply with any of the terms of this Agreement, the City may take such other action the City deems necessary and appropriate, including, but not limited to, installation of the Sidewalk and assessment of the costs of the Sidewalk installation against the property owned by First Choice Renovations. In such event, the City shall be entitled to reimbursement for all costs, fees and award amounts, if any, incurred by the City resulting from the First Choice Renovations failure to comply with this Agreement. In the event that said reimbursement is not paid within thirty (30) days of the City's request for payment the City shall be entitled to assess the Property for the amount paid by it, or to pursue any other remedies, whether in law or in equity, available to it.

Section 4.03. Interpretation of Contract. This Agreement shall be construed in accordance with the laws of the State of Iowa.

Section 4.04. Notices. A notice, demand, or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested; delivered personally; or sent by overnight courier service, as set out above, or to such other address, department, or individuals either may, from time to time, designate in writing and forward to the other as provided in this Article.

Section 4.05. Counterparts and Recording. This Agreement is executed in two counterparts, each of which shall constitute one and the same instrument. A copy of this Agreement, including all Exhibits, shall be maintained in the office of the City Clerk of the City. This Agreement shall be recorded with the Polk County Recorder.

Signature Page to Follow

In Witness Whereof, the parties have caused this Agreement to be duly executed on or as of the date first above written.

ATTEST:

City of Polk City, Iowa

By: _____
Steve Karsjen, Mayor

By: _____
Jenny Coffin, City Clerk

STATE OF IOWA, POLK COUNTY, ss:

On this ____ day of _____ 2023, before me the undersigned, a Notary Public in and for the State of Iowa, personally appeared Steve Karsjen and Jenny Coffin, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Polk City, Iowa; that the seal affixed to the foregoing instrument to which this is attached is the corporate seal of the City; that the instrument was signed and sealed on behalf of the City by authority of its City Council, as contained in Ordinance Resolution No. _____ passed by resolution of the City Council under Roll Call No. _____ of the City Council on the ____ day of _____ 2023; and that Steve Karsjen and Jenny Coffin, as such officers, acknowledged the execution of the instrument to be the voluntary act and deed of the City, by it and by them voluntarily executed.

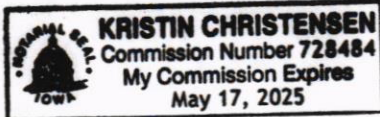
Notary Public in and for the State of Iowa

First Choice Renovations, LLC
By: Kyle Hout, President

STATE OF IOWA, POLK COUNTY, ss:

On this 20th day of March 2023, before me the undersigned, a Notary Public in and for said State, personally appeared Kyle Hout, to me known to be the person named in and who executed the foregoing instrument to which is attached; and acknowledged that Kyle Hout executed the instrument as a voluntary act and deed.

Kristin Christensen
Notary Public in and for the State of Iowa



In Witness Whereof, the parties have caused this instrument to be duly executed on or as of the date first above written.

WITNESSETH

City of Folk City, Iowa

By: Steve Karsjan, Mayor
Steve Karsjan, Mayor

STATE OF IOWA, POLK COUNTY

I, the undersigned, being a duly qualified and acting Mayor of the City of Folk City, Iowa, do hereby certify that the foregoing instrument is a true and correct copy of the original instrument as the same appears on file in the office of the City Clerk of Folk City, Iowa, and that the same has been duly executed and acknowledged by the Mayor and the City Clerk of Folk City, Iowa, on this 17th day of May, 2025.

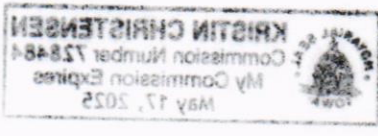
Notary Public in and for the State of Iowa

[Signature]
First Choice Realty Advisors, LLC
By: Kyle H. H. [Name]

STATE OF IOWA, POLK COUNTY

On this 17th day of May, 2025, before me, the undersigned Notary Public in and for the State of Iowa, appeared the Mayor and the City Clerk of Folk City, Iowa, and they acknowledged to me that they had executed the foregoing instrument as the same appears on file in the office of the City Clerk of Folk City, Iowa, and that the same has been duly executed and acknowledged by the Mayor and the City Clerk of Folk City, Iowa, on this 17th day of May, 2025.

[Signature]
Notary Public in and for the State of Iowa



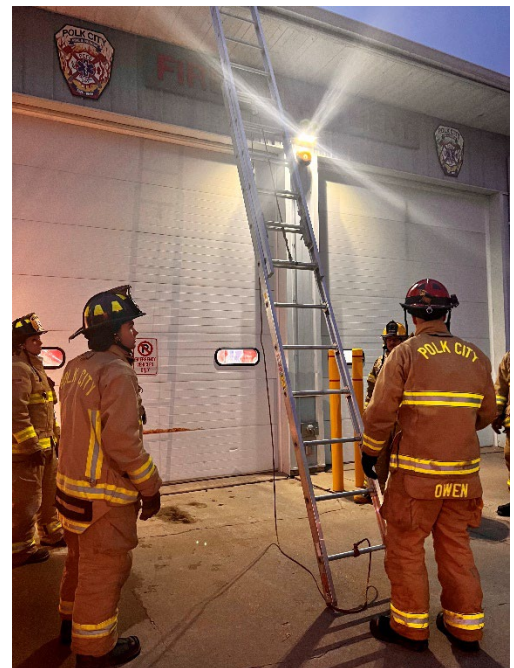


City of Polk City, Iowa City Council Agenda Communication

Date: April 10, 2023
To: Mayor, City Council, and City Manager
From: Karla Hogrefe – Fire Chief
Subject: March 2023 Monthly Report

BACKGROUND: There were 45 calls for service in the month of March, which was down 6 calls from February. We had Paramedic coverage 29 nights out of 31. There were 3 shifts that our two full-time members picked up for overtime. Chief filled in for 3 night shifts to assist with Paramedic coverage and 1 day shift.

Firefighter I class continued to meet two times a week for skills and wrapped up class at the end of the month. All four will be testing within the next month to become certified.



Above, the FFI class is learning about ladders with instructors Lt Owen and FF/P Nate Reis.

March Staff Anniversaries:
FF/EMT Mark Voyek – 1 year

TRAINING: We conducted 4 training classes during the month of March and had an officers meeting and department meeting. March 7 – EMS Training – Medication Review with two hours of continuing education provided. March 14 – Fire Training – Vent Enter Isolate Search. This training concentrates on rescuing a victim from a window when we know the location of the victim. You enter the room via the window, close the door, and search the room. You then remove the victim via the window after you have found them. March 21 – Officer Meeting & Department Business Meeting. March 25 – Live Fire Training burn at 214 S. 3rd Street. Crews spent 9 hours working on multiple skills including, vertical ventilation, roll-up fire attack drills, hose line deployments, spraying water, command tactics, safety tactics, offensive fire attack, and defensive fire attack. March 28 – EMS Cardiology taught by Medical Director Joe Peterson with two hours of continuing education.

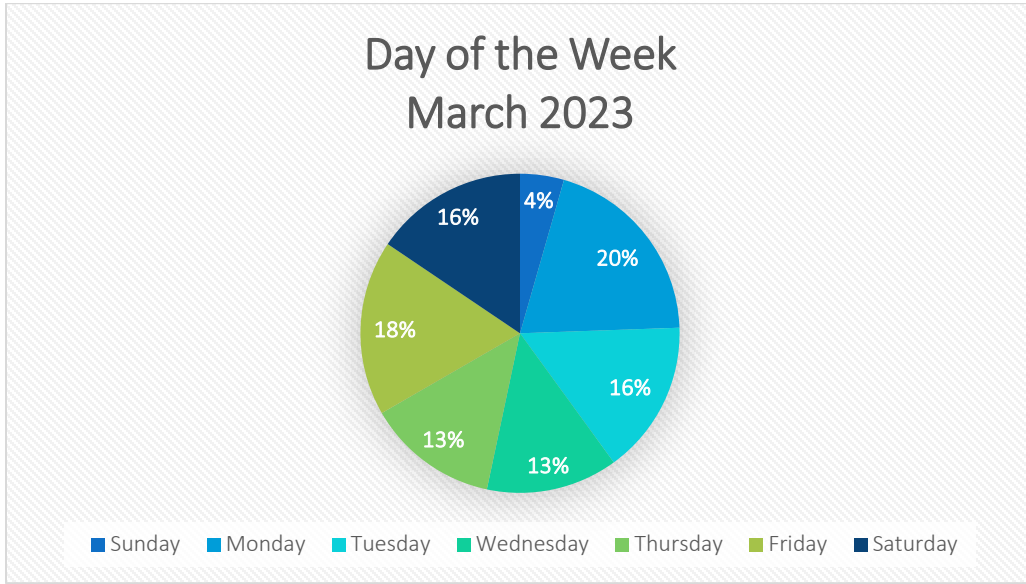
March is the recertification month for the National Registry and the State of Iowa EMTs and Paramedics. 23 of our members recertified this month. The certification cycle is 2 years and to remain certified you have to do continuing education. All of our members were able to recertify with plenty of hours due to our EMS trainings throughout the cycle period.



Pictures from the live fire training burn.

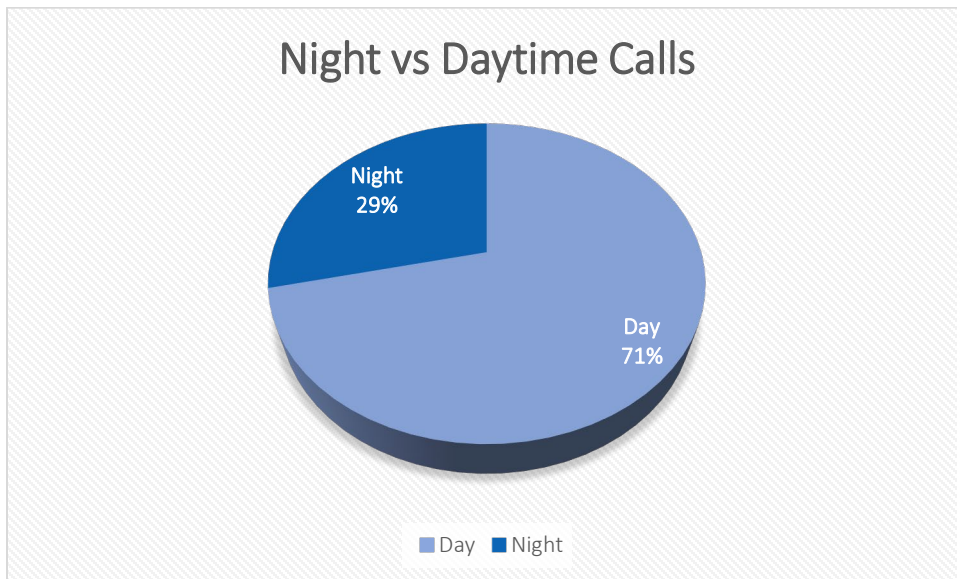


The busiest day of the week was Monday with 9 calls for service:

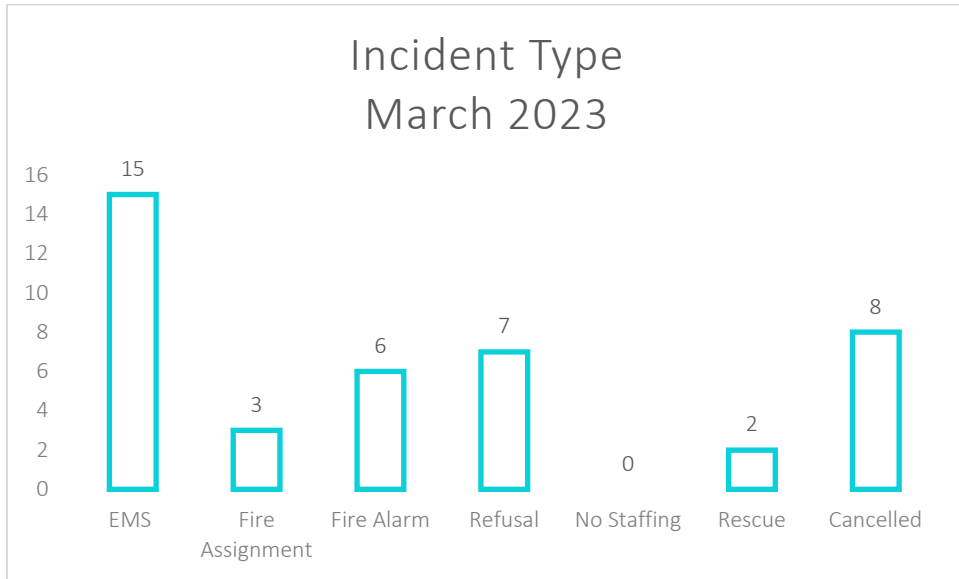


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
2	9	7	6	6	8	7	45

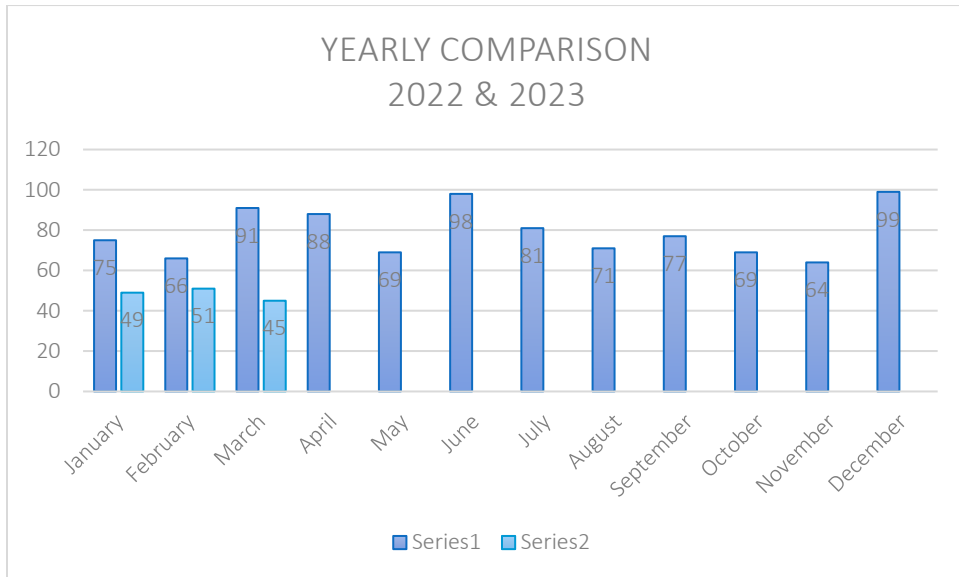
30 calls were during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM). 12 calls were during the night shift, between 18:00 hours (6:00 PM) and 06:00 hours (6:00 AM):



The “Incident Type” of calls was predominately EMS related.



March 2023 had 46 less calls for service than March 2022. The significant drop in call volume is due to no longer doing change of quarters calls to Ankeny.





City of Polk City, Iowa City Council Agenda Communication

Date: April 10, 2023
To: Mayor, City Council, and City Manager
From: Karla Hogrefe – Fire Chief
Subject: Policy Revision: #120 Medical Evaluation Program

BACKGROUND: The fire department has utilized Medix in Ankeny the past few years for firefighter physicals. This can cause an inconvenience for department members having to travel out of town. We have contacted Dr. Layton at North Polk Family Physicians to begin going there for our physicals. Dr. Layton was very thrilled to get the support from the Fire Department and had to buy some extra equipment to accommodate us. We had to update the information on the policy to reflect North Polk Family Medicine as our medical examination provider and remove Medix. Please see attached updated policy for reference.

ALTERNATIVES: Continue with the same policy and procedures.

FINANCIAL CONSIDERATIONS: The price of the physical does increase about \$100 per person, but I believe this will be more convenient for our members and it is nice to support local businesses.

RECOMMENDATION: Acknowledge and accept these revisions so the operations of the fire department is up to date and appropriate for the times.



Polk City Fire Department Policy

#120 – Medical Evaluation Program

Date Issued: 06/08/2005

Date Last Revised: 02/13/2023

PURPOSE: To detail the procedures, controls, and documentation necessary for administration of the Department’s medical evaluation program and to identify if potential firefighters or existing members of the Department have a medical condition that would limit their functions on an emergency scene.

PROGRAM DESIGN: Baseline and periodic medical evaluations are specifically designed to evaluate the member’s ability to perform the essential firefighting, emergency medical service and other emergency response job functions, as identified in the applicable job descriptions. Recommendations for specific medical assessment tools and diagnostic tests according to patient age, sex, and risk status are based upon American Medical Association guidelines and NFPA 1582, Standard for medical requirements for firefighters with exceptions as noted in this guideline.

REQUIREMENT: All members will be required to fully participate in the Department’s medical evaluation program as described in this procedure. The Department will require all members to be declared medically eligible to perform the essential job functions. Any member not complying with program requirements will be placed on medical leave until they are in full compliance with this program.

POST OFFER MEDICAL EVALUATION

As part of the Department’s established hiring practice, a post-offer medical evaluation is required of any candidate who has been made a conditional offer of membership. This medical evaluation also serves to establish a baseline of medical data. The offer of membership is extended once the certified Physician (hereafter referred to as Physician) certifies the candidate as able to perform the essential job functions.

INITIAL MEDICAL SCREENING

The Department will administer an initial medical screening for established firefighters for whom a baseline has not been established or is considered to be outdated. This initial medical screening is based on NFPA 1582, procedures from other states, and procedures currently being used by cities in Iowa. Based on this initial screening, the Physician will review the results and prioritize individuals for follow-up medical evaluations based on risk factors identified. All established firefighters will have a medical evaluation in order to establish an acceptable baseline.



Polk City Fire Department Policy

#120 – Medical Evaluation Program

Date Issued: 06/08/2005

Date Last Revised: 02/13/2023

MEDICAL EXAMINATION

Prior to the medical examination, the firefighter will fill out a medical history/respirator questionnaire. The Physician will review the questionnaires and determine if additional examinations and testing are necessary. The medical evaluation shall include a medical examination according to the following schedule:

- Ages 29 and under – Every 4 years
- Ages 30 to 39 – Every 3 years
- Ages 40 to 49 – Every 2 years
- Ages 50 and above – Every year

This schedule may be accelerated for specific individuals at the discretion of the physician based on any risk factors identified during previous medical evaluations or exams or based on information obtained in the questionnaires.

The baseline and periodic medical examination will include the following components:

- Medical history/respiratory questionnaire including occupational history and history of exposure
- Physical examination by a Board Certified Physician
- Blood analysis, urinalysis, vision tests, audiogram
- Pulmonary function testing (spirometry)
- Any other testing deemed necessary by the Physician

CLEARANCE/CERTIFICATION FOR DUTY

Based on the medical history questionnaire or a complete medical evaluation, the Physician will provide written documentation that indicates that the individual member is/or is not medically cleared to perform the essential job functions with/without physical restrictions.

The written notification will be forwarded directly to the Fire Chief. This clearance for duty will be kept in the individual's personnel file. In the event that the Physician does not certify a member for duty, a phone call will be immediately placed to the Fire Chief.



120c

Polk City Fire Department Policy

#120 – Medical Evaluation Program

Date Issued: 06/08/2005

Date Last Revised: 02/13/2023

MEDICAL EXAMINATION PROVIDER:

The provider for medical evaluations and examinations will be designated by the City of Polk City. The current provider for the medical evaluation program is:

North Polk Family Medicine
1010 S 3rd Street Suite IA
Polk City, IA 50226
515-984-6426

MEDICAL EXAMINATION PROCEDURE

Based on the established interval and anniversary date, the member will be advised of the need to schedule a medical evaluation and be provided any forms that need to be filled out prior to the visit.

The medical provider will conduct the medical examination. Any potential life threatening conditions discovered during an examination will be immediately reported to the member.

During the examination process, if the physician believes further testing is warranted to determine fit for duty status, a representative from the clinic will contact the Fire Chief for verification.

Beyond the approved medical evaluation the member is responsible for the cost of additional testing or procedures. Members will not be allowed to work until cleared by the Physician and Fire Chief.

MEDICAL RECORDS:

All medical records will be maintained in a secure location by the Fire Chief. Copies of all reports will be made available to the individual member upon request at no charge.

The medical provider will provide a written notice of “fit for duty” to the Fire Chief. If a member does not meet the fit for duty status, a written notice specifically identifying the reason why they do not meet fit for duty status will be provided to Fire Chief. The Fire Chief will then provide written notice to the member.



120d

Polk City Fire Department Policy

#120 – Medical Evaluation Program

Date Issued: 06/08/2005

Date Last Revised: 02/13/2023

OUTSIDE DEPARTMENT MEDICAL RECORDS:

A member may submit current medical records to the Fire Chief or Physician for review. Based on this review, the Fire Chief or Physician MAY certify the member for duty without performing an actual medical examination. The individual member needs to initiate this process.

CONFIDENTIALITY:

The medical evaluation program is considered to be a confidential process with any discussions of medical issues to be limited to the individual member, the Physician, and the Fire Chief or his designee.

MEDICAL LEAVE OF ABSENCE:

Medical leave of absence is a membership status that is usually initiated by a recommendation from the Physician to the Fire Chief. An individual may also request to be put on medical leave of absence.

All members shall be responsible to immediately notify the Chief of any medical condition that could affect their ability to safely perform their duties. Individuals with such conditions shall be placed on a medical leave until becoming cleared for duty by a physician.

In the event that a member is not cleared for duty by the Physician, the member will be placed on medical leave until such medical clearance is obtained. This change in status will be properly documented. The Physician's **Medical Evaluation Form** will be attached.

Medical leave is considered to be a temporary status during which additional tests or prescribed treatment(s) may be taking place. While on medical leave, a member shall not participate in duty shifts or respond to calls; however, may participate in classroom only department drills or other similar meetings. Medical leave shall remain in effect until the member is medically/physically able to return to full duty and perform all the essential functions of the position or a period of one year whichever comes first. After the one-year period, if the member is unable to return to full duty, the firefighter or EMT shall not continue to be paid to attend any training



120e

Polk City Fire Department Policy

#120 – Medical Evaluation Program

Date Issued: 06/08/2005

Date Last Revised: 02/13/2023

session nor will the Fire Department be obligated to reinstate him/her to their current rank or position.

Once the Physician provides a full clearance for duty, documentation with the **Medical Evaluation Form** should be submitted to the Fire Chief. Medical leave of absence is terminated when the Physician provides a clearance for work.

If the member has more than one job function with the Department (e.g. firefighter and EMT) the member will be medically evaluated as to their ability to perform separate job functions. The member may be on medical leave from one job function while performing another job function.

If for any reason an individual requests a medical leave of absence, a letter should be written to the Fire Chief requesting such action. Documentation would be submitted to initiate and conclude the medical leave of absence.

A member who fails to participate fully in the Department's medical evaluation program is subject to disciplinary action, leading up to and including termination.

RESTRICTED DUTY: In the event that the Physician clears a member for duty with one or more physical restrictions, the member will meet with the Fire Chief to discuss any alternatives that may be available.

LIGHT DUTY: Light duty status will be determined by the Physician and will allow the individual to participate in training drills only.



April 6, 2023

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

RE: PARTIAL PAYMENT APPLICATION NO. 10
NORTH 3RD STREET AND VISTA LAKE AVENUE
INTERSECTION IMPROVEMENTS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 10 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project. This payment application includes work completed by the Contractor through March 31, 2023.

Work completed during this pay period includes electrical work for streetlights and erosion control through the winter months. In the next month, we anticipate the Contractor will complete surface restoration, electrical work, roundabout landscaping, and the maintenance period for the planting materials will begin.

We recommend approval of partial payment application No. 10, in the amount of \$71,283.10 to the Contractor, Absolute Concrete, for work completed through March 31, 2023. Approximately 95.5% of the total contract work has been completed and 121.5 of the 130 working days for the project have been charged.

Please contact me should you have any questions on this pay application. We will be in attendance at the April 10, 2023 City Council meeting to answer any questions regarding these items.

Sincerely,
SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Travis D. Thornburgh".

Travis D. Thornburgh, P.E.

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates
Laura C. Lamberty, P.E., Snyder & Associates

RESOLUTION NO 2023-51

A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT APPLICATION NO. 10 FOR THE NORTH 3RD STREET AND VISTA LAKE AVENUE INTERSECTION IMPROVEMENTS PROJECT

WHEREAS, the City of Polk City, City Council, approved Resolution 2021-124 ordering construction for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project on November 22, 2021; and

WHEREAS, the City Council approved Resolution 2022-02 on January 10, 2022 awarding the construction contract to Absolute Concrete Construction, Inc of Granger, Iowa; and

WHEREAS, on January 24, 2022 the City Council approved Resolution 2022-12 approving the contract in the amount of \$1,534,961 with additive bid alternates totaling \$51,345 for a total contract of \$1,586,306; and

WHEREAS, on April 11, 2022 the City Council approved Resolution 2022-39 approving Change Order No. 1 in the amount of \$40,145; and

WHEREAS, on December 14, 2022 the City Council approved Resolution 2022-160 approving Change Order No. 2 in the reduction amount of ~~-\$63,771.67~~; and

WHEREAS, on April 11, 2022 the City Council approved Resolution 2022-40 approving Partial Pay App No. 1 in the amount of \$36,440.57; and

WHEREAS, on May 9, 2022 the City Council approved Resolution 2022-63 approving Partial Pay App No. 2 in the amount of \$164,734.07; and

WHEREAS, on June 13, 2022 the City Council approved Resolution 2022-70 approving Partial Pay App No. 3 in the amount of \$110,380.98; and

WHEREAS, on July 11, 2022 the City Council approved Resolution 2022-86 approving Partial Pay App No. 4 in the amount of \$79,332.60; and

WHEREAS, on August 8, 2022 the City Council approved Resolution 2022-93 approving Partial Pay App No. 5 in the amount of \$98,045.93; and

WHEREAS, on September 12, 2022 the City Council approved Resolution 2022-109 approving Partial Pay App No. 6 in the amount of \$420,570.23; and

WHEREAS, on October 10, 2022 the City Council approved Resolution 2022-118 approving Partial Pay App No. 7 in the amount of \$232,324.55; and

WHEREAS, on November 14, 2022 the City Council approved Resolution 2022-127 approving Partial Pay App No. 8 in the amount of \$176,286.66; and

WHEREAS, on December 14, 2022 the City Council approved Resolution 2022-161 approving Partial Pay App No. 9 in the amount of \$50,311.20; and

WHEREAS, Absolute Concrete Construction, Inc and the City Engineer have submitted the Application for Partial Payment Application No. 10 giving a detailed estimate of work completed with an application for payment in the amount of \$71,283.10.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment Application No. 10 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project, and the City Clerk/Treasurer is hereby authorized to issue a check to Absolute Concrete Construction, Inc in the amount of \$71,283.10.

PASSED AND APPROVED the 10 day of April 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

APPLICATION FOR PARTIAL PAYMENT NO. 10

PROJECT: N. 3rd Street and Vista Lake Avenue Intersection Improvements Project

S&A PROJECT NO.: 121.0455.01

OWNER: City of Polk City
CONTRACTOR: Absolute Concrete Construction, Inc.
ADDRESS: 1800 Burr Oak Blvd
PO Box 430
Granger, IA 50109
DATE: 4/5/2023

PAYMENT PERIOD: 12/1/2022 to 3/31/2023

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 1,586,306.00
Net Change by Change Order: \$ (23,626.67)
Contract Amount to Date: \$ 1,562,679.33

CONTRACT PERIOD: TOTAL WORKING DAYS
Original Contract Date: January 10, 2022
Original Contract Time: 120 (Milestone #1: Project Completion)

2. WORK SUMMARY:

Total Work Performed to Date: \$ 1,515,480.94
Retainage: 5.00% \$75,774.05
Total Earned Less Retainage: \$ 1,439,706.89
Less Previous Applications for Payment: \$ 1,368,423.79
AMOUNT DUE THIS APPLICATION: \$ 71,283.10

Added by Change Order: 10
Contract Time to Date: 130
Time Used to Date: 121.5
Contract Time Remaining: 8.5
Milestone #2: April 22, 2023
Landscape Completior

3. CONTRACTOR'S CERTIFICATION:

Milestone #3: Plant 180 Calendar Days
Watering and Maintenance Period:

The undersigned CONTRACTOR certifies that:

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

Absolute Concrete Construction, Inc.
CONTRACTOR
By [Signature] DATE: 4/6/2023

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER
By [Signature] DATE: 04/06/2023

5. OWNER'S APPROVAL

City of Polk City
OWNER
By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.01.	Clearing and Grubbing	1	LS	\$ 9,000.00	\$ 9,000.00	1		\$ 9,000.00
2.02.	Topsoil, On-Site, 6" Depth	1,515	CY	21.75	32,951.25	1,515		32,951.25
2.03.	Topsoil, Compost-Amended, Contractor Provided	503	CY	17.50	8,802.50	503		8,802.50
2.04.	Excavation, Class 10, Roadway and Borrow	1,830	CY	3.80	6,954.00	1,830		6,954.00
2.05.	Excavation, Class 10, Contractor Provided	2,440	CY	30.00	73,200.00	2,440		73,200.00
2.06.	Below Grade Excavation (Core Out)	1,000	CY	40.30	40,300.00	250		10,075.00
2.07.	Subgrade Preparation, 12" Depth	4,826	SY	2.50	12,065.00	4,826		12,065.00
2.08.	Subgrade Treatment, Geogrid, Triangular	1,500	SY	4.50	6,750.00	1,500		6,750.00
2.09.	Subbase, Modified, 8" Depth	3,530	SY	13.50	47,655.00	3,530		47,655.00
2.10.	Subbase, Special Backfill, 8" Depth	1,296	SY	13.50	17,496.00	1,296		17,496.00
2.11.	Removal of Structure, 15" Pipe Apron	2	EA	350.00	700.00	2		700.00
2.12.	Removal of Known Pipe Culvert, RCP, 15"	102	LF	19.00	1,938.00	102		1,938.00
2.13.	Removal of Known Pipe Culvert, RCP, 24"	24	LF	28.00	672.00	24		672.00
2.14.	Compaction Testing	1	LS	5,000.00	5,000.00	1.00		5,000.00
2.15.	Granular Shoulder, 8" Depth	104	TON	39.50	4,108.00	104		4,108.00
2.16.	Temporary Granular Surfacing	150	TON	37.00	5,550.00	150.00		5,550.00
3.01.	Trench Compaction	1	LS	3,000.00	3,000.00	1.00		3,000.00
4.01.	Storm Sewer, Trenched, RCP, 15" Dia.	463	LF	74.75	34,609.25	463		34,609.25
4.02.	Removal of Storm Sewer, PVC Subdrain, 6" Dia.	76	LF	12.50	950.00	76		950.00
4.03.	Removal of Storm Sewer, CMP, 15"	312	LF	16.00	4,992.00	312		4,992.00
4.04.	Removal of Storm Sewer, RCP, 15"	67	LF	18.00	1,206.00	67		1,206.00
4.05.	Storm Sewer, Abandonment, Fill and Plug	23	LF	96.25	2,213.75	23		2,213.75
4.06.	Temporary Pipe Culvert, Trenched, CMP, 15" Dia.	312	LF	66.75	20,826.00	312		20,826.00
4.07.	Pipe Apron, Guard, & Footing, RCP 15"	1	EA	3,150.00	3,150.00	1		3,150.00
4.08.	Subdrain, Corrugated PVC, 6" Dia.	801	LF	21.00	16,821.00	833		17,493.00
4.09.	Subdrain Cleanouts, Type A-1	3	EA	950.00	2,850.00	3		2,850.00
4.10.	Subdrain Outlets and Connections	11	EA	555.00	6,105.00	11		6,105.00
4.11.	Subdrain Outlets and Connections, 6" Dia. DR-305 Type A	2	EA	635.00	1,270.00	2		1,270.00
4.12.	SW-211, Connect Existing Pipe to Structure	1	EA	2,325.00	2,325.00	1		2,325.00
5.01.	Water Main, Trenched, PVC C900, 8"	264	LF	54.00	14,256.00	264		14,256.00
5.02.	Water Main, Trenched, PVC C900, 12"	342	LF	84.00	28,728.00	356		29,904.00
5.03.	Fitting, 22.5 Degree Bend, 8"	2	EA	707.00	1,414.00	2		1,414.00
5.04.	Fitting, 45 Degree Bend, 8"	3	EA	775.00	2,325.00	3		2,325.00
5.05.	Fitting, 45 Degree Bend, 12"	4	EA	1,150.00	4,600.00	7		8,050.00
5.06.	Fitting, 90 Degree Bend, 8"	1	EA	750.00	750.00			-
5.07.	Fitting, Cross, 12" x 8"	1	EA	1,705.00	1,705.00	1		1,705.00
5.08.	Water Service Stub, 3/4" Copper, With Corporation, Curb Stop and Box	1	EA	1,945.00	1,945.00	1		1,945.00
5.09.	Water Service, 3/4", to Median w/ Meter and Backflow Prevention Device	1	LS	8,225.00	8,225.00	1.00		8,225.00
5.10.	Valve, Gate, 8"	3	EA	2,195.00	6,585.00	2		4,390.00
5.11.	Valve, Gate, 12"	1	EA	3,510.00	3,510.00	1		3,510.00
5.12.	Valve, Gate, Hot Tap, 12"	2	EA	8,900.00	17,800.00	1		8,900.00
5.13.	Fire Hydrant Assembly	2	EA	6,350.00	12,700.00	2		12,700.00
5.14.	Flushing Device, Blowoff	1	EA	2,780.00	2,780.00	1		2,780.00
5.15.	Fire Hydrant Assembly Removal	1	EA	600.00	600.00	1		600.00
5.16.	Removal of Water Main	490	LF	24.50	12,005.00	490		12,005.00

5.17.	Connection to Existing Water Main, Cut-In	2	EA	2,675.00	5,350.00	2	5,350.00
6.01.	Manhole, SW-401, 48" Diameter	4	EA	4,255.00	17,020.00	4	17,020.00
6.02.	Intake, SW-507S	2	EA	4,650.00	9,300.00	2	9,300.00
6.03.	Intake, SW-507L	4	EA	4,650.00	18,600.00	4	18,600.00
6.04.	Manhole Adjustment, Minor	1	EA	475.00	475.00	1	475.00
6.05.	Manhole Adjustment, Major	2	EA	2,516.00	5,032.00	2	5,032.00
6.06.	Remove Intake	1	EA	715.00	715.00	1	715.00
7.01.	Pavement, PCC, 8" Depth	3,400	SY	90.00	306,000.00	3,528.7	317,583.00
7.02.	Median Curb, PCC, 6" Height, 12" Width, Dowelled	124	LF	60.00	7,440.00		-
7.03.	Curb and Gutter, 2.5' Width, 6" Standard Curb, Dowelled	282	LF	50.00	14,100.00		-
7.04.	Curb and Gutter, 2.0' Width, 6" Standard Curb	111	LF	60.00	6,660.00	117	7,020.00
7.05.	PCC Median, Truck Apron, 8" Depth, Colored and Stamped	406	SY	200.00	81,200.00	406	81,200.00
7.06.	Raised PCC Median Pavement, 6" Depth	214	SY	80.00	17,120.00	258	20,640.00
7.07.	PCC Median Paving, 8" Depth, Dowelled	44	SY	150.00	6,600.00		-
7.08.	PCC Pavement Samples and Testing	1	LS	5,000.00	5,000.00	1.00	5,000.00
7.09.	HMA Base Widening, 8" Depth	193	SY	74.50	14,378.50	236.88	17,647.56
7.10.	HMA Overlay, Levelling Course, 1/2" PG 58-28S	45	TON	143.00	6,435.00	20	2,860.00
7.11.	Removal of Sidewalk	145	SY	11.00	1,595.00	145	1,595.00
7.12.	Sidewalk, PCC, 4" Depth	112	SY	60.00	6,720.00	112	6,720.00
7.13.	Shared Use Path, PCC, 5" Depth	332	SY	55.00	18,260.00	346	19,030.00
7.14.	Sidewalk, PCC, 6" Depth	96	SY	70.00	6,720.00	106.5	7,455.00
7.15.	Detectable Warning	162	SF	50.00	8,100.00	160	8,000.00
7.16.	Pavement Removal	4,800	SY	11.00	52,800.00	4,800	52,800.00
7.17.	Milling, Variable Depth	160	SY	20.00	3,200.00	160	3,200.00
7.18.	Temporary Roadway Pavement	1,950	SY	33.75	65,812.50	1,937.7	65,397.38
7.19.	Temporary Pavement Patch	84	SY	130.00	10,920.00		-
8.01.	Temporary Traffic Signal	1	LS	8,500.00	8,500.00	1.00	8,500.00
8.02.	Painted Pavement Markings, Solvent/Waterborne	16.5	STA	90.00	1,485.00	16.5	1,485.00
8.03.	Painted Pavement Markings, Durable	27.5	STA	300.00	8,250.00	27.5	8,250.00
8.04.	Grooves Cut for Pavement Markings	27.5	STA	150.00	4,125.00	27.5	4,125.00
8.05.	Pavement Markings Removed	4.5	STA	250.00	1,125.00	5.0	1,250.00
8.06.	Temporary Traffic Control	1	LS	9,400.00	9,400.00	1.00	9,400.00
8.07.	Street Lighting System	1	LS	79,494.00	79,494.00	0.9	71,544.60
8.08.	Street Signs	1	LS	10,200.00	10,200.00	1.00	10,200.00
8.09.	Flaggers	20	CDAY	650.00	13,000.00	12	7,800.00
8.10.	Portable Dynamic Message Sign (PDMS)	45	CDAY	75.00	3,375.00	46	3,450.00
8.11.	Rectangular Rapid Flashing Beacons (North Pedestrian Crossing)	1	LS	19,095.00	19,095.00	1	19,095.00
9.01.	Conventional Seeding, Fertilizing, Mulching, Type 1	1.5	AC	6,000.00	9,000.00		-
9.02.	Conventional Seeding, Fertilizing, Mulching, Type 4	1.5	AC	3,000.00	4,500.00	1.31	3,930.00
9.03.	Large Shrub, #5 Container, With Warranty	17	EA	85.00	1,445.00		-
9.04.	Native Forb, Plugs 5" D x 2.25" W, With Warranty	1,400	EA	12.00	16,800.00		-
9.05.	Native Grass Seeding and Mulching	1	LS	1,200.00	1,200.00		-
9.06.	Plant Maintenance and Watering	1	LS	2,500.00	2,500.00		-
9.07.	Median Electrical Service	1	LS	7,025.00	7,025.00	0.8	5,620.00
9.08.	PCC Maintenance Curb, 12" Colored	73	LF	85.00	6,205.00	130	11,050.00
9.09.	Stormwater Pollution Prevention Plan (SWPPP) Preparation	1	LS	1,250.00	1,250.00	1.00	1,250.00

9.10.	Stormwater Pollution Prevention Plan (SWPPP) Management	1	LS	5,500.00	5,500.00	0.96		5,280.00
9.11.	Filter Sock, 9" Diameter	1,600	LF	1.75	2,800.00	2,034		3,559.50
9.12.	Filter Sock, Removal	1,600	LF	0.25	400.00			-
9.13.	Temporary RECP, Type 2C	120	SY	4.50	540.00			-
9.14.	Remove Existing Rip Rap	1	LS	1,450.75	1,450.75	1		1,450.75
9.15.	Rip Rap, Class D Revetment	62	TON	75.00	4,650.00	50.1		3,757.50
9.16.	Stabilized Construction Entrance	445	SY	11.50	5,117.50			-
9.17.	Silt Fence or Silt Fence Ditch Check	3,200	LF	1.75	5,600.00	338		591.50
9.18.	Silt Fence or Silt Fence, Removal of Sediment	3,200	LF	0.05	160.00			-
9.19.	Silt Fence or Silt Fence, Removal of Device	3,200	LF	0.05	160.00			-
9.20.	Inlet Protection Device, Open Throat	6	EA	150.00	900.00	6		900.00
9.21.	Inlet Protection Device, Maintenance	12	EA	50.00	600.00			-
9.22.	Chain Link Fence, Black Vinyl Chain Link, 42"	94	LF	57.00	5,358.00	118		6,726.00
11.01.	Mobilization	1	LS	100,000.00	100,000.00	1		100,000.00
11.02.	Concrete Washout	1	LS	2,000.00	2,000.00	1		2,000.00
11.03.	Remove Existing Monument Sign (Parcel 2)	1	LS	1,195.00	1,195.00	1		1,195.00
11.04.	Remove Existing Monument Sign (Parcel 4)	1	LS	1,615.00	1,615.00	1		1,615.00

ADDITIVE BID ALTERNATES:

A.	Rectangular Rapid Flashing Beacons (East Pedestrian Crossing)	1	LS	19,095.00	19,095.00	1		19,095.00
B.	Median Pavement: Add Stamped Texture and Integral Color	258	SY	125.00	32,250.00	258		32,250.00

STORED MATERIALS SUMMARY:

					-			-
					TOTAL ORIGINAL CONTRACT = \$ 1,586,306.00	\$ 1,474,625.54		

CHANGE ORDER SUMMARY:

CO 1.1.	Pothole Existing Utilities	1	LS	2,389.00	2,389.00	1	1	2,389.00
CO 1.2.	Connection to Existing Manhole	1	EA	6,556.00	6,556.00	1	1	6,556.00
CO 1.3.	Sanitary Sewer, PVC, 8" Dia.	200	LF	138.00	27,600.00	200	1	27,600.00
CO 1.4.	Trench Box	1	LS	3,600.00	3,600.00	1	1	3,600.00
2.06.	Below Grade Excavation (Core Out)	(750)	CY	40.30	(30,225.00)	2		-
4.08.	Subdrain, Corrugated PVC, 6" Dia.	32	LF	21.00	672.00	2		-
5.02.	Water Main, Trenched, PVC C900, 12"	14	LF	84.00	1,176.00	2		-
5.05.	Fitting, 45 Degree Bend, 12"	3	EACH	1,150.00	3,450.00	2		-
5.06.	Fitting, 90 Degree Bend, 8"	(1)	EACH	750.00	(750.00)	2		-
5.10.	Valve, Gate, 8"	(1)	EACH	2,195.00	(2,195.00)	2		-
5.12.	Valve, Gate, Hot Tap, 12"	(1)	EACH	8,900.00	(8,900.00)	2		-
7.01.	Pavement, PCC, 8" Depth	128.7	SY	90.00	11,583.00	2		-
7.02.	Median Curb, PCC, 6" Height, 12" Width, Dowelled	(124)	LF	60.00	(7,440.00)	2		-
7.03.	Curb and Gutter, 2.5' Width, 6" Standard Curb, Dowelled	(282)	LF	50.00	(14,100.00)	2		-
7.04.	Curb and Gutter, 2.0' Width, 6" Standard Curb	6	LF	60.00	360.00	2		-
7.06.	Raised PCC Median Pavement, 6" Depth	44	SY	80.00	3,520.00	2		-
7.07.	PCC Median Paving, 8" Depth, Dowelled	(44)	SY	150.00	(6,600.00)	2		-
7.09.	HMA Base Widening, 8" Depth	43.88	SY	74.50	3,269.06	2		-
7.10.	HMA Overlay, Levelling Course, 1/2" PG 58-28S	(25)	TON	143.00	(3,575.00)	2		-
7.13.	Shared Use Path, PCC, 5" Depth	14	SY	55.00	770.00	2		-
7.14.	Sidewalk, PCC, 6" Depth	10.5	SY	70.00	735.00	2		-
7.15.	Detectable Warning	(2)	SF	50.00	(100.00)	2		-
7.18.	Temporary Roadway Pavement	(12.3)	SY	33.75	(415.13)	2		-
7.19.	Temporary Pavement Patch	(84)	SY	130.00	(10,920.00)	2		-

8.05.	Pavement Markings Removed	0.5	STA	250.00	125.00		2	-
8.09.	Flaggers	(8)	CDAY	650.00	(5,200.00)		2	-
8.10.	Portable Dynamic Message Sign (PDMS)	1	CDAY	75.00	75.00		2	-
9.08.	PCC Maintenance Curb, 12" Colored	57	LF	85.00	4,845.00		2	-
9.15.	Rip Rap, Class D Revetment	(11.9)	TON	75.00	(892.50)		2	-
9.16.	Stabilized Construction Entrance	(445)	SY	11.50	(5,117.50)		2	-
9.22.	Chain Link Fence, Black Vinyl Chain Link, 42"	24	LF	57.00	1,368.00		2	-
CO 2.1.	Additional Temp. Traffic Signal Mobilization	1	LS	710.40	710.40	1	2	710.40
					-			-
				TOTAL CHANGE ORDERS = \$ (23,626.67)		\$ 40,855.40		
				TOTAL CONTRACT				
				& CHANGE ORDERS \$1,562,679.33		\$ 1,515,480.94		



City of Polk City, Iowa

City Council Agenda Communication

Date: 04/05/2023
To: Mayor and Council
From: Mike Schulte
Subject: Cooperative Public Services Agreement with Polk County Public Works

BACKGROUND: As you are aware we have a Cooperative Public Service Agreement for Maintenance of Joint Jurisdictional Roadways with Polk County. This agreement sets out which government body is responsible for winter maintenance operations on shared jurisdictional roadways. There is one change in the agreement due to Polk City's annexation along Sheldahl DR and NW 126th St. Polk City will now plow 3rd St between Hugg Dr and NW126th St and the County will continue to plow 126th.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS:

RECOMMENDATION: I recommend the Council approve the proposed 2023 Cooperative Public Services Agreement for Maintenance of Joint Jurisdictional Roadways with Polk County.

RESOLUTION NO. 2023-52

**A RESOLUTION BETWEEN THE CITY OF POLK CITY
AND POLK COUNTY APPROVING A COOPERATIVE
SERVICES AGREEMENT FOR MAINTENANCE OF
JOINT JURISDICTIONAL ROADWAYS.**

WHEREAS, the City of Polk City, Iowa and Polk County have historically had Joint Public Services Agreements for maintenance of Joint Jurisdictional Roadways in and around Polk City the last being adopted by City Council through Resolution No. 2017-63 passed on June 26, 2017; and

WHEREAS, said agreement was amended by City Council through approved Resolution No. 2019-94 on October 14, 2019; and

WHEREAS, the County has submitted an updated Cooperative Services Agreement for maintenance of Joint Jurisdictional Roadways in the form attached hereto as Exhibit “A” due to change in jurisdiction along Sheldahl Drive and NW 126th Street; and

WHEREAS, this agreement establishes the terms and conditions between the City and the County for maintenance of Joint Jurisdictional Roadways.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that the updated Cooperative Services Agreement in the form attached hereto as Exhibit “A” is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said Agreement on behalf of the City of Polk City, Iowa.

DATED this 10 day of April 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



Public Works Department

Robert Rice, Director
5885 NE 14 Street
Des Moines, Iowa 50313
Ph 515.286.3705
Fax 515.286.3437

Email: publicworks@polkcountyiowa.gov
www.polkcountyiowa.gov

March 21, 2023

Ms. Chelsea Huisman
City Manager
City Hall
112 3rd Street
PO Box 426
Polk City, IA 50226

Re: Proposed 2023 update of the Cooperative Public Services Agreement for Maintenance of Joint Jurisdictional Roadways.

Dear Chelsea:

Enclosed please find three (3) copies of the proposed update of the Cooperative Public Service Agreement between Polk County and the City of Polk City for maintenance of joint jurisdictional roadways.

This agreement reflects changes needed due to recent annexations since the last update, as well as any pending annexations that we are aware of. It is our intent that due to the on-going winter weather, these changes would not be effective until May 1, 2023 so that truck plow routes would not have to be changed/updated until this fall.

If this proposal is acceptable, please arrange to have all three original copies of the Agreement executed and returned to this office.

Thank you for this attention and please contact this office if you have any questions.

Sincerely,

Robert Rice, Director
Polk County Public Works Department

RR/ap

Encl:

CC: Aaron Putman - County Engineer

Air Quality

Building Inspection

Development Services

Engineering

Planning

Secondary Roads

Utilities

Weed Commission

Weatherization

AGREEMENT FOR COOPERATIVE PUBLIC SERVICE

BETWEEN

POLK COUNTY, IOWA

And

CITY OF POLK CITY, IOWA

THIS AGREEMENT is entered into by and between Polk County, Iowa, a governmental subdivision of the State of Iowa, hereinafter referred to as the "County", and the City of Polk City, a municipal corporation within the County of Polk, State of Iowa, hereinafter referred to as the "City".

1. This agreement shall consist of six (6) pages and Attachments A, B, C, and D which shall be considered a part of this Agreement.
2. This Agreement shall become effective upon its execution by the parties, and shall remain in effect until terminated or amended by either party.
3. The purpose of this Agreement shall be listed in Attachment A.
4. Duties of the County shall be listed in Attachment B.
5. Duties of the City shall be listed in Attachment C.
6. Attachment D is a map showing the roads described in Attachments B and C.
7. "Routine Maintenance" shall be defined as the following; replenishment of granular material, surface blading and dragging, removal of snow and ice from not more than two traffic lanes and shoulders, frost boil repairs on granular surfaced roadways, replacement of pavement markings, street sweeping, mowing of shoulders and foreslopes, and other

minor maintenance usually performed on public roadways.

8. Unless the parties agree to complete Major Maintenance of a roadway by separate written agreement, "Major Maintenance" shall be defined as the following and will remain the responsibility of the party having jurisdiction of the road and right-of-way; repair and installation of traffic control signs and devices, cutting of trees and brush, weed eradication, mowing, ditch cleaning, pavement patching and repair, dust control, maintenance or repair of tile lines, storm sewers, and entrance culverts, cross-road culverts, sanitary sewers or subsurface utilities, major bridge and culvert repair, repair of guardrails, pavement repair including potholes and patching, and edgerut and shoulder repairs.
9. "The party with maintenance responsibility" means the party which, because of this Agreement, is responsible for routine maintenance for roads or portions thereof as specified in this Agreement, regardless of the physical location of the road within or without the party's boundaries.
10. "Roads" and "streets" are synonymous terms as used in this Agreement.
11. No major maintenance shall be performed on the other party's roads by the party with maintenance responsibility until a separate written agreement for that work is executed by the parties.
12. Construction projects involving roads under the jurisdiction of more than one of the parties shall be agreed to by separate written agreement.
13. The party with maintenance responsibility shall perform routine maintenance in conformance with the terms of the Agreement on the roads designated in Attachments B and C.
14. All routine maintenance performed by the party with maintenance responsibility shall be performed in accordance with that party's normal maintenance practices and procedures for streets within its boundaries, except that the other party may request performance of

routine maintenance functions at specific locations in response to maintenance needs which are brought to the attention of the party by the public. In the event that requests for routine maintenance are not completed within three days of the time an oral request is made, the requesting party, after giving at least two day written notice by registered mail to the party with maintenance responsibility, shall perform the routine maintenance and bill the party with maintenance responsibility. Reimbursement shall be made upon receipt of an itemized billing.

15. Each party shall be responsible for the establishment, erection and maintenance of any and all traffic control devices, signs and markings of a regulatory or informative nature, on or near streets within the party's boundaries, except maintenance of pavement markings, or as detailed in this agreement. The party with maintenance responsibility shall promptly inform the other party of any known damage to any traffic control device.
16. This Agreement does not relieve the party within the boundaries of which a street lies from any liability due to or arising out of that party's design or construction of a road nor from the maintenance of a street prior to this Agreement.
17. Nothing in this Agreement shall be construed as prohibiting the party with maintenance responsibility from hiring a third party to perform any work associated with this Agreement. In such instances the party with maintenance responsibility shall obtain a written hold harmless agreement from the third party, for the benefit of both parties to this Agreement, covering the work performed by the third party. The hold harmless agreement shall also require the third party to carry adequate insurance to fulfill its obligations to hold harmless the parties and to provide proof of insurance.
18. Each party retains full responsibility for acquisition of right-of-way across land which lies within the boundaries of that party.
19. Each party retains responsibility for approval of new driveways or entrances which lie within the boundaries of that party.

20. The Polk County Public Works Director and the City Manager of Polk City shall administer performance of this Agreement.
21. Either party may terminate this Agreement by sending written notice of termination, specifying the reasons for termination, at least sixty days prior to the effective date of termination. Notice shall be sent to the governing body of the other party at its principal place of doing business by registered mail.
22. In the event of a breach by the County or the City of this Agreement, said breach shall not be considered to affect any remaining terms or conditions of this Agreement. If any terms or conditions of this Agreement are held to be invalid or illegal, those remaining terms or conditions shall not be construed to be affected.
23. This is the entire Agreement between all parties and it may be amended only upon agreement of all parties and only in writing.
24. The parties shall approve the Agreement by resolution or motion of their respective Board or Council, which shall authorize the execution of the Agreement.

EXECUTION OF AGREEMENT

IN WITNESS THEREOF, the County has caused this Agreement to be executed in three (3) separate counterparts, each of which shall be considered an original, on the ____ day of _____, 20__

Polk County, Iowa
Board of Supervisors

Attest _____
Auditor

Chairperson

EXECUTION OF AGREEMENT

IN WITNESS THEREOF, the City has caused this Agreement to be executed in three (3) separate counterparts, each of which shall be considered an original, on the ____ day of _____, 20__

City of Polk City, Iowa

Attest _____

Clerk

Mayor

ATTACHMENT A

The purpose of this Agreement is to specify which party shall maintain which roads where the roads are on the boundaries of the parties or extend into the boundary of one of the parties.

ATTACHMENT B

Duties of the County

The County shall provide routine maintenance without reimbursement on the following sections of paved roads:

ON	FROM	TO	LENGTH	POLK COUNTY	POLK CITY
NW 44 St	Hwy 415	North to NW 110 Ave.	0.90	0.45	0.45
NW 72 St	NW Hugg Dr	North to City Limits	0.67	0.34	0.33
NW 126 Ave	NW Sheldaul Dr.	City Limits east	0.50	0.25	0.25
		TOTALS	2.07	1.04	1.03

The County shall provide routine maintenance without reimbursement on the following sections of gravel roads:

ON	FROM	TO	LENGTH	POLK COUNTY	POLK CITY
NW 110 Ave	NW 55 St	NW 44 St	0.85	0.38	0.47
NW 110 PI	NW 110 Ave	Dead End	0.24	0.14	0.10
NW 55 St (gravel)	End of Pavement	NW 110 PI	0.17	0.00	0.17
		TOTALS	1.26	0.52	0.74

Total City miles by the County

Paved	1.03
Gravel	0.74
Total Miles	1.77

ATTACHMENT C

Duties of the City

The City shall provide routine maintenance without reimbursement on the following sections of paved roads:

ON	FROM	TO	LENGTH	POLK COUNTY	POLK CITY
NW Sheldahl Dr	NW Hugg Dr	NW 126 Ave	0.34	0.27	0.07
NW Hugg Dr	NW Sheldahl Dr	NW 72 St	0.42	0.21	0.21
NW 118 Ave	NW Sheldahl Dr	NW 44 St	1.61	0.56	1.05
		TOTALS	2.37	1.04	1.33

Total County miles by the City: Paved 1.04



City of Polk City, Iowa City Council Agenda Communication

Date: April 10, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Certificate of Completion for private development agreement with Deer Haven Land Company

BACKGROUND: For the City Council's consideration, is a certificate of completion for the Deer Haven Land Company Development Agreement. The City Council approved a development agreement with the developer in 2017 for public infrastructure improvements, not to exceed \$1,286,647 over a 10 year period. The City has received all outstanding documentation related to the reimbursement for the development agreement and has begun paying the developer semi annually based on the terms of the agreement.

The reason we are requesting a certificate of completion for this development agreement from the Council is this document will be a recordable document that would eliminate any further needs of future verification regarding the development agreement. When there is a closing in the development, the title reviewing attorney needs verification that the obligations were fulfilled. This document will prevent the city from needing to address each individual lot.

ALTERNATIVES: Do not approve the certificate of completion

FINANCIAL CONSIDERATIONS: There are no financial considerations for the City Council to approve the certificate of completion. The City Council annually appropriates the payments to Deer Haven Land Company each year with our TIF certification.

RECOMMENDATION: It is my recommendation that the Council approve the certificate of completion.

RESOLUTION NO. 2023-53

**A RESOLUTION APPROVING THE CERTIFICATE OF COMPLETION
FOR PRIVATE DEVELOPMENT AGREEMENT BETWEEN THE CITY
OF POLK CITY, IOWA, AND DEER HAVEN LAND COMPANY LLC**

WHEREAS, the City of Polk City, Iowa (the "City") and Deer Haven Land Company LLC (the "Developer") entered into a Private Development Agreement on or about the 14th day of August, 2017 (the "Agreement"), which Agreement incorporated and contained certain covenants and restrictions with respect to the development of real property located within the City of Polk City, Iowa; and

WHEREAS, pursuant to the terms of the Agreement, the Developer was obligated to construct certain Minimum Improvements in accordance with the Agreement and the Urban Renewal Plan; and

WHEREAS, the City has determined that the Developer has satisfactorily completed and performed said covenants and conditions in a manner deemed sufficient by the City to permit the execution and recording of the Certificate of Completion (the "Certificate"); and

WHEREAS, the City desires to approve the Certificate and authorize the County Recorder of Polk County to accept for recording and record the filing of the Certificate.

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

Section 1. The City Council hereby approves the Certificate of Completion for Private Development Agreement between the City of Polk City, Iowa and Deer Haven Land Company LLC.

Section 2. The City Council hereby authorizes the Mayor and City Clerk to execute the Certificate of Completion and to record the Certificate with the Polk County Recorder.

PASSED AND ADOPTED by the City Council of the City of Polk City, Iowa, this 10 day of April 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

CERTIFICATE OF COMPLETION
Recorder's Cover Sheet

Preparer Information:

Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, IA 50266.
Telephone: (515) 274-1450.

Return Document To:

Jenny Coffin, City Clerk, 112 S 3rd Street, PO Box 426, Polk City, IA 50226.

Taxpayer Information:

Deer Haven Land Company, L.L.C, 9550 Hickman Road, Ste. 101, Clive, IA 50325.

Grantors: City of Polk City, Iowa.

Grantees: Deer Haven Land Company, L.L.C.

Legal Description:

See Page 2.

Document or instrument number if applicable:

CERTIFICATE OF COMPLETION

WHEREAS, the City of Polk City, Iowa ("City") and Deer Haven Land Company, L.L.C., an Iowa limited liability company, having an office for the transaction of business at 9550 Hickman Road, Ste. 101, Clive, Iowa ("Developer"), did on or about the 14th day of August, 2017, make, execute and deliver, each to the other, an Agreement for Private Development ("Agreement"), wherein and whereby the Developer agreed, in accordance with the terms of the Agreement, to develop and maintain certain real property located within the City and as more particularly described as follows:

Deer Haven Plats 1 & 2:

Lots Three (3) and Four (4) in the Official Plat of the Northwest Fractional Quarter (NW Frl 1/4) and North Half (N 1/2) of the Southwest Quarter (SW 1/4) of Section 1, Township 80 North, Range 25, West of the 5th P.M., except that part beginning at the Southwest corner of said Lot 3, thence North 1288.53 feet to the centerline of Highway 415, thence Northwesterly 461.11 feet, thence Southwesterly 215.68 feet, thence Southeasterly 163.46 feet, thence Southeasterly 150.79 feet, thence Southerly 311.4 feet, thence Southeasterly 369.6 feet, thence Southerly 533.5 feet, thence East 85 feet to the point of beginning, now included in and forming a part of the City of Polk City, Polk County, Iowa; and,

A tract of land located in Lots 5 and 7 of the Official Plat of the Northwest Fractional 1/4 and the North 1/2 of the Southwest 1/4 and in the West 1/2 of the Northeast 1/4 all of which is in Section 1, Township 80 North, Range 25 West of the 5th P.M., Polk City, Polk County, Iowa. Said tract of land being more particularly described as follows:

Beginning at the Southeast Corner of said Lot 5; thence N00°24'14" E, 58.65 feet along the East Line of said Lot 5; thence N49°06'11" E, 240.21 feet; thence N26°03'37" W, 235.26 feet; thence N83°42'18" W, 542.39 feet; thence N50°48'37" W, 640.00 feet; thence S38°29'53" W, 102.00 feet to the North Right-of-way Line of Broadway as it is presently established; thence S51° 1303.31 feet along said North Right-of-way Line to the Southeast Corner of said Lot 5 and to the Point of Beginning.

Said tract of land subject to all easements of record.

Deer Haven Plat 3

A tract of land located in Lots 5 and 7 of the Official Plat of the Northwest Fractional 1/4 and the North 1/2 of the Southwest 1/4 and in the West 1/2 of the

Northeast 1/4 all of which is in Section 1, Township 80 North, Range 25 West of the 5th P.M., Polk City, Polk County, Iowa. Said tract of land being more particularly described as follows:

Beginning at the Southeast Corner of said Lot 5; thence N00°24'14" E, 58.65 feet along the East Line of said Lot 5; thence N49°06'11" E, 240.21 feet; thence N26°03'37" W, 235.25 feet; thence N83°42'18" W, 542.39 feet; thence N50°48'37" W, 640.00 feet; thence S38°39'53" W, 102.00 feet to the North Right-of-way Line of Broadway as it is presently established; thence S51°30'07" E, 1303.31 feet along said North Right-of-way Line to the Southeast Corner of said Lot 5 and to the Point of Beginning.

Said tract of land subject to all easements of record.

Said tract of land contains 5.43 acres more or less.

(the "Development Property"); and

WHEREAS, the Agreement incorporated and contained certain covenants and restrictions with respect to the development of the Development Property, and obligated the Developer to construct certain Public Improvements (as defined therein) in accordance with the Agreement; and

WHEREAS, the Developer has to the present date performed said covenants and conditions insofar as they relate to the construction of said Public Improvements in a manner deemed by the City to be in conformance with the approved building plans to permit the execution and recording of this certification.

NOW, THEREFORE, pursuant to Section 3.4 of the Agreement, this is to certify that all covenants and conditions of the Agreement with respect to the obligations of the Developer, and its successors and assigns, to construct the Public Improvements on the Development Property have been completed and performed by the Developer and are hereby released absolutely and forever terminated insofar as they apply to the land described herein. The County Recorder of Polk County is hereby authorized to accept for recording and to record the filing of this instrument, to be a conclusive determination of the satisfactory termination of the covenants and conditions of said Agreement with respect to the construction of the Public Improvements on the Development Property.

All other provisions of the Agreement shall otherwise remain in full force and effect until termination as provided therein.

IN WITNESS WHEREOF, the City has caused this Certificate of Completion to be executed as of the ____ day of _____, 2023.

CITY OF POLK CITY, IOWA

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

STATE OF IOWA)
)
COUNTY OF POLK)

On this ____ day of _____, 2023, before me, a Notary Public in and for said State, personally appeared Steve Karsjen and Jenny Coffin, to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Polk City, Iowa, a municipal corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said City, and that said instrument was signed and sealed on behalf of said City by authority and resolution of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said City by it voluntarily executed.

Notary Public in and for the State of Iowa

My Commission Expires: _____

ORDINANCE NO. 2023-5000

**AN ORDINANCE AMENDING CHAPTER 165.06, ZONING REGULATIONS,
GENERAL REGULATIONS, OF THE CITY CODE OF POLK CITY, IOWA**

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

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

Section 1: That Section 165.06 General Regulations, subsection 3. Shall be amended as follows:

3. Accessory Buildings and Structures. No accessory building shall be erected in any required yard other than a side or rear yard, except as provided herein. Accessory buildings shall be set back at least five feet from rear lot lines and alley lines, and at least five feet from lot lines of adjoining lots, and on a corner lot they shall conform to the setback regulations on the side street as required by the zoning district's development regulations. Accessory buildings may be erected as a part of the principal building or may be connected thereto by a breezeway or similar structure, provided all yard requirements for a principal building are complied with. An accessory building which is not a part of the principal building shall not occupy more than 30 percent of the required rear yard and shall not exceed 16 feet in average height and shall not exceed maximum peak height of 30 feet in R-1, R-1A, R-2, and R-2A zoning districts; however, this regulation shall not be interpreted to prohibit the construction of a garage up to 440 square feet in size on any rear yard that meets the minimum setbacks for the accessory structure. Total maximum size of all accessory structures shall not exceed 4,000 square feet in any residential district. No accessory building shall be constructed upon a lot until the construction of the principal building has been commenced, and no accessory building shall be used unless the main building on the lot is also being used.

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

Section 3. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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

PASSED AND ADOPTED by the City Council of Polk City, Iowa on this ____ day of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First reading:

Second reading:

Third reading:

Published by posting

ORDINANCE NO. 2023-6000

**AN ORDINANCE AMENDING CHAPTER 157, SITE PLAN, OF THE CITY
CODE OF POLK CITY, IOWA**

WHEREAS, the City Council of the City of Polk City, Iowa, deems it necessary and proper to amend Chapter 157 of the Code of Ordinances to match current standards and practices.

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

Section 1: That Section 157.09 Architectural Standards, subsection 2 Architectural Standards by Zoning District, shall be amended to include residential zoning districts as follows:

A. The architectural theme of any development within a R-3, R-4, C-TS, C-2, C-3 or C-4 District and non-residential uses within the C-1, R-1, R-1A, R-2, and R-2A District shall be dominated with permanency and strength of materials in proportion to the aesthetic characteristics of the architectural bulk, shape, materials and color, and shall be compatible with other structures within the immediate surrounding development area and the zoning district. The buildings within this district, both as principal permitted uses and accessory uses, shall be designed and constructed with such materials as may be necessary in order to assure durability, permanency and continued aesthetic quality. The general manner in which any use and development is accomplished shall be compatible to and in harmony with the character of the zoning district as established or proposed. Existing or potential land use conflicts shall be avoided through proper orientation, open space, setbacks, landscaping and screening, grading, traffic circulation and architectural compatibility.

Section 2: That Section 157.03 Site Plan Requirements For One- and Two-Family Residential Dwellings, shall be amended as follows:

The Planning and Zoning Commission shall not review plans of single-family or two-family residential dwellings unless requested by the Building Inspector. When so requested, completed plans for single-family or two-family residential dwellings shall be provided to the Planning and Zoning Commission at least five business days in advance of their regularly scheduled meeting. Site plans of residential dwellings that are part of a townhome or condominium development shall be required to comply with Section 157.04 of this chapter and the completed work shall be reviewed by the Public Works Director for compliance with the approved site plan. All exterior wall areas of single-family or two-family residential dwellings and permitted residential accessory structures shall be an acceptable finish material as defined in Section 157.09-4-A. Up to 30 percent of the total wall area of a primary single-family or two-family residential dwelling may be an architectural panel system of fiber cement, solid wood, engineered wood, or similar.

Section 3. That Section 157.09 Architectural Standards, subsection 7-C(2)(b) shall be amended by deleting the sentences “The average illumination must be less than 50 foot-candles

under the canopy. The maximum illumination under the canopy must be 40 foot-candles” and inserting the sentences “The average illumination must be less than 40 foot-candles under the canopy. The maximum illumination under the canopy must be 50 foot-candles” in lieu thereof.

Section 4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6. This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

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

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First reading:

Second reading:

Third reading:

Published by posting:



Date April 5, 2023

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

INVOICE SUMMARY - FEBRUARY SERVICES

Services from February 1, 2023 through February 28, 2023

GENERAL ENGINEERING

<u>Meetings</u>	123.0001.01	\$	1,800.00
<i>Council and P&Z Meetings, City staff meetings, and meetings with developers and developer's engineers.</i>			
<u>Development and Building:</u>	123.0001.01	\$	2,200.00
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential development projects, and building permits.</i>			
<u>Water Dept:</u>	123.0001.01		
<u>Sanitary Sewers:</u>	123.0001.01	\$	-
<u>Storm Sewers:</u>	123.0001.01	\$	-
<u>Street Dept.</u>	123.0001.01	\$	700.00
<i>Update Trails Study presentation for Council including updated cost opinions for various trail projects and coordinate with staff regarding ROW vacation.</i>			
<u>General:</u>	123.0001.01	\$	300.00
<i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, ordinances, and miscellaneous issues.</i>			
<u>GIS</u>	123.0001.01	\$	-
 SUBTOTAL		\$	5,000.00

CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

N. 3rd Street & Vista Lake Avenue Intersection Improvements	121.0455.01	\$	1,891.75
SUBTOTAL		\$	1,891.75

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Holly Woods Plat: Construction Dwgs	122.0450.01	\$	855.00
Wolf Creek Townhomes Plat 13	121.0581.01	\$	1,518.00
SUBTOTAL		\$	2,373.00

TOTAL		\$	9,264.75
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PROCLAMATION



WHEREAS, libraries are accessible and inclusive places that foster a sense of connection and build community; and

WHEREAS, libraries connect people to technology, providing access to broadband internet, computers, and training that are critical for accessing education and employment opportunities; and

WHEREAS, libraries offer opportunities for everyone to connect with new ideas and become their best selves through access to multimedia content, programs, and classes – in addition to books; and

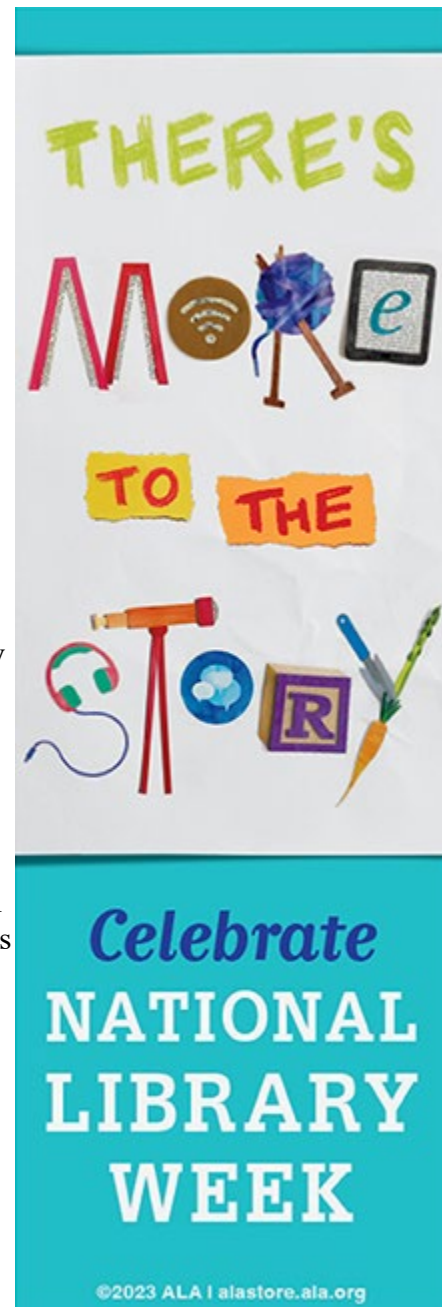
WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all.

NOW, THEREFORE, be it resolved that I, Steve Karsjen, proclaim National Library Week, April 23-29, 2023. During this week, I encourage all residents to connect with their library by visiting online or in person to access resources and services.

Dated this 10 day of April 2023

Steve Karsjen, Mayor





*** OFFICIAL PROCLAMATION ***

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

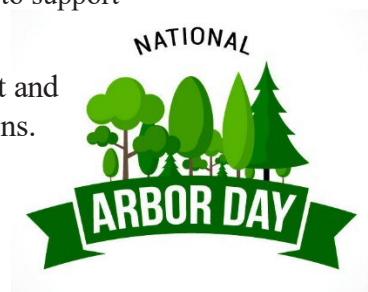
WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Steve Karsjen, Mayor of the City of Polk City, Iowa do hereby proclaim April 28, 2023, as **ARBOR DAY** in the City of Polk City, Iowa, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 10th day of April 2023



Mayor, Steve Karsjen