

Agenda -Notice of Meeting

Polk City | City Council

April 11, 2022 | 6:00 pm

City Hall Council Chambers

Public Meeting participation in person or via phone

Call in # 515-726-3598 Participant Code 535355

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

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

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

Steve Karsjen | Mayor

Ron Anderson | Pro Tem

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

1. Call to Order

2. Roll Call

3. Approval of Agenda

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

5. Consent Items

- a. City Council Meeting Minutes for March 28, 2022
- b. City Council Work Session Meeting Minutes for March 28, 2022
- c. Receive and file Parks Commission Meeting Minutes for April 4, 2022
- d. Claims listing April 11, 2022
- e. Receive and file February & March 2022 Fire Department Report
- f. Order Accepting Acknowledgement/Settlement Agreement with Fareway Stores
- g. Order Accepting Acknowledgement/Settlement Agreement Kwik Trip #1089
- h. Receive and file Parks & Recreation March 2022 Report
- i. Receive and file Library Board Meeting Minutes for March 7 2022
- j. Receive and file March 2022 Library Director Report
- k. Receive and file March 2022 Library Stats Report
- l. Acknowledge Library Resolution 2022-05L authorizing removal of property from inventory
- m. Twelve-month Tobacco Permit for Kum & Go effective July 1, 2022
- n. Resolution 2022-39 approving Change Order No. 1 in the amount of \$40,145 for N 3rd Street and Vista Lake Avenue Intersection Improvements Project
- o. Resolution 2022-40 approving Payment Application No. 1 in the amount of \$36,440.57 for N 3rd Street and Vista Lake Avenue Intersection Improvements Project
- p. Resolution 2022-41 setting Public Hearing for FY 21.22 Budget Amendment
- q. Resolution 2022-42 setting Public Hearing to Approve and Authorize the Sale of Real Property
- r. Resolution 2022-43 Amending Application Fees for Zoning and Development
- s. Resolution 2022-44 approving an agreement to install sidewalk for 1008 NW Hugg Dr.
- t. Set pay for Deputy City Clerk candidate, Ashley Parrish at \$23 per hour effective April 12, 2022

- u. Set pay for Michael Doyon as full-time Firefighter/Paramedic at a rate of \$19 per hour plus benefits
- v. Set pay for Firefighter/EMT candidates Joseph Culham & Jacob Peters at a part-time rate of \$14.64 per hour and paid-on-call rate of \$14.14 contingent on a successful completion of the physical examination
- w. Street Closure on 1st Street between Broadway and E Van Dorn St. for American Legion events on the following dates and times: 5/7/22 11a-2p; 5/13/22 5p-9p; 6/10/22 5p-9p; 6/12/22 11am – 2pm; 7/8/22 5p-9p; 8/12/22 5p-9p; 9/9/22 5p-9p
- x. Receive and file the March 2022 Water Report

6. Business Items

- a. FEH Design Services Proposal for City Hall and Fire Station Projects
- b. Resolution 2022-45 setting Public Hearing for Capital Improvement Plan (CIP) Amendment
- c. First Reading of Ordinance 2022-1400 Amending Chapter 63, Speed Regulations
- d. Second Reading of Ordinance 2022-1300 Amending the Zoning Restrictions on property located at 302 S. 2nd Street
- e. Snyder & Associates invoice in the amount of \$21,328 for February 2022 Engineering Services

7. Proclamations

National Arbor Day – April 30th

8. Reports & Particulars

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

9. Adjournment

--next meeting date April 25, 2022

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. March 28, 2022
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 28, 2022. 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, Anderson, Vogel, Sarchet | In attendance
3. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve the amended agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed Petition to amend the zoning restrictions of the Move located at 302 S 2nd Street at 6:02 pm. City Clerk Coffin, said that the notice was published March 18, 2022 and no comments had been received for or against the proposed petition. City Engineering Representative, Kathleen Connor provided a report. Council discussed the petition. No one was present to be heard for or against the proposed petition to amend the zoning restrictions.
MOTION: A motion was made by Vogel and seconded by Dvorak to close the public hearing at 6:10 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the First Reading of Ordinance 2022-1300 amending the zoning restrictions on property located at 302 S 2nd Street
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing on the proposal to enter into a Fire Station Loan Agreement at 6:11 pm. City Clerk Coffin said that the notice was published March 18, 2022, and a petition had not been filed asking that the question of entering into the loan agreement be submitted to the registered voters so the City Council may proceed with the authorization of the loan agreement. Coffin said no written comments had been received for or against the proposal. Rosemary Taylor, 402 W Van Dorn addressed the Council and asked if there is a plan to replace the community room. City Manager Huisman said the City has plans to build one in conjunction with a new City Hall.
MOTION: A motion was made by Walters and seconded by Vogel to close the public hearing at 6:14 pm.
MOTION CARRIED UNANIMOUSLY
 - c. Mayor Karsjen opened the Public Hearing on the proposal to enter into a Police Station Loan Agreement at 6:15 pm. City Clerk Coffin said that the notice was published March 18, 2022, and a petition had not been filed asking that the question of entering into the loan agreement be submitted to the registered voters so the City Council may proceed with the authorization of the loan agreement. Coffin said no written comments had been received for or against the proposal.
MOTION: A motion was made by Dvorak and seconded by Vogel to close the public hearing at 6:16 pm.
MOTION CARRIED UNANIMOUSLY
 - d. Mayor Karsjen opened the Public Hearing on the proposal to enter into a Trails Loan Agreement at 6:16 pm. City Clerk Coffin said that the notice was published March 18, 2022, and a petition had not been filed asking that the question of entering into the loan agreement be submitted to the registered voters so the City Council may proceed with the authorization of the loan agreement. Coffin said no written comments had been received for or against the proposal.
MOTION: A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:17 pm.
MOTION CARRIED UNANIMOUSLY
 - e. Mayor Karsjen opened the Public Hearing on the proposal to enter into an Urban Renewal Loan Agreement at 6:17pm. City Clerk Coffin said that the notice was published March 18, 2022, and a petition had not been filed asking that the question of entering into the loan agreement be submitted to the registered voters so the City Council may proceed with the authorization of the loan agreement. Coffin said no written comments had been received for or against the proposal. Rosemary Taylor, 402 W Van Dorn addressed the Council and asked to see proposed drawings of the City Hall building, she asked what the plans are for the historical building, and asked why this was not required to go to the voters. City Manager Huisman said the City Council had a facility needs study completed last year and Council talked about restoring the historical building to its original state, taking off the lean-tos and keeping the integrity of the historical building intact for the Historical registry.
MOTION: A motion was made by Vogel and seconded by Walters to close the public hearing at 6:21 pm.
MOTION CARRIED UNANIMOUSLY

- i. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve Resolution 2022-36 taking additional action on proposals to enter into Loan Agreements, combining Loan Agreements, and providing for the levy of taxes to pay the same.
Council Members, Mayor and Staff discussed the projects and timing of the various phases of the plans.
MOTION CARRIED UNANIMOUSLY

5. **Public Comments** | None

6. **Consent Items**

- a. City Council Meeting Minutes for March 14, 2022
- b. City Council Work Session Meeting Minutes for March 14, 2022
- c. Receive and file P&Z Commission Meeting Minutes for March 21, 2022
- d. Claims listing March 28, 2022
- e. Engagement letter confirming agreement with PFM Financial Advisors LLC in the amount of \$16,500 to act as the City's financial advisor in connection with the issuance of \$4,500,000 General Obligation Corporate Purpose Bonds, Series 2022
- f. Resolution 2022-37 setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with ACG Properties, LLC, Including Annual Appropriation Tax Increment Payments
- g. Set Pay for new hire, Dustin Heglin, Year-Round Part-Time City Maintenance Worker, \$14.00 per hour
- h. Budgeted FY 21.22 Dedicated Fiber Communication Line Install in the amount of \$17,137.68 for the Water Plant to the Water Tower with GRM Networks
- i. Budgeted FY 22.23 Public Works End Loader purchase in the amount of \$190,000 plus installation of existing equipment in the amount of \$22,500
- j. Police Vehicle Fleet adjustments
 - i. Buy-out 2019 Dodge Charger in the amount of \$12,900 and authorize the purchase of equipment for patrol
 - ii. Budgeted FY 22.23 Police Vehicle Lease Agreement with Ruan in the annual amount of \$20,838 effective July 2022 through July 2026

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

7. **Business Items**

- a. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2022-38 approving Amended Preliminary Plat for Four Seasons Polk City
YES: Dvorak, Vogel, Sarchet, Walters
NO: Anderson
MOTION CARRIED
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the North Trunk Sewer Study with Snyder & Associates in the amount of \$21,662
YES: Vogel, Sarchet, Dvorak, Anderson
ABSTAIN: Walters
MOTION CARRIED
- c. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the Snyder & Associates Engineering Services Invoice in the amount of \$68,332.50 for January 2022
YES: Sarchet, Dvorak, Anderson, Vogel
ABSTAIN: Walters
MOTION CARRIED

8. **Proclamations** | Mayor Karsjen proclaimed the week of April 3rd through April 9th as National Library Week in Polk City

9. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions | NONE

10. **MOTION:** A motion was made by Anderson and seconded by Dvorak at 6:55 pm to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session;** sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that

property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

MOTION CARRIED UNANIMOUSLY

11. *(AFTER CLOSED SESSION ENDED AT 7:22 pm)* No action was taken on closed session item

12. ***Adjournment***

MOTION: A motion was made by Anderson and seconded by Sarchet to adjourn at 7:22 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –April 11, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, March 28, 2022
City Hall Council Chambers

A Council Work Session was held on March 28, 2022 at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

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

CEO, Ted Corrigan with Des Moines Waters provided an overview of the history of regional cooperation, and he reviewed the regional system. Corrigan said with the increasing demand and the renewed interest in regionalization a framework for Central Iowa Water Works (CIWW) was published November 2021.

CFO, Amy Kahler with Des Moines Water Works presented CIWW responsibilities, service obligation, exclusivity, and shared representation and governance. Kahler explained CIWW will not replace any local systems, operations, or customer service. She said that will remain at the local level along with setting local retail water rates. Kahler reviewed the Financial Model that is being proposed with some preliminary numbers for Polk City. She reviewed benefits of Regional Water and described the next steps for Polk City to participate.

Council and Staff discussed the opportunity and City Manager Huisman asked for a meeting with Des Moines Water Works and PFM to discuss the financials in more depth. Council will consider signing a non-binding Resolution of intent at an upcoming meeting.

Motion was made by Anderson and seconded by Sarchet to Adjourn at 5:52 p.m.

Steve Karsjen, Mayor

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, April 4, 2022
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on April 4, 2022. 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** | Savage, Reed, Otis, Converse, Haaland | In attendance
Bentley, Delaney | Absent.
3. **MOTION:** A motion was made by Reed and seconded by Haaland to approve the March 7, 2022 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. **Update on Tree City USA and Growth Award** – Ken Morse with the Polk City Arbor League presented an annual update on the Tree City USA designation. Many trees have been planted by the Arbor League at various parks around town. The Arbor League also maintains many of the other trees that have been planted around town for many years, ultimately saving the city time and money. This is the 29th year that Polk City has obtained the Tree City USA designation, joining 3,676 other tree cities around the country, and 180 in Iowa. The Arbor League did obtain another annual grant from MidAmerican Energy. This grant has funded most projects over many years. They were not successful in getting the Trees for Kids grant this year, as it was extremely competitive.
6. **Consider recommendation to accept shade structure for Leonard Park** – Parks & Recreation Director Thraen presented the shade structure being proposed at Leonard Park as part of the Friends of the Parks Earth Day 5K fundraising event. The structure will be a four-hip shade structure with a single piece of fabric in a color to complement the play equipment. The area under shade would be 12'x16', large enough for two picnic tables and have a concrete sidewalk beneath it. It will not be a rentable shelter. Exact location is yet to be determined with the vendor to ensure maximum shade. Competitive quotes were received for this structure, with Boland Recreation coming in with the best price. Approximate cost and fundraising goal is \$10,000. Reed asked what kind of maintenance would be required for this. Thraen responded that it can withstand 120mph winds, and the fabric canopy would come off each winter to extend is life expectancy. Reed motioned to approve the structure, and Converse seconded.
MOTION CARRIED UNANIMOUSLY.
7. **Review Summer 2022 Program Guide** – Director Thraen presented an update on this year's summer program guide. Each guide offers programs for preschool, youth, adults, and seniors. New ideas for future programming opportunities are always welcome. Not only were 38 programs included, but the guide also includes information about facility rentals, featured community events, etc. There will be five yoga and three free movies in the park events offered this summer.
8. **Review 2022 Sponsorship Campaign** - Director Thraen said both the Library and Parks & Recreation departments did a one-time annual sponsorship campaign and thanked all who has given so far. Parks & Recreation received 14 sponsors, totaling \$3,350 so far. Current sponsors include Boland Family LLC, Luana Savings Bank, Mi-Fiber, Triplett-Westendorf Financial Group, Quick Supply Company, Polk City Pub, Bilbrey Insurance Services Inc., Fareway, Snyder & Associates Inc., Ankeny Sanitation, American Legion Auxiliary Post 232, Grinnell State Bank, Anytime Fitness, and Anonymous.
9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Parks and Recreation Director Thraen reported that he was grateful to have recently attended the recent Parks &

Recreation association conference in Dubuque. It was great networking with other colleagues in his field, and he attended various learning sessions about splash pads, green infrastructure, public bidding, implicit bias, making 100-year decisions, etc.

- Council Liaison Vogel stated that the Council is moving forward with next steps for improving the facilities and is taking out a loan to make improvements to the fire and police stations, as well as build a new city hall, community center, and parking near The Square. She also stated that a portion of this loan funding will also be to build a piece of the recreational trail connector near the new elementary school.
- Commission member Haaland asked when more would be happening to push towards completing the new regional park soon since it is a major need for our community. Funding will be the biggest hurdle, so it was discussed possibly bringing together a coordinated effort with local foundation and recreational groups in town to find a way to help fundraise for this outside of city taxation. Converse asked if the city still had a portion of the funding slated in the 5-year CIP plan for this project. Council Liaison Vogel stated she would need to look to verify when. Ultimately it was discussed there is a need to continue to educate and promote the project to garner excitement to help with future fundraising efforts.

10. MOTION: A motion was made by Reed and seconded by Haaland to adjourn at 6:38 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –May 2, 2022

Submitted by Parks Commission Secretary:



Monica Converse

Attest:

Jason Thraen, Parks & Recreation Director

CLAIMS REPORT		
CITY OF POLK CITY	DATED	4/11/2022
VENDOR	REFERENCE	AMOUNT
A-D DISTRIBUTING CO. INC.	FLAGS FOR CITY BUILDING	\$ 412.00
ADOBE INC.	ADOBE PRO ADD ON	\$ 85.46
ALEX DELANEY	GYM REIMBURSEMENT 2022	\$ 200.00
AMAZON BUSINESS	LIBRARY BOOKS	\$ 436.62
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 655.09
BAKER & TAYLOR	LIBRARY BOOKS	\$ 314.50
BANLEACO	COPIER LEASE	\$ 87.80
BONNIE'S BARRICADES	ROAD BARRICADES	\$ 101.50
BRICK LAW FIRM	GENERAL	\$ 5,181.25
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 60.20
CANINE TACTICAL	CANINE TRAINING	\$ 200.00
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$ 288.93
Central Pump & Motor	REPAIR HOIST AT LIFT STATION	\$ 1,148.88
CENTURY LINK	PHONE SERVICE	\$ 46.53
CITY LAUNDERING	FIRST AID SUPPLIES	\$ 135.00
CITY OF POLK CITY	UB ASSISTANCE - APRIL 2022	\$ 628.74
CLAYTON REIMBURSEMENT	RESCUE OVERPAYMENT	\$ 93.29
CORE AND MAIN	SPORTS COMPLEX REPAIR	\$ 135.00
Crystal Clear Water Co	PURCHASED WATER	\$ 44.05
D & K PRODUCTS	GRASS SEED FOR YARD REPAIR	\$ 295.00
Des Moines Steel Fence Co	FENCE PIPE AND CAPS	\$ 424.92
Des Moines Water Works	PURCHASED WATER	\$ 25,419.93
EBSCO	LIBRARY AWARE	\$ 965.00
ETECH SOLUTIONS LLC	PRO-IT APRIL 2022	\$ 4,668.24
Ferguson Waterworks	HOUSE METERS	\$ 12,576.73
FIRST NATIONAL BANK CARD	CITY CREDIT CARD	\$ 5,440.20
GENERAL FIRE & SAFETY	FIRE EXTINGUISHER INSPECTIONS	\$ 369.00
GNA TRUCKING LLC	TRUCKING SERVICES	\$ 371.20
GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 495.40
Gurnsey Electric Co	REPAIR ON SIRENS	\$ 250.00
HACH COMPANY	WATER DEPARTMENT SUPPLIES	\$ 476.45
HOME DEPOT	CITY SUPPLIES	\$ 318.16
HOTSY CLEANING SYSTEMS INC.	PRESSURE WASHER SUPPLIES	\$ 912.43
I.A.M.U.	SGCIS APR-JUN22 SAFETY TRAINING	\$ 2,256.24
KIMBALL MIDWEST	CHLORINE INJECTORS	\$ 561.42
MARTIN MARIETTA AGGREGATES	SPORTS COMPLEX DRIVEWAY	\$ 354.36
MENARD'S	CITY SUPPLIES	\$ 439.29
METRO WASTE AUTHORITY	CURB IT RECYCLING - MAR 2022	\$ 8,149.45
MICROMARKETING, LLC	BOOKS ON CD	\$ 63.73
NELSON AUTOMOTIVE	#24 TIRE REPAIR	\$ 30.60
NICHOLS EQUIPMENT LLC	CROSSROADS PARK CLEANUP	\$ 551.10
ONESOURCE	BACKGROUND CHECK - HEGLIN	\$ 84.00
PCC AMBULANCE BILLING	JAN2022 AMBULANCE BILLING FEE	\$ 692.68

PHILIP L ASCHEMAN, PHD	MMPI/PSYCHOLOGICAL TEST	\$ 215.00
PITNEY BOWES	POSTAGE METER RENTAL	\$ 164.97
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 450.00
RACOM	EDACS ACCESS	\$ 862.92
RANGEMASTERS TRAINING CENTER	UNIFORM/EQUIPMENT	\$ 682.08
RUAN, INCORPORATED	T10901 VEHICLE LEASE	\$ 1,588.04
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 43,168.15
SBS SERVICES GROUP LLC	JANITORIAL - APRIL 2022	\$ 1,270.00
STAPLES	CITY SUPPLIES	\$ 158.74
STEW HANSEN	#25 NEW TIRES	\$ 1,014.39
STOREY KENWORTHY	CHECKS	\$ 291.50
TRUE PITCH INC	BOLT DRAG/CLAY FOR BALL FIELDS	\$ 639.38
UPHDM OCCUPATIONAL MEDICINE	RANDOM DOT SCREENING	\$ 59.75
Walsh Door & Hardware Co	CAMERA REPAIRS	\$ 339.00
Wood Roofing Company	REPAIR LEAK IN ROOF	\$ 450.66
ZOOBEAN INC	SUMMER READING PROGRAM SOFTWARE	\$ 895.00
Accounts Payable Total		\$ 128,669.95
GENERAL		\$ 72,322.63
ROAD USE		\$ 2,915.61
L.M.I		\$ 628.74
WATER		\$ 37,430.76
SEWER		\$ 7,222.76
SOLID WASTE/RECYCLING		\$ 8,149.45
TOTAL FUNDS		\$ 128,669.95

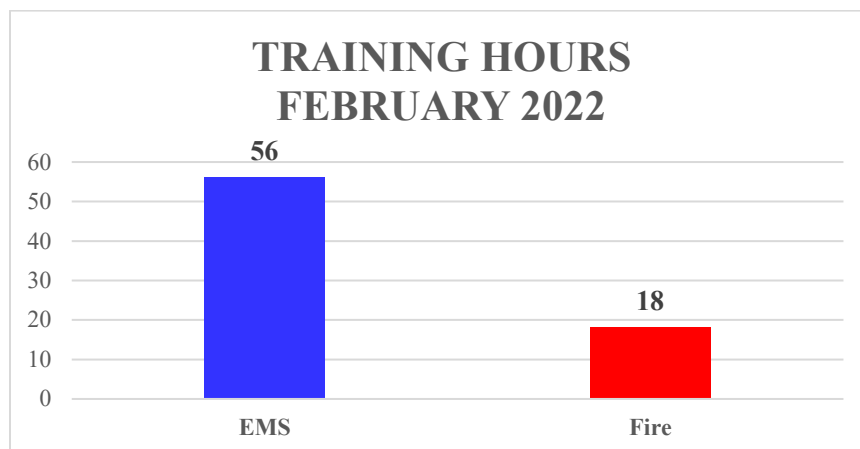


City of Polk City, Iowa City Council Agenda Communication

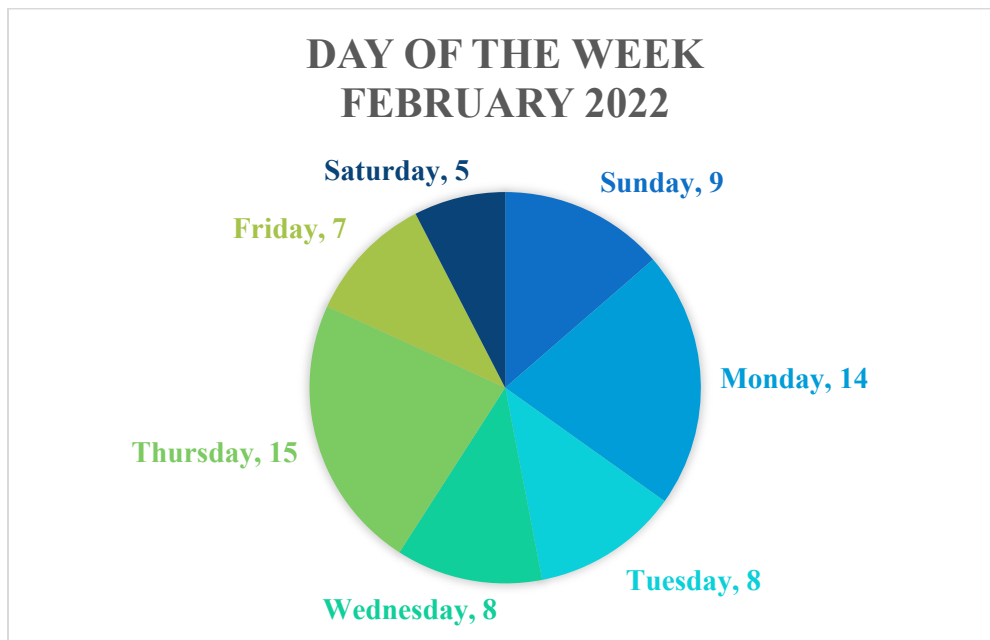
Date: March 28, 2022
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: February 2022 Monthly Report

BACKGROUND: February 2022 was a busiest month compared to past 4 years in February. We had paramedic coverage 18 nights out of 28 with 9 shifts providing paramedic coverage from the full-time Firefighter/Paramedic. There was 2 Friday nights without Paramedic coverage and 1 Friday night without any coverage, other than me. We had 1 Saturday night with no coverage and 3 Saturday nights with me and one other person. We had 5 day shifts with only one person scheduled plus me. We posted a job announcement on the fire department's Facebook page without any applicants. We also advertised for a full-time firefighter/paramedic and received one application.

We conducted 3 training classes during February. The first class was Ice Rescue training. We went to Saylorville Marina and conducted hand-on and in the water training. The members performed very well. The second class was Endocrine Emergencies where we reviewed diabetic emergencies. The third training session was RIT Pack review and a review of an upcoming search and rescue drill. The RIT pack is an acronym meaning Rapid Intervention Team. The RIT Pack consists of an air bottle and a mask used to rescue downed firefighters and replace a firefighter self-contained breathing apparatus. We had a good turnout for each of the 3 great classes.

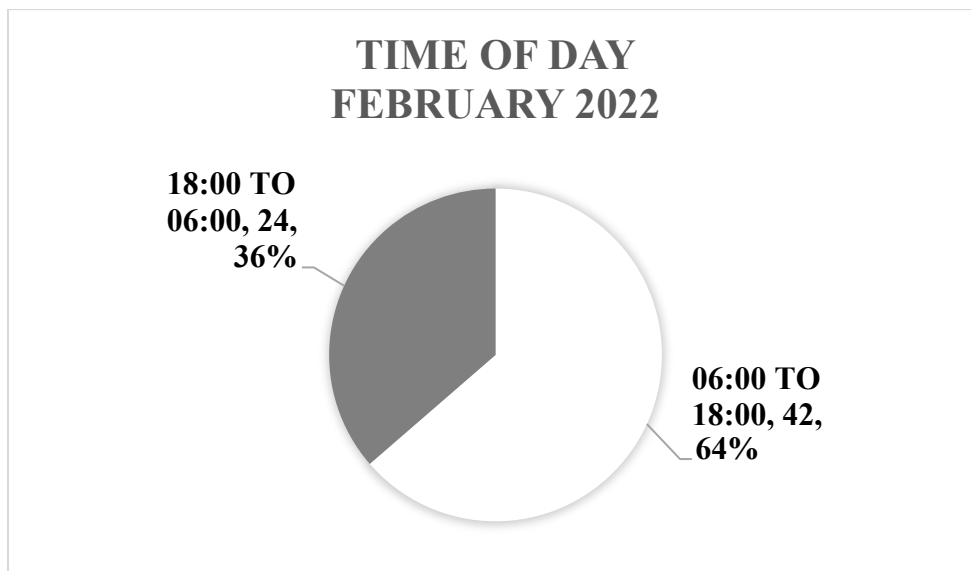


The busiest call volume day, in February, was Thursday at 15 calls per day:

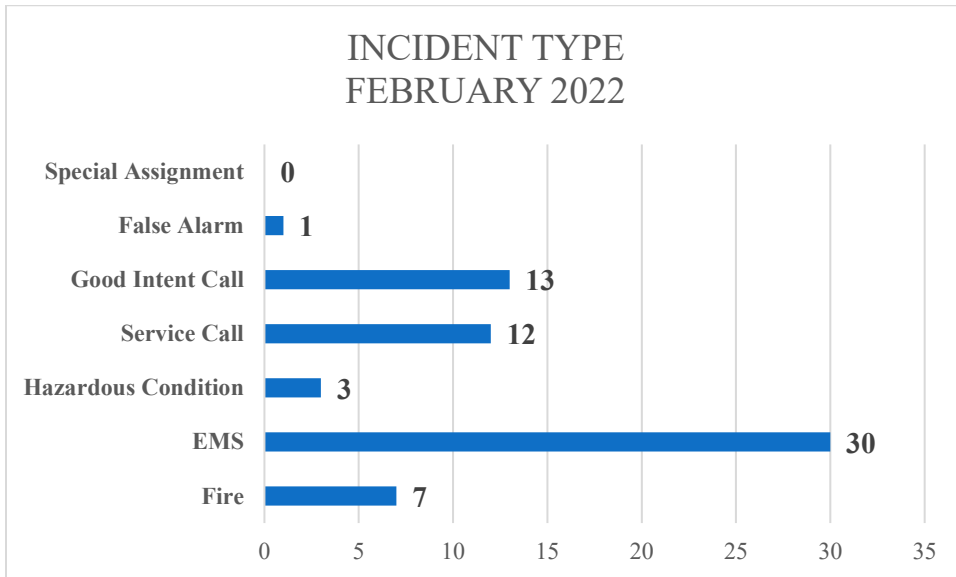


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
9	14	8	8	15	7	5	66

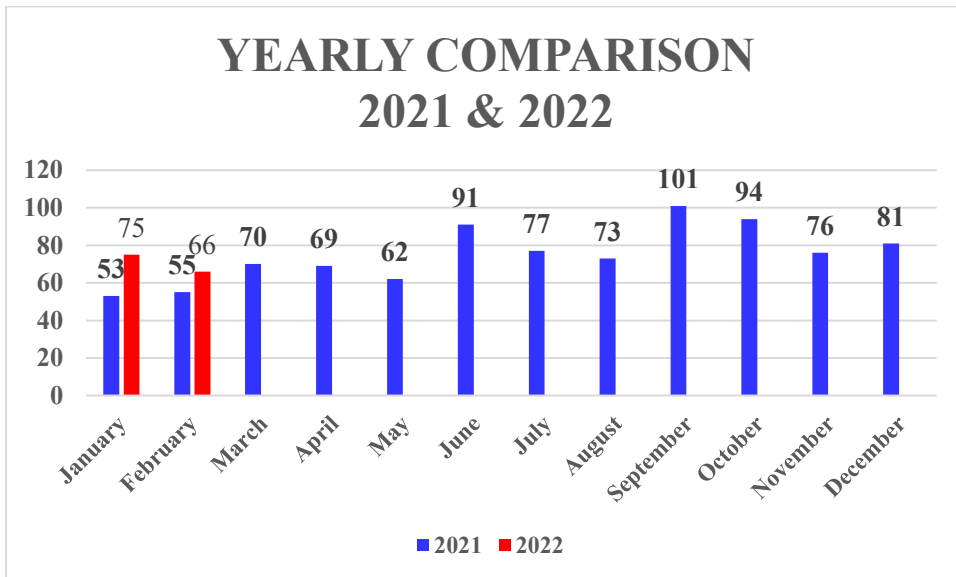
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 66 calls for service during the month of February:



As you can see, February 2022 had 11 more calls for service than January 2021.



February 2022 was the busiest February in the past 4 years.

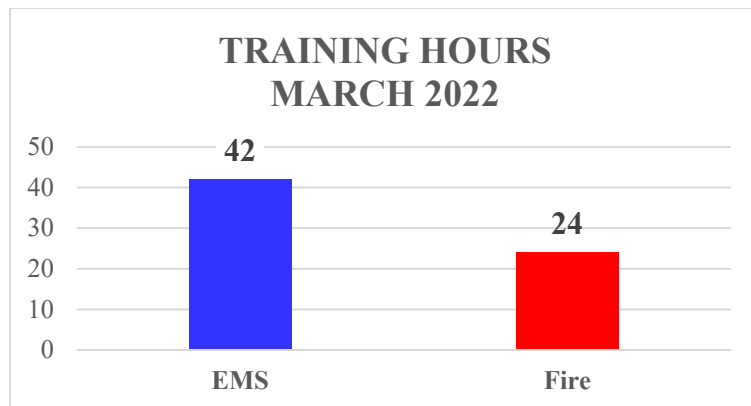


City of Polk City, Iowa City Council Agenda Communication

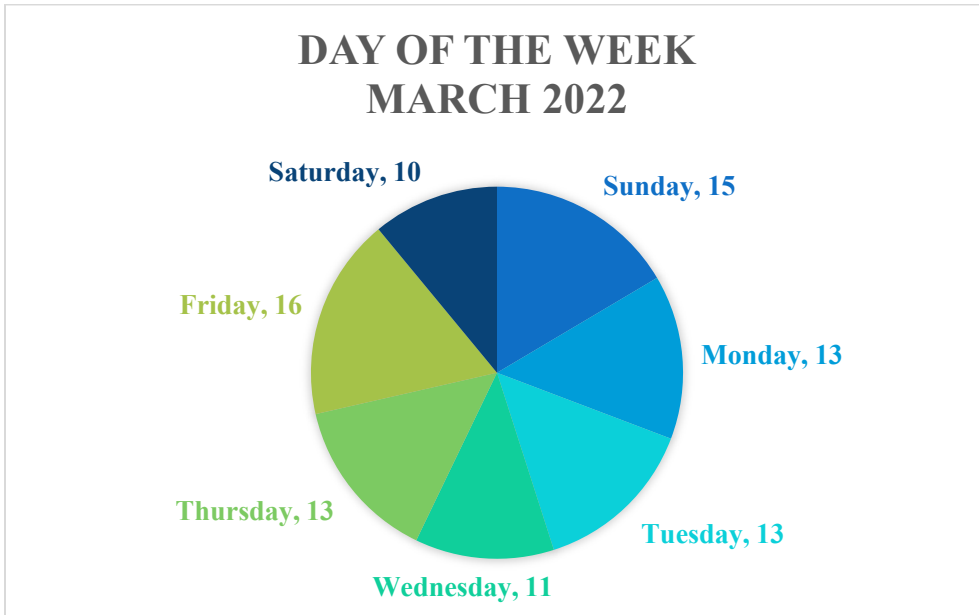
Date: April 11, 2022
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: March 2022 Monthly Report

BACKGROUND: March 2022 was the busiest March compared to past 3 years. We had paramedic coverage 18 nights out of 31. There was 2 Friday nights without Paramedic coverage and 1 Friday night with only 1 EMT and the Chief. We had 2 Saturday nights providing Paramedic coverage and 2 Saturday nights with one other person. We had 10 day shifts with only one person scheduled plus me and 1 dayshift with just me. We experienced a few days where the scheduled person called off due to being required to work overtime at their full-time employment. We attended a job fair at DMACC for fire and EMS career oriented students. We received 3 part-time Firefighter/EMT applications. We also advertised for a full-time firefighter/paramedic and received one application.

We conducted 3 training classes during March. The first class was Trauma and Bleeding Control training. The second class was a search and rescue hand-on drill called the Pittsburg Drill. This is a drill that involves 3 firefighters going through an obstacle course, in full gear and SCBA, that requires removal of their SCBA while remaining on air, finding a victim (170 lbs rescue maniquin) and taking the victim back through the obstacles and to the starting line. This was a very taxing drill and every member performed exceptionally well! The third training session was Toxicology and Diabetic Emergencies. We had a good turnout for each of the 3 great classes.

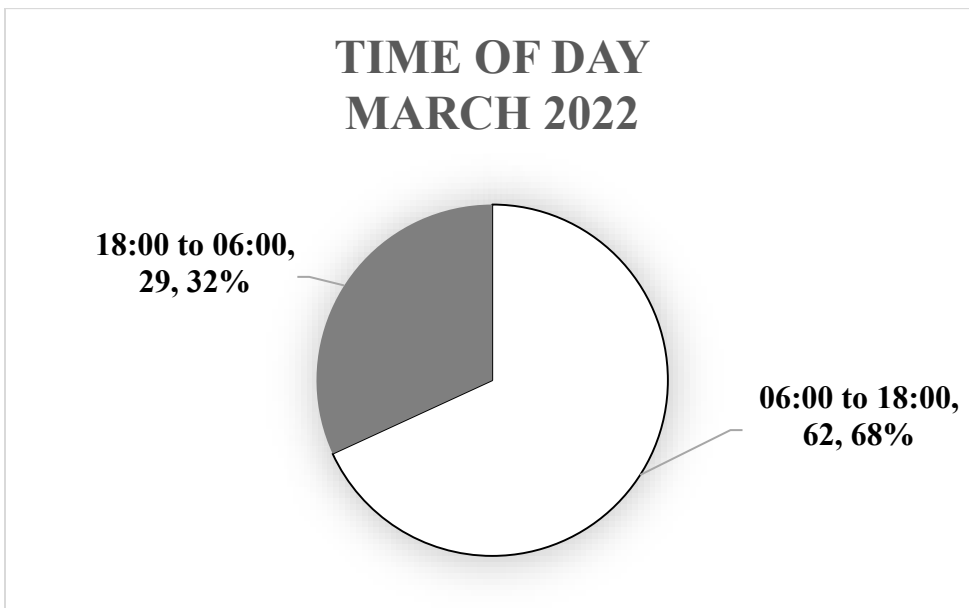


The busiest call volume day, in March, was Friday at 16 calls per day:

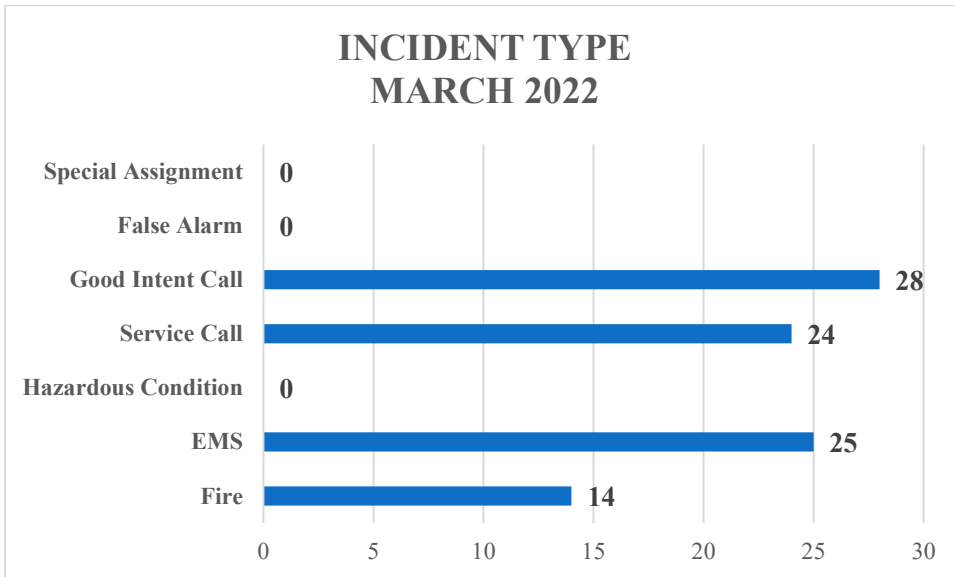


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
15	13	13	11	13	16	10	91

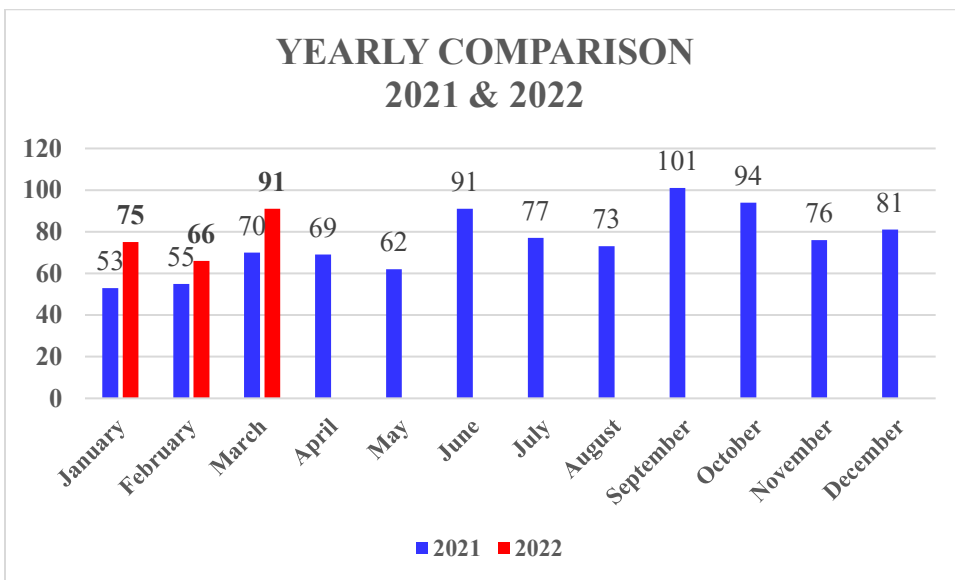
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 91 calls for service during the month of March:



As you can see, March 2022 had 21 more calls for service than March 2021. Year-to-date we are 54 calls for service ahead of last year at this time.




March 2022 was the busiest March in the past 3 years with 55 in 2019, 54 in 2020 and 70 in 2021.

ACKNOWLEDGMENT/SETTLEMENT AGREEMENT

IN RE:	:	
	:	
Permit Holder:	:	
Fareway Stores	:	FIRST VIOLATION
1101 S 5th Street	:	
Polk City, IA 50226	:	
	:	

We hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Hearing Complaint filed against us in the above-captioned case. We hereby knowingly and voluntarily acknowledge the facts and allegations contained in the Hearing Complaint, attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. We hereby knowingly and voluntarily waive hearing and submit to the statutory penalties prescribed by Iowa law. We understand that this penalty will count as an official "First Violation" of Iowa Code Section 453A.2 pursuant to Iowa Code Section 453A.22. We have enclosed a check for the amount of \$300.00 made payable to the "City of Polk City" to settle the above-referenced Hearing Complaint. In signing below, I hereby certify that I have the authority to bind the above-named Permit Holder.

By: 
Title: President

On behalf of Permit Holder: Fareway Stores
1101 S 5th Street
Polk City, IA 50226

If you decide to sign this Acknowledgment/Settlement Agreement and waive your appearance at a hearing, this document, properly signed and dated, along with your \$300.00 check made payable to the "City of Polk City", must be returned to:

Amy S. Beattie
BRICK, GENTRY, BOWERS, SWARTZ & LEVIS, P.C.
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266
Telephone: (515) 274-1450
Fax: (515) 274-1488
E-mail: amy.beattie@brickgentrylaw.com

**ORDER ACCEPTING
ACKNOWLEDGMENT/SETTLEMENT AGREEMENT**

IN RE:	:	
	:	
Permit Holder:	:	
Fareway Stores	:	FIRST VIOLATION
1101 S 5th Street	:	
Polk City, IA 50226	:	
	:	

NOW ON THIS the ____ day of _____, 2022, in lieu of a public hearing on the matter, the Polk City City Council approves the attached Acknowledgment/Settlement Agreement between the above captioned Permit Holder and the City of Polk City.

WHEREFORE, the Polk City City Council **FINDS** that the above captioned Permit Holder has remitted to the City of Polk City a civil penalty in the amount of Three Hundred (\$300.00). Be advised that this sanction will count as a First Violation of Iowa Code Section 453A.2(1), pursuant to Iowa Code Section 453A.22(2)(b).

IT IS THEREFORE ORDERED that the judgment in this matter is hereby satisfied.

Dated at Polk City, Iowa, the ____ day of _____, 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

Copies to:
Amy S. Beattie
BRICK, GENTRY, BOWERS, SWARTZ & LEVIS, P.C.
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266
Telephone: (515) 274-1450
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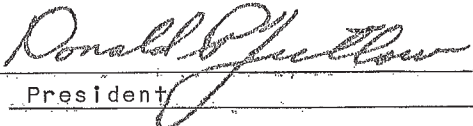
ACKNOWLEDGMENT/SETTLEMENT AGREEMENT

IN RE:

Permit Holder:
Kwik Star #1089
1090 Parker Blvd.
Polk City, IA 50226

FIRST VIOLATION

We hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Hearing Complaint filed against us in the above-captioned case. We hereby knowingly and voluntarily acknowledge the facts and allegations contained in the Hearing Complaint, attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. We hereby knowingly and voluntarily waive hearing and submit to the statutory penalties prescribed by Iowa law. We understand that this penalty will count as an official "First Violation" of Iowa Code Section 453A.2 pursuant to Iowa Code Section 453A.22. We have enclosed a check for the amount of \$300.00 made payable to the "City of Polk City" to settle the above-referenced Hearing Complaint. In signing below, I hereby certify that I have the authority to bind the above-named Permit Holder.

By: 
Title: President

On behalf of Permit Holder: Kwik Star #1089
1090 Parker Blvd.
Polk City, IA 50226

If you decide to sign this Acknowledgment/Settlement Agreement and waive your appearance at a hearing, this document, properly signed and dated, along with your \$300.00 check made payable to the "City of Polk City", must be returned to:

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E-mail: amy.beattie@brickgentrylaw.com

**ORDER ACCEPTING
ACKNOWLEDGMENT/SETTLEMENT AGREEMENT**

IN RE:	:	
	:	
Permit Holder:	:	
Kwik Star #1089	:	FIRST VIOLATION
1090 Parker Blvd.	:	
Polk City, IA 50226	:	
	:	

NOW ON THIS the ____ day of _____, 2022, in lieu of a public hearing on the matter, the Polk City City Council approves the attached Acknowledgment/Settlement Agreement between the above captioned Permit Holder and the City of Polk City.

WHEREFORE, the Polk City City Council FINDS that the above captioned Permit Holder has remitted to the City of Polk City a civil penalty in the amount of Three Hundred (\$300.00). Be advised that this sanction will count as a First Violation of Iowa Code Section 453A.2(1), pursuant to Iowa Code Section 453A.22(2)(b).

IT IS THEREFORE ORDERED that the judgment in this matter is hereby satisfied.

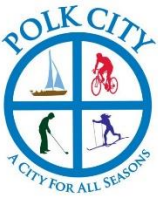
Dated at Polk City, Iowa, the ____ day of _____, 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

Copies to:
Amy S. Beattie
BRICK, GENTRY, BOWERS, SWARTZ & LEVIS, P.C.
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266
Telephone: (515) 274-1450
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City of Polk City, Iowa

City Council Agenda Communication

Date: April 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for March 2022**

1. Registration for summer programming opened for Polk City residents on Monday, March 21 at 8am. Registration for non-residents opened Monday, March 28 at 8am.
2. Staff attended the Iowa Parks & Recreation Association 2022 conference March 22-24 in Dubuque. Topics covered included: Splashpads, Construction Management for Public Projects, Green Infrastructure, Implicit Bias, Making 100-Year Decisions, Leadership & Management, several panel discussions, and keynote speakers.
3. Polk City Friends of the Parks 501c3 had their latest Board of Directors meeting on March 29. Planning for their Earth Day 5k Family Run/Walk on Saturday, April 23 is in full swing. Proceeds of this fundraising event are going toward a shade structure for Leonard Park.
4. Staff was part of a group that toured Main Street Iowa communities Nevada and Jefferson on March 7 as Polk City researches and considers the program.
5. March programming included Spring Break Day Trips (2).
6. Sports Complex baseball/softball fields had 25 reservations in March. 25 total field reservations in 2022.
7. Community Center had 1 private rental in March. 3 total rentals in 2022.
8. Miller Park Shelter House had 4 private rentals in March. 6 total rentals in 2022.

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room
1500 W. Broadway, Polk City, IA
Monday, March 7, 2022 at 6:30 pm

I. Call to Order – President Lisa Mart called meeting to order at 6:29pm.

II. Approval of the Agenda

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

<u>Board Members Present:</u>	Rod Bergren, Angie Conley, Lisa Mart, Sara Olson
<u>Board Members Absent:</u>	Corey Hoodjer
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Rob Sargent
<u>Guests Present:</u>	Chelsea Huisman

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 [February 2022 Board Minutes](#)
2. Approve January 2022 financial statements
 - . [January 2022 History](#)
 - a. [January 2022 Budget](#)
 - b. [January 2022 Revenue & Expenses](#)

IV. Communication from the Public – None

V. Director's report

1. [February 2022 Stats](#)
2. [Programming Summary](#)

Library Director's Report
February 2022

Library Statistics:

- February Circulation and library usage
 - February 2022 circulation decreased by 210 compared to January 2022 and increased by 1,126 compared to February 2021. Circulation was down 340 (approximately 10%) compared to February 2020 (pre-pandemic).
 - 1,545 individuals visited the library in February 2022. This is an increase of 222 compared to January 2022. It is a decrease of 486 (approximately 24%) compared to February 2020 (pre-pandemic).

- Library patrons saved 36,932 in February 2022 by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- 40 Passport applications were processed.
- 8 Adventure passes were used saving patrons \$316.

What's New:

- The Teddy Bear Storytime on February 12 was a huge success. Everything ran smoothly and everyone had a great time.
- Protex Central was finally able to determine the issues with our fire alarm system was located in the communication box. Additionally, all alarm systems are transitioning away from POTS lines to cellular communication. The decision was made to upgrade our system at a cost of \$967. This allowed us to drop both of the POTS lines serviced by Centurylink so the cost of the upgrade will be recouped in less than one year. The cellular fees are included in our annual monitoring contract which is \$480/year. That service will also now be provided by Protex Central instead of contracted out to PerMar.
- We are working on creating a monthly newsletter and ways to distribute it electronically. The ALA NEH grant that we received is allowing us to purchase a program called LibraryAware. We are currently using a free trial to see how we can use it.
- Last month, the library and parks & rec department sent our annual fundraising letter to local businesses. The library has received \$2340 in donations as of today. Businesses that donate are recognized on our summer reading website and receive a window decal for their business indicating their support.
- Last year, we added Ancestry.com to our online offerings. The first year was paid for with CARES funds after the Board had allocated funds from the Library Trust in the FY22 budget to offer the service. The intent was to use those funds to pay for a second year. We are not seeing usage statistics that support continuing the service so we plan to let it expire at the end of May.
- The fax line has also been transitioned to an internet line replacing our final Centurylink line.
- HF2176: Obscene Materials to Minors is dead. This bill would have made it an aggravated misdemeanor or Class D felony for a public librarian to knowingly give obscene materials to a minor.
- HF2321 is dead. This bill would have allowed city councils to overturn a library's decision to place materials in a particular location within the library when residents express concerns.

LIBRARY -FEBRUARY 2022 STATS SNAPSHOT	February 2020	February 2021 (COVID-19)	February 2022	January 2022
Total Visitors	2,031	66	1,545	1,323
People Checking Out	387	205	313	311
Polk City Cardholders	345	175	275	268
Polk City Checkouts	3,103	1,357	2,357	2,470
Open Access Cardholders	18	13	20	22
Open Access Checkouts	161	62	97	200
Rural Cardholders	24	17	18	21
Rural Checkouts	218	198	263	246
Bridges E-book/Audiobook Checkouts	633	631	791	902

Outgoing ILL Books	34	19	25	24
Total Checkouts (incl. Bridges & Outgoing ILL)	4,149	2,321	3,533	3,842
Auto Renewals	700	338	424	523
Total Checkouts (adjusted for auto-renewal)	3,449	1,983	3,109	3,319
Incoming ILL Books	42	24	44	21
Reserves Placed	197	1,214	303	407
Materials Added	142	78	48	93
Materials Withdrawn	10	4	180	4
New Cards Issued	20	9	15	17
Computer Users	59	2	31	23
WiFi Users (on site)	325	172	248	264
Reference Questions	20	0	5	5
AWE Station Usage	68	0	98	61
AWE Games Played	182	0	286	198
Adult Programs	39	20	35	21
Adult Program Attendance	248	168	219	173
Youth Programs	15	15	21	15
Youth Program Attendance	305	482	343	200
Tutoring	22	0	0	0
No. of Meeting Room Uses by Outside Groups	6	0	3	1
Patron Savings (physical materials only)	\$42,936	\$23,436	\$36,932	\$36,890
Passports	NA	11	40	55
Blank Park Zoo Adventure Pass (\$44)	1	0	1	0
Science Center of Iowa Adventure Pass (\$44)	2	0	3	1
Botanical Gardens Adventure Pass (\$34)	1	0	2	1
Brenton Skating Plaza (\$46.50)	1	NA	NA	NA
Des Moines Children's Museum (\$36)	0	NA	2	1
Reiman Gardens (\$34)	NA	NA	0	0
TOTAL ADVENTURE PASS SAVINGS	\$212.50	\$0.00	\$316	\$114
Summer Reading Signups (0-11) as of 6/30				
Summer Reading Signups (12-18) as of 6/30				
Adult Reading Participation as of 6/30				
Facebook Page Views (Feb. 1-28)	218	235	172	248
Facebook Post Reach (Feb. 1-28)	3,455	2,395	2,170	3,789

New Facebook Page Followers (Feb. 1-28)	14	12	17	16
New Facebook Page Likes (Feb. 1-28)	13	10	15	13
Website Views	1,939	2,956	2,039	2,627

VI. Liaison Report – City working on budget stuff

VII. City Manager Presentation – 6:37 – 6:51 – 14 minutes – The City is conducting research into city salaries. Goal is to ensure the City of Polk City is comparable to cities of similar size/taxable evaluation. Preliminary data for several cities within the state of Iowa were chosen, including Adel, Bondurant, Eldridge, Hiawatha, Pleasant Hill, Norwalk, Sgt. Bluff, and Windsor Hgts. Some of these cities do not have libraries. Other cities were suggested to be used for comparison. Plan is for City Manager Huisman to return in the future and make recommendation for how to implement these if necessary.

VIII. Board Education: 10 Habits of Effective Library Boards (Rod Bergren) – 6:51 – 7:02 – 11 minutes – suggestions included a mission statement for the Library Board; work together; take time away from meetings to discuss goals etc; be receptive to the public.

IX. Agenda Items

1. Review Tier Standards Section 3: Library Personnel – reviewed
2. Approve changes to [Circulation Policy](#)
Table until next month – will likely approve changes as proposed with the addition of an overdue hotspot will count towards the yearly check out allowed per household.
3. Approve changes to [Electronic Devices Policy](#)
Table until next month – correlates to Circulation Policy.
4. Determine Board Education for March 2022 – Lisa Mart TBD

X. Adjourn – President Mart adjourned meeting at 7:16pm

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

Next Meeting Monday, April 4, 2022

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

Library Director's Report March 2022

Library Statistics:

- March Circulation and library usage
 - March 2022 circulation increased by 649 compared to February 2022 and increased by 309 compared to March 2020 (pre-pandemic).
 - 1,940 individuals visited the library in March 2022. This is an increase of 395 compared to February 2022. It is a decrease of 91 (approximately 4%) compared to March 2020 (pre-pandemic).
 - Library patrons saved \$44,386 in March 2022 by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 58 Passport applications were processed.
 - 12 Adventure passes were used saving patrons \$462.
- FY22 3rd Quarter Statistics
 - Total Visitors was 4,400 compared with 111 in 2021 and 7,124 in 2020.
 - Total Circulation was 9,822 compared with 6,582 in 2021 and 11,193 in 2020.
 - Total Patron Savings was \$112,683 compared with \$76,787 in 2021 and \$143,019 in 2020.
 - 23 Adventure Passes were used saving patrons \$892.
 - 153 Passports
- FY22 Year-to-date
 - Total Visitors was 15,336 compared with 471 in 2021 and 21,708 in 2020.
 - Total Circulation was 32,382 compared with 21,129 in 2021 and 37,100 in 2020.
 - Total Patron Savings was \$382,034 compared with \$24,922 in 2021 and \$475,803 in 2020.
 - 340 Passports compared with 48 in 2021.
 - 114 Adventure Passes.

What's New:

- We have been actively weeding our youth collection and are starting the adult collection to make room for newer materials. This process hasn't been done to its full extent since before the pandemic.
- Melissa has been collaborating with Big Creek Nursing and Rehabilitation on outreach opportunities. The library is providing a collection of books for residents each month and Melissa is doing a monthly activity with the residents.
- We had a busy Spring Break with lots of kids participating in our daily activities.
- This week is National Library Week. We have a trivia contest each day as well as daily give-aways.
- We have our summer reading schedule solidified and are now working on all of the little details.
- Alexa is at a youth services conference in Ames April 4 and 5 so we are partnering with the police and fire departments for story times this week.
- Jamie will be on vacation April 8-17.
- The Friends of the Library will meet at 6:30 pm on Wednesday, April 20.
- The Friends of the Library will have an activity tent at the Earth Day 5K on Saturday, April 23.
- I have applied for a \$3,000 Summer Reading Grant from Dollar General to purchase items for coding programs.
- I have applied for a \$1,000 grant from Walmart and \$500 from Sam's Club for Summer Reading Expenses.
- We have received 10 new mobile hotspots at no charge to replace our oldest models and are working on getting them activated.

LIBRARY -MARCH 2022 STATS SNAPSHOT	3/1/2020 (COVID-19)	March 2021 (COVID-19)	March 2022	February 2022
Total Visitors	2,031	181	1,940	1,545
People Checking Out	387	232	347	313
Polk City Cardholders	345	201	312	275
Polk City Checkouts	3,103	1,878	3,009	2,357
Open Access Cardholders	18	12	15	20
Open Access Checkouts	161	143	144	97
Rural Cardholders	24	19	20	18
Rural Checkouts	218	201	229	263
Bridges E-book/Audiobook Checkouts	633	750	845	791
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Total Checkouts (incl. Bridges & Outgoing ILL)	4,149	2,991	4,267	3,533
Auto Renewals	700	380	509	424
Total Checkouts (adjusted for auto-renewal)	3,449	2,611	3,758	3,109
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Materials Added	142	447	87	48
Materials Withdrawn	10	178	756	180
New Cards Issued	20	16	10	15
Computer Users	59	3	48	31
WiFi Users (on site)	325	273	294	248
Reference Questions	20	0	0	5
AWE Station Usage	68	0	107	98
AWE Games Played	182	0	297	286
Adult Programs	39	25	38	35
Adult Program Attendance	248	167	250	219
Youth Programs	15	15	17	21
Youth Program Attendance	305	347	205	343
Tutoring	22	0	0	0
No. of Meeting Room Uses by Outside Groups	6	0	1	3
Patron Savings (physical materials only)	\$42,936	\$28,980	\$44,386	\$36,932
Passports	NA	NA	58	40
Blank Park Zoo Adventure Pass (\$44)	1	4	2	1
Science Center of Iowa Adventure Pass (\$44)	2	2	3	3
Botanical Gardens Adventure Pass (\$34)	NA	NA	4	2
Brenton Skating Plaza (\$46.50)	1	1	NA	NA
Des Moines Children's Museum (\$36)	1	NA	2	2
Reiman Gardens (\$34)	0	NA	1	0
TOTAL ADVENTURE PASS SAVINGS	\$212.50	\$298	\$462	\$316
Summer Reading Signups (0-11) as of 6/30				
Summer Reading Signups (12-18) as of 6/30				
Adult Reading Participation as of 6/30				
Facebook Page Views (Mar 7-April 3)	218	133	79	172
Facebook Post Reach (Mar 7-April 3)	3,455	2,298	1,209	2,170
New Facebook PageFollowers(Mar 7-April 3)	14	14	20	17
New Facebook Page Likes (Mar 7-April 3)	13	16	18	15
Website Views	1,939	2,589	2,027	2,039

RESOLUTION 2022-05L

RESOLUTION DECLARING CERTAIN ITEMS OF LIBRARY PROPERTY TO BE SURPLUS AND OF NO VALUE TO THE CITY AND AUTHORIZING REMOVAL FROM INVENTORY

WHEREAS, the Polk City Community Library is the owner of certain items of property more particularly described in the list attached hereto as Exhibit "A"; and

WHEREAS, it has been determined that aforesaid items are no longer of any value to the Library, do not serve a useful function, and are not required for the continued effective operation of the business of the Library; and

WHEREAS, the Library Board is of the opinion that the items shown on the attached Exhibit "A" are indeed surplus property and that same should be disposed of accordingly.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. That the items listed on the attached Exhibit "A" are in fact surplus property, of no value to the Library, and are no longer needed for the effective functioning of the Library and conducting of Library business.

SECTION 2. That said items may be removed from the Library's inventory of fixed assets and disposed of accordingly.

EXHIBIT "A"

3 Dell Keyboards	Model#RT7D50	Serial# CN-0W7658-37172-55Q-07TH Serial# CN-0CJ344-47172-65H-0074 Serial# CN-0W7658-37172-5IM-02YF
1 Dell Keyboard	Model#L100	Serial# CN-0RH659-735717-5601JB
1 Dell Keyboard	Model#sk-8115	Serial# CN-0J4628-71616-4AN-0SG8
2 Dell Keyboards	Model#KB212-B	Serial# CN-DDJ454-71581-419-091W-A01 Serial# CN-0DJ458-71581-516-015D-A01
1 Logitech Keyboard	Model#YU0036	Serial# 20315C31VZ0B
1 Dell Monitor	Model#1703FPVs	Serial# CN-02Y315-71618-427-AAH3
1 Dell Monitor	Model#1901FB	Serial# CN-5Y232-71618-42F-AADK
1 Dell Monitor	Model#E172FPb	Serial# CN-0M1609-46633-416-74KL
3 Dell Monitors	Model#1704FPVs	Serial# MX-0H6304-47603-4CH-AX56 Serial# MY-0H6304-47603-56F-ACQW Serial# MY-0H6304-47603-54M-AXJS
1 Gateway Monitor	Model#900W	Serial# M5X67-50H-25868
1 Proview Monitor	Model#2200W	Serial# FQUU74200175U
1 HP Printers	Model#VCVRA-0201	Serial# MY45A3B117
2 HP Printers		Serial# CN-597FW1DD Serial# CN42BB6305
1 Spectrum In-Hand Scanner	Model#5405	Serial# S40A03414H
1 APC Battery Backup/Surge Protector		Serial# AB0402244616
2 Multimedia Speakers		Serial# CN-0C730C-71623-2AC-2760

1 Inter-Tel Axxess Phone System with 5 phones & Manual
1 SMarT/RG Router Model#SR5Uac
1 HP Compaq Computer Model#dc550
1 Dell Computer Model#D11S
1 Dell Latitude Laptop Model#E5400
2 Coolpad Mobile Hotspots Model#CP332ARIK
8 Franklin R850 Mobile Hotspots Model#FRKR850SMH

Serial# CN-0C730C-71623-95B-0181

Serial# 5R516AA080-0006036

Serial# 242794T#ABA

Serial# BPJ38N2

Serial# 3CDKJL1

Serial# 867695041680660

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Serial# 089877734806759461

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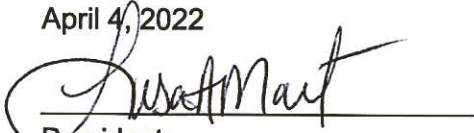
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Serial# 089877734806759460

Serial# 089877734806759301

Serial# 089877734806759299

April 4, 2022



President



Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor

tax.iowa.gov

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2022 through June 30, 2023

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

Business Information:

Trade name/Doing business as: Kum and Go # 135
 Physical location address: 303 W Broadway Street City: Polk City ZIP: 50226
 Mailing address: 1459 Grand Ave City: Des Moines State: IA ZIP: 50309
 Business phone number: 515-457-6249

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
 Name of sole proprietor, partnership, corporation, LLC, or LLP Kum and Go LC
 Mailing address: 1459 Grand Ave City: Des Moines State: IA ZIP: 50309
 Phone number: 515-457-6249 Fax number: _____ Email: Licenses@kumandgo.com

Retail Information:

Types of Sales: Over-the-counter Vending machine
 Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No
 Types of Products Sold: (Check all that apply)
 Cigarettes Tobacco Alternative Nicotine Products Vapor Products

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

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store
 Grocery store Hotel/motel Liquor store Restaurant Tobacco store
 Has vending machine that assembles cigarettes Other

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

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

Name (please print): Charles Campbell Name (please print): _____
 Signature: Charles Campbell Signature: _____
 Date: 3/29/2022 Date: _____

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

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: \$75
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New Renewal

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

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

April 11, 2022

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

RE: CHANGE ORDER NO. 1
PARTIAL PAYMENT APPLICATION NO. 1
NORTH 3RD STREET AND VISTA LAKE AVENUE
INTERSECTION IMPROVEMENTS PROJECT

Dear Honorable Mayor and City Council:

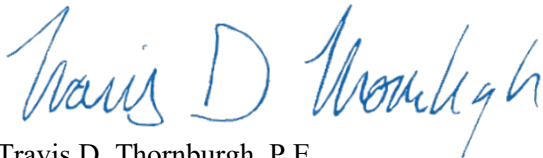
Please find the attached Partial Payment Application No. 1 and Change Order No. 1 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project. This payment application includes work completed by the Contractor through April 1, 2022. Work completed during this pay period includes tree clearing, topsoil stripping and installation of Stage 1A traffic control.

Change Order No. 1 adds four (4) items to the contract and totals \$40,145.00. These items are all related to the extension of the existing sanitary sewer main from within the intersection to north of the intersection. These items are being added to the contract in order to provide sanitary sewer service to the area north and east of the intersection based on recent development interest in the area. This extension will give the City the ability to serve the equivalent of approximately 450 single family homes.

We recommend approval of Change Order No. 1, totaling \$40,145.00, and payment of \$36,440.57 to the Contractor, Absolute Concrete, for work completed through April 1, 2022. Approximately 3% of the total contract work has been completed and 4 of the 120 working days for the project have been charged.

Please contact me should you have any questions on this pay application and change order. We will be in attendance at the April 11, 2022 City Council meeting to answer any questions regarding these items.

Sincerely,
SNYDER & ASSOCIATES, INC.



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. 2022-39

A RESOLUTION APPROVING CHANGE ORDER NO. 1 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 Slater, 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, Absolute Concrete Construction, Inc. and the City Engineer have submitted to the City of Polk City, Change Order No. 1 in the amount of \$40,145

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Change Order No. 1 in the amount of \$40,145 for the North 3rd Street and Vista Lake Avenue.

PASSED AND APPROVED the 11th day of April 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

RESOLUTION NO 2022-40

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 1
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 Slater, 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, Absolute Concrete Construction, Inc and the City Engineer have submitted the Application for Partial Payment No. 1 giving a detailed estimate of work completed with an application for payment in the amount of \$36,440.57.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 1 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 \$36,440.57.

PASSED AND APPROVED the 11th day of April 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: April 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Set Public Hearing for budget amendment #2 for FY21-22

BACKGROUND: On Monday, the City Council will set a public hearing for a budget amendment for the Fiscal Year 22 (July 1, 2021-June 30, 2022). The public hearing will need to be set for May 9, 2022 at 6pm. The proposed amendment includes amending for \$419,000 in revenue, and \$540,300 in expenditures. The City plans to utilize unrestricted fund balance in the City's General Fund and LOST Fund to offset the additional expenses proposed in the amendment. Explanation for each adjustment is as follows:

Revenue:

1. Amend for additional General Fund revenue in the amount of \$205,000. The additional revenue includes: \$90,000 in building permit fees, \$65,000 in additional site plan/development fees, and \$50,000 from private donations from the Polk City Community
2. Amend for grant funding for the Library in the amount of \$14,000
3. Amend for additional water revenue in the amount of \$200,000

Expenses:

1. Amend for additional expenses for the Police Department in the amount of \$39,300
2. Amend for additional expenses for the Fire Department cuts in the amount of \$32,000
3. Amend for additional expenses for Building Inspections (\$120,000) & Engineering fees (\$205,000) for development
4. Amend for additional expenses for the Library from the grants received in the amount of \$9,000
5. Amend for additional water utility expenses in the amount of \$90,000
6. Amend for additional sewer utility expenses in the amount of \$20,000
7. Amend for additional storm water utility expenses in the amount of \$25,000 (expenses are from the SQR project completed in the Fall of 2021)

ALTERNATIVES: Do not set the public hearing for the proposed budget amendment

FINANCIAL CONSIDERATIONS: The financial considerations for this amendment are additional expenditures in the amount of \$121,300.

RECOMMENDATION: It is my recommendation that the Council set the public hearing for May 9, 2022 at 6pm.

Budget Amendment:

Revenue:	Account Number	Addition	New Budget Total	Public Safety Total	Culture & Rec. Total	Enterprise Fund Total
Police Private contributions	001-110-4705	\$25,000.00	\$25,000.00			
Fire Dept. Donations	001-150-4705	\$25,000.00	\$25,000.00			
Building Permit fees	001-170-4120	\$90,000.00	\$290,000.00			
Site Plan/Development fees	001-170-4551	\$65,000.00	\$200,000.00	\$205,000.00		
Library state grants	001-410-4440	\$14,000.00	\$15,800.00		\$14,000.00	
Water sale of water	600-810-4500	\$150,000.00	\$1,350,000.00			
Water Hook up charges	600-810-4540	\$50,000.00	\$130,000.00			\$200,000.00
Expenses:						
Police part-time salaries	001-110-6020	\$5,000.00	\$45,356.00			
Police Overtime	001-110-6040	\$7,800.00	\$32,800.00			
Police Uniforms	001-110-6181	\$3,000.00	\$8,000.00			
Police Physicals	001-110-6183	\$2,000.00	\$2,600.00			
Police Vehicle Ops	001-110-6331	\$3,000.00	\$32,200.00			
Police vehicle repairs	001-110-6332	\$6,000.00	\$18,000.00			
Police utilities	001-110-6371	\$1,500.00	\$6,000.00			
Police attorney fees	001-110-6411	\$6,000.00	\$21,000.00			
Police tech services	001-110-6419	\$5,000.00	\$27,000.00			
Fire Other Equipment	001-150-6505	\$32,000.00	\$32,000.00			
Engineer Fees-development	001-170-6407	\$205,000.00	\$275,000.00			
Building Inspections	001-170-6499	\$120,000.00	\$250,000.00	\$396,300.00		
Library Subscriptions	001-410-6210	\$1,000.00	\$9,700.00			
Library office equipment	001-410-6725	\$1,000.00	\$3,000.00			
Library youth programming	001-410-6461	\$1,500.00	\$10,500.00			
Library adult programming	001-410-6461	\$1,500.00	\$6,500.00			
Library minor equipment	001-410-6504	\$4,000.00	\$7,745.00		\$9,000.00	
Water meters	600-810-6505	\$20,000.00	\$60,000.00			
Repairs & Replacements (water)	600-810-6780	\$70,000.00	\$155,000.00			
Sewer meters	610-815-6505	\$20,000.00	\$60,000.00			
Storm water Misc. contract work	740-865-6499	\$25,000.00	\$140,000.00			\$135,000.00

RESOLUTION NO. 2022-41

**A RESOLUTION SETTING A PUBLIC HEARING ON AN AMENDMENT TO
THE FY 21/22 BUDGET FOR THE CITY OF POLK CITY, IOWA**

WHEREAS, the City Council of the City of Polk City, Iowa and City Staff have prepared an amendment to the Fiscal Year 2021-2022 City Budget; and

WHEREAS, it is necessary to hold a public hearing to review and approve an amendment to the budget.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby orders a public hearing and notice thereof to be held on May 9, 2022 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on the amendment to the FY 21/22 City Budget.

PASSED AND APPROVED the 11th day of April 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of POLK CITY
Fiscal Year July 1, 2021 - June 30, 2022

The City of POLK CITY will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2022

Meeting Date/Time: 5/9/2022 06:00 PM

Contact: Jenny Coffin

Phone: (515) 984-6233

Meeting Location: City Hall Council Chambers in Polk City, Iowa

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	2,992,568	0	2,992,568
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	2,992,568	0	2,992,568
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	698,450	0	698,450
Other City Taxes	6	1,036,780	0	1,036,780
Licenses & Permits	7	207,450	155,000	362,450
Use of Money & Property	8	217,700	0	217,700
Intergovernmental	9	797,476	0	797,476
Charges for Service	10	3,955,100	200,000	4,155,100
Special Assessments	11	0	0	0
Miscellaneous	12	16,638	0	16,638
Other Financing Sources	13	3,245,479	64,000	3,309,479
Transfers In	14	1,648,299	0	1,648,299
Total Revenues & Other Sources	15	14,815,940	419,000	15,234,940
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	2,125,589	396,300	2,521,889
Public Works	17	755,867	0	755,867
Health and Social Services	18	4,000	0	4,000
Culture and Recreation	19	781,975	9,000	790,975
Community and Economic Development	20	884,232	0	884,232
General Government	21	626,316	0	626,316
Debt Service	22	1,665,502	0	1,665,502
Capital Projects	23	3,155,216	0	3,155,216
Total Government Activities Expenditures	24	9,998,697	405,300	10,403,997
Business Type/Enterprise	25	3,119,288	135,000	3,254,288
Total Gov Activities & Business Expenditures	26	13,117,985	540,300	13,658,285
Tranfers Out	27	1,648,299	0	1,648,299
Total Expenditures/Transfers Out	28	14,766,284	540,300	15,306,584
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	49,656	-121,300	-71,644
Beginning Fund Balance July 1, 2021	30	9,111,372	0	9,111,372
Ending Fund Balance June 30, 2022	31	9,161,028	-121,300	9,039,728

Explanation of Changes: The proposed amendment includes amending for \$419,000 in revenue, and \$540,300 in expenditures. The revenue is being adjusted for Grants the City has received and additional enterprise money that was not originally budgeted. The expenses are being amended for the Police, Fire, Building, Library and Water Departments due to additional revenue sources and unplanned expenses.



City of Polk City, Iowa

City Council Agenda Communication

Date: April 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Set public hearing to approve and authorize the sale of real property

BACKGROUND: On Monday the City Council will need to set a public hearing regarding the sale of 717 Waldo Street. The City obtained this property through the State of Iowa 657A process for abandoned property. We received 5 bids from interested parties for the purchase of 717 Waldo Street. All 5 bids submitted did include price and plans for the property. Of the 5 bids, 3 were complete with all documentation required. In your packet is a copy of the bid tabulation.

I would recommend that the City set a public hearing for April 25th to sell the property to ACG Properties, LLC Shane Torres in the amount of \$112,500. I will ask the City Attorney to prepare a purchase agreement, which outlines the requirements for the property purchase.

ALTERNATIVES: Do not set the public hearing

FINANCIAL CONSIDERATIONS: \$112,500

RECOMMENDATION: It is my recommendation that the Council set the public hearing for April 25, 2022, to approve and authorize the sale of real property, also known as 717 Waldo Street.

Bid Tabulation Form
Project: 717 Waldo St.

Bidder	Bidder Statement -contact info	Bidder resume	Statement of Qualifications (finances)	Letter of Credit	Proposed Development Schedule	proposed purchase price
ACG Properties, LLC Shane Torres	✓	✓	✓	✓	Fall 2022	\$112,500
Steven Caseley & Mary Beveridge	✓	✓	✓	✓	6 weeks	\$112,000
Josh Stewart	✓	✓		✓	6 months	\$102,000
PC Holdings, LLC	✓	✓				\$86,500
Kyle Hout - Ridgewood Homes & First Choice Renovations	✓	✓	✓	✓	90 days	\$93,100

RESOLUTION NO. 2022-42

**TO FIX A DATE OF MEETING AT WHICH IT IS PROPOSED TO APPROVE
AND AUTHORIZE THE SALE OF REAL PROPERTY**

WHEREAS, the City of Polk City, Iowa (the “City”) owns certain real property (the “Property”) which is located in Polk City and which is legally described as follows:

LOT 67 LEONARDS PLACE, an Official Plat in Polk City, Polk County, Iowa; and

WHEREAS, the City has reached an agreement with ACG Properties, LLC in accordance with the offer presented by them; and

WHEREAS, the Code of Iowa requires that, before a city may dispose of an interest in real property, the city must set forth its proposal in a resolution and publish notice as provided in Section 362.3, of the resolution and of a date, time and place of a public hearing on the proposal.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The City Council will hold a public hearing on the proposal to sell the Property as set out in the preamble hereof at 6:00 p.m., on the 25th day of April, at the City Hall, in the City.

Section 2. The City Clerk is hereby authorized and directed to give notice of this resolution and of the public hearing on the proposal to sell the Property, by publication, at least once, not less than four nor more than twenty days before the date of the hearing, in a newspaper of general circulation in the City. Such notice shall be substantially in the form which is attached to this Resolution.

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

Passed and approved this 11th day of April 2022.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk

NOTICE OF HEARING ON RESOLUTION TO SELL REAL PROPERTY

The City Council of the City of Polk City, Iowa, has adopted a resolution relating to a proposal to sell certain real property owned by the City, legally described as follows:

LOT 67 LEONARDS PLACE, an Official Plat in Polk City, Polk County, Iowa (the “Property”).

The Property will be sold to _____ in accordance with the offer presented by them.

The Council will meet on the 25th day of April 2022, at the City Hall, in the City, at 6:00 p.m., for the purpose of holding a public hearing on the proposal.

At that time and place, oral or written comments or objections may be filed or made, and, following the hearing, the City Council will, at that meeting or a later meeting, make a final determination on the proposal, in accordance with Section 364.7 of the Code of Iowa.

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

Jenny Gibbons
City Clerk

••••

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
COUNTY OF POLK
CITY OF POLK CITY

SS:

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

WITNESS MY HAND this _____ day of _____, 2019.

City Clerk

STATE OF IOWA
COUNTY OF POLK
CITY OF POLK CITY

SS:

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

WITNESS MY HAND this _____ day of _____, 2019.

City Clerk

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



City of Polk City, Iowa

City Council Agenda Communication

Date: 04/11/2022
To: Mayor and Council
From: Jenny Coffin

Subject: Zoning and Development Application Fees

BACKGROUND: The City Council last approved the fees charged for applications for zoning and development by Resolution on December 13, 2010. After surveying several of the surrounding communities it has been determined that Polk City is on the low end for charging developers for these type of application fees.

ALTERNATIVES: Do not approve the change.

FINANCIAL CONSIDERATIONS: Increasing the application fees will cover expenses associated with staff's time spent processing development applications.

RECOMMENDATION: I recommend that Council approve the proposed fees associated with applications for zoning and development in Polk City.

RESOLUTION NO. 2022-43

A RESOLUTION ESTABLISHING AND RESTATING CERTAIN FEES TO BE CHARGED FOR ZONING AND DEVELOPMENT.

WHEREAS, the City Council did approve certain charges for platting to be set through resolution; and

WHEREAS, the City Council last amended fees associated with applications for development on December 13, 2010; and

WHEREAS, the City Council has determined application fees for zoning and development need established and restated as shown below:

Rezoning 1 acre	\$100, plus 2 sets of address labels and stamps
Rezoning over 1 acre	\$250, plus 2 sets of address labels and stamps
Comprehensive Plan Amendment	\$100
Preliminary Plat	\$150, plus \$10 per lot
Final Plat	\$250, plus \$20 per lot
Construction Drawings	\$300
Site Plan less than one acre	\$75
Site Plan 1-2 acres	\$150
Site Plan over 2 acres	\$350
Master Plan/PUD	\$450, plus \$10 per acre
Plat of Survey	\$75

**All Engineering Review Costs will be billed separately*

THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, to approve the above schedule of fees for applications for zoning and development.

PASSED AND APPROVED this 11th day of April 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

RESOLUTION NO. 2022-44

**A RESOLUTION APPROVING AN AGREEMENT TO INSTALL
SIDEWALK FOR 1008 NW HUGG DR.**

WHEREAS, on June 23, 2021, a building permit was issued for a new single family home structure located at 1008 NW Hugg Dr., Lot 35 of Big Creek Valley Plat 1; 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 Leona Sears 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 11th day of April 2022.

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 11 day of April 2022, by and between the City of Polk City, Iowa, (hereinafter called “City”), a municipal corporation having its offices at City Hall, 112 3rd Street, Polk City, Iowa 50226, and William & Leona Sears (hereinafter called “Owner”), the owner of Lot 35 Big Creek Valley Plat 1 which is commonly referred to as 1008 NW Hugg Dr., 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. Owner agrees, subject to the terms of this Agreement, to install approximately 40’ linear feet of 5’ wide, 4” thick P.C.C. sidewalk along NW Hugg Dr. from the driveway to the western property line (hereinafter called “Sidewalk”) in front of the following property:

Lot 35 Big Creek Valley Plat 1 in Polk City, Polk County, Iowa

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

Article II. Completion Date

Section 2.01. Completion Date. Owner shall install the Sidewalk in accordance with the then existing ordinances within ninety (90) days of written notification from the City.

Article III. Costs

Section 3.01. Costs. Owner agrees to install the Sidewalk at their 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 Owner, their successors and assigns, and every successor-in-interest to any of Owner's 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 Property Owner to Perform. In the event that Owner 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 Owner. 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 Owner's 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. 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.

Signatures on following page

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 _____ 2021, 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 Resolution No. _____ passed by Resolution of the City Council under Roll Call No. _____ of the City Council on the ____ day of _____ 2022; and that Steve Karsjen and Jenny Gibbons, 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

Property Owner (s)

By: _____ By: _____

STATE OF IOWA, POLK COUNTY, ss:

On this ____ day of _____ 2022, before me the undersigned, a Notary Public in and for said State, personally appeared _____ and _____ to me known to be the person(s) named in and who executed the foregoing instrument to which is attached; and acknowledged that they executed the instrument as voluntary act and deed.

Notary Public in and for the State of Iowa



City of Polk City, Iowa

City Council Agenda Communication

Date: April 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Set pay for Deputy City Clerk

BACKGROUND: The Deputy City Clerk position was vacated by Brittany Kincart in March. The City began advertising for the position immediately, and received over 50 applications for the position. After interviews were conducted, we have selected Ashley Parrish to be Polk City's next Deputy City Clerk. Her hourly wage will be \$23 per hour.

ALTERNATIVES: Do not set the pay

FINANCIAL CONSIDERATIONS: \$23 per hour

RECOMMENDATION: It is my recommendation that the Council set the pay for the Deputy City Clerk, Ashley Parrish.



City of Polk City, Iowa

City Council Agenda Communication

Date: April 11, 2021
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: Full-Time Pay Rate Approval

BACKGROUND: The Fire Department budgeted for a full-time Firefighter/Paramedic for fiscal year 2021/2022, which was approved by the Council. We conducted interviews and determined the best candidate was Michael Doyon. Mike has been a paid-on-call member for approximately two years. Mike also works part-time shifts for the department as well. Mike has been a paramedic for approximately 20 years and a firefighter for approximately two years. Mike and his family has lived in Polk City for several years. Mike meets all of the requirements and exceeds the certification requirements. Therefore, we have offered Mr. Doyon the full-time Firefighter/Paramedic position.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: This wage has been budgeted and approved for fiscal year '21/'22. This position will alleviate the need to fill the daytime part-time Paramedic position every third day and assures a Firefighter/Paramedic for 24 hours every third day.

RECOMMENDATION: We recommend approving pay for this position at \$19.00 per hour plus benefits. Mike will work 24 hours and then off for 48 hours.

We feel Firefighter/Paramedic Doyon will be a great asset to the Polk City Fire Department and very excited to have Mike transition from paid-on-call and part-time to full-time.



City of Polk City, Iowa City Council Agenda Communication

Date: April 11, 2022
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: New Hire Pay Rate Approval

BACKGROUND: We have the opportunity to hire two people, “part-time”.

ALTERNATIVES: None

FINANCIAL CONSIDERATIONS: The only impact this will have is wages during orientation. Once a new employee is oriented, they will only work available shifts.

RECOMMENDATION: We plan to hire the following people with the listed stipulation(s):

Joseph Culham, part-time Firefighter/EMT status at a part-time rate of \$14.64 per hour and paid-on-call rate of \$14.14. Joe is a Fire Science student at DMACC. Joe is a Firefighter/EMT that submitted an application from the DMACC Job Fair. This offer is dependent on successful completion of the physical examination. We feel Joe will be an asset to the City of Polk City.

Jacob Peters, part-time Firefighter/EMT status at a part-time rate of \$14.64 per hour and paid-on-call rate of \$14.14. Jacob is a Fire Science student at DMACC. Jacob is a Firefighter/EMT that also submitted an application from the DMACC Job Fair. This offer is dependent on successful completion of the physical examination. We feel Jacob will be an asset to the City of Polk City.



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

Permit # _____
Application Fee* \$50

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

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

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Please check the following type of event:

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

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Jacob Duncalf, Vice President American Legion Riders
Contact Mailing Address:	114 W Broadway, Polk City, IA 50226
Contact Phone number:	515-802-0423
Contact Email Address:	jacob.duncalf@va.gov
Sponsor Organization: <small>*(if applicable)</small>	Polk City American Legion

Event Information:

Name of Event:	May Bike Night	Requested event location:	114 W Broadway Polk City, IA 50226
Event Date(s) & Time(s):	5-13-2022	Event Setup & Teardown: (dates & times)	5pm-9pm
Estimated Attendance:	50-100	Number of Vehicles:	50-100
Will Event Fee Be Charged?	Y or N No	Event Fee Amount: (if applicable)	NA
Product Sales on Site:	Y or N No	Amplified sounds: (a noise waiver may be required)	Y or N Yes
Tent and/or canopy:	Y or N NA Qty. _____	Inflatables: (valid State of Iowa permit required)	Y or N NA Qty. _____
Access to water:	Y or N Yes	Access to electricity:	Y or N Yes
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or N Yes	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	Y or N NA Qty. _____
Street Closure:	Y or N Yes Qty. _____	On Street Parking Closure:	Y or N Yes Qty. _____

Event Description: (describe activities)

Bike night with 50-100 motorcycles. We will have a local band to provide background music. We will be selling burgers and hotdogs and will have outdoor beer sales. We request the street closure for social distancing and bike parking. We plan to use our own barriers.

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

NA

Barricades Required:	Qty. <u>0</u>	Security on site:	Y or N No
Traffic Control:	Y or N No	Emergency Services:	Y or N No

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

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

Events serving alcohol will require Law Enforcement Officers to be on-site at each entrance/exit during said event and events interfering with non-participating vehicle traffic will require crowd/traffic control by a Law Enforcement Officer at each location. Applicant will be billed at a rate of \$50/hour per officer – minimum 3 hours.

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

Additional Remarks:

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Signature and Title of Applicant: Jacob Duncalf

Date: 3 / 30 / 2022

✓ If Provided

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

OFFICIAL USE ONLY:

Department approvals:

Fire Chief: _____ Police Chief: _____

Public Works Director: _____ City Manager: _____



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

Permit # _____
Application Fee* \$50

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

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<input type="radio"/> Outdoor Concert	<input type="radio"/> Temporary Structure(s)
<input checked="" type="radio"/> Fundraiser	<input type="radio"/> Other (please specify) _____

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Jacob Duncalf, Vice President American Legion Riders
Contact Mailing Address:	114 W Broadway, Polk City, IA 50226
Contact Phone number:	515-802-0423
Contact Email Address:	jacob.duncalf@va.gov
Sponsor Organization: <small>*(if applicable)</small>	Polk City American Legion

Event Information:

Name of Event:	June Bike Night	Requested event location:	114 W Broadway Polk City, IA 50226
Event Date(s) & Time(s):	6-10-2022	Event Setup & Teardown: (dates & times)	5pm-9pm
Estimated Attendance:	50-100	Number of Vehicles:	50-100
Will Event Fee Be Charged?	Y or N No	Event Fee Amount: (if applicable)	NA
Product Sales on Site:	Y or N No	Amplified sounds: (a noise waiver may be required)	Y or N Yes
Tent and/or canopy:	Y or N NA Qty. _____	Inflatables: (valid State of Iowa permit required)	Y or N NA Qty. _____
Access to water:	Y or N Yes	Access to electricity:	Y or N Yes
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or N Yes	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	Y or N NA Qty. _____
Street Closure:	Y or N Yes Qty. _____	On Street Parking Closure:	Y or N Yes Qty. _____

Event Description: (describe activities)

Bike night with 50-100 motorcycles. We will have a local band to provide background music. We will be selling burgers and hotdogs and will have outdoor beer sales. We request the street closure for social distancing and bike parking. We plan to use our own barriers.

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

NA

Barricades Required:	Qty. <u>0</u>	Security on site:	Y or N No
Traffic Control:	Y or N No	Emergency Services:	Y or N No

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

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Signature and Title of Applicant: Jacob Duncalf

Date: 3 / 30 / 2022

✓ If Provided

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

OFFICIAL USE ONLY:

Department approvals:

Fire Chief: _____ Police Chief: _____

Public Works Director: _____ City Manager: _____



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

Permit # _____
Application Fee* \$50

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Please check the following type of event:

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<input type="radio"/> Run/Walk/Bike	<input type="radio"/> Fair/Festival
<input type="radio"/> Outdoor Concert	<input type="radio"/> Temporary Structure(s)
<input checked="" type="radio"/> Fundraiser	<input type="radio"/> Other (please specify) _____

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Jacob Duncalf, Vice President American Legion Riders
Contact Mailing Address:	114 W Broadway, Polk City, IA 50226
Contact Phone number:	515-802-0423
Contact Email Address:	jacob.duncalf@va.gov
Sponsor Organization: <small>*(if applicable)</small>	Polk City American Legion

Event Information:

Name of Event:	July Bike Night	Requested event location:	114 W Broadway Polk City, IA 50226
Event Date(s) & Time(s):	7-8-2022	Event Setup & Teardown: (dates & times)	5pm-9pm
Estimated Attendance:	50-100	Number of Vehicles:	50-100
Will Event Fee Be Charged?	Y or N No	Event Fee Amount: (if applicable)	NA
Product Sales on Site:	Y or N No	Amplified sounds: (a noise waiver may be required)	Y or N Yes
Tent and/or canopy:	Y or N NA Qty. _____	Inflatables: (valid State of Iowa permit required)	Y or N NA Qty. _____
Access to water:	Y or N Yes	Access to electricity:	Y or N Yes
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or N Yes	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	Y or N NA Qty. _____
Street Closure:	Y or N Yes Qty. _____	On Street Parking Closure:	Y or N Yes Qty. _____

Event Description: (describe activities)

Bike night with 50-100 motorcycles. We will have a local band to provide background music. We will be selling burgers and hotdogs and will have outdoor beer sales. We request the street closure for social distancing and bike parking. We plan to use our own barriers.

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

NA

Barricades Required:	Qty. <u>0</u>	Security on site:	Y or N No
Traffic Control:	Y or N No	Emergency Services:	Y or N No

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Signature and Title of Applicant: Jacob Duncalf

Date: 3 / 30 / 2022

✓ If Provided

	Site Plan Illustration
	Certificate of Insurance with City of Polk City named as certificate holder; general liability in the amount of \$2,000,000 per incident/\$3,000,000 aggregate
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OFFICIAL USE ONLY:

Department approvals:

Fire Chief: _____ Police Chief: _____

Public Works Director: _____ City Manager: _____



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

Permit # _____

Application Fee* **\$50**

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Contact Information:

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Contact Mailing Address:	114 W Broadway, Polk City, IA 50226
Contact Phone number:	515-802-0423
Contact Email Address:	jacob.duncalf@va.gov
Sponsor Organization: <small>*(if applicable)</small>	Polk City American Legion

Event Information:

Name of Event:	August Bike Night	Requested event location:	114 W Broadway Polk City, IA 50226
Event Date(s) & Time(s):	8-12-2022	Event Setup & Teardown: (dates & times)	5pm-9pm
Estimated Attendance:	50-100	Number of Vehicles:	50-100
Will Event Fee Be Charged?	Y or N No	Event Fee Amount: (if applicable)	NA
Product Sales on Site:	Y or N No	Amplified sounds: (a noise waiver may be required)	Y or N Yes
Tent and/or canopy:	Y or N or NA Qty. _____	Inflatables: (valid State of Iowa permit required)	Y or N or NA Qty. _____
Access to water:	Y or N Yes	Access to electricity:	Y or N Yes
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or N Yes	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	Y or N or NA Qty. _____
Street Closure:	Y or N or Yes Qty. _____	On Street Parking Closure:	Y or N or Yes Qty. _____

Event Description: (describe activities)

Bike night with 50-100 motorcycles. We will have a local band to provide background music. We will be selling burgers and hotdogs and will have outdoor beer sales. We request the street closure for social distancing and bike parking. We plan to use our own barriers.

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

NA

Barricades Required:	Qty. <u>0</u>	Security on site:	Y or N No
Traffic Control:	Y or N No	Emergency Services:	Y or N No

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Signature and Title of Applicant: Jacob Duncalf

Date: 3 / 30 / 2022

✓ If Provided

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Department approvals:

Fire Chief: _____ Police Chief: _____

Public Works Director: _____ City Manager: _____



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

Permit # _____

Application Fee* **\$50**

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Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Jacob Duncalf, Vice President American Legion Riders
Contact Mailing Address:	114 W Broadway, Polk City, IA 50226
Contact Phone number:	515-802-0423
Contact Email Address:	jacob.duncalf@va.gov
Sponsor Organization: <small>*(if applicable)</small>	Polk City American Legion

Event Information:

Name of Event:	September Bike Night	Requested event location:	114 W Broadway Polk City, IA 50226
Event Date(s) & Time(s):	9-9-2022	Event Setup & Teardown: (dates & times)	5pm-9pm
Estimated Attendance:	50-100	Number of Vehicles:	50-100
Will Event Fee Be Charged?	Y or N No	Event Fee Amount: (if applicable)	NA
Product Sales on Site:	Y or N No	Amplified sounds: (a noise waiver may be required)	Y or N Yes
Tent and/or canopy:	Y or N NA Qty. _____	Inflatables: (valid State of Iowa permit required)	Y or N NA Qty. _____
Access to water:	Y or N Yes	Access to electricity:	Y or N Yes
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or N Yes	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	Y or N NA Qty. _____
Street Closure:	Y or N Yes Qty. _____	On Street Parking Closure:	Y or N Yes Qty. _____

Event Description: (describe activities)

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

NA

Barricades Required:	Qty. <u>0</u>	Security on site:	Y or N No
Traffic Control:	Y or N No	Emergency Services:	Y or N No

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Signature and Title of Applicant: Jacob Duncalf

Date: 3 / 30 / 2022

✓ If Provided

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**APPLICATION FORM
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Special Events
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Permit # _____

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Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Jacob Duncalf, Vice President American Legion Riders
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Contact Phone number:	515-802-0423
Contact Email Address:	jacob.duncalf@va.gov
Sponsor Organization: <small>*(if applicable)</small>	Polk City American Legion

Event Information:

Name of Event:	Angels for Sam	Requested event location:	114 W Broadway Polk City, IA 50226
Event Date(s) & Time(s):	6-12-2022	Event Setup & Teardown: (dates & times)	11-2pm
Estimated Attendance:	50-100	Number of Vehicles:	50-100
Will Event Fee Be Charged?	Y or N No	Event Fee Amount: (if applicable)	NA
Product Sales on Site:	Y or N No	Amplified sounds: (a noise waiver may be required)	Y or N Yes
Tent and/or canopy:	Y or N NA Qty. _____	Inflatables: (valid State of Iowa permit required)	Y or N NA Qty. _____
Access to water:	Y or N Yes	Access to electricity:	Y or N Yes
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or N Yes	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	Y or N NA Qty. _____
Street Closure:	Y or N Yes Qty. _____	On Street Parking Closure:	Y or N Yes Qty. _____

Event Description: (describe activities)

Bike night with 50-100 motorcycles. This is a fund raiser for a local charity. We will be selling burgers and hotdogs and will have outdoor beer sales. We request the street closure for social distancing and bike parking. We plan to use our own barriers.

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

NA

Barricades Required:	Qty. <u>0</u>	Security on site:	Y or N No
Traffic Control:	Y or N Yes	Emergency Services:	Y or N No

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

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

Events serving alcohol will require Law Enforcement Officers to be on-site at each entrance/exit during said event and events interfering with non-participating vehicle traffic will require crowd/traffic control by a Law Enforcement Officer at each location. Applicant will be billed at a rate of \$50/hour per officer – minimum 3 hours.

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

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

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

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

Additional Remarks:

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

Signature and Title of Applicant: Jacob Duncalf

Date: 3 / 30 / 2022

✓ If Provided

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

OFFICIAL USE ONLY:

Department approvals:

Fire Chief: _____ Police Chief: _____

Public Works Director: _____ City Manager: _____



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

Permit # _____

Application Fee* **\$50**

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

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

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

Please check the following type of event:

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

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Jacob Duncalf, Vice President American Legion Riders
Contact Mailing Address:	114 W Broadway, Polk City, IA 50226
Contact Phone number:	515-802-0423
Contact Email Address:	jacob.duncalf@va.gov
Sponsor Organization: <small>*(if applicable)</small>	Polk City American Legion

Event Information:

Name of Event:	Sleeping Angels	Requested event location:	114 W Broadway Polk City, IA 50226
Event Date(s) & Time(s):	5-7-2022	Event Setup & Teardown: (dates & times)	11-2pm
Estimated Attendance:	50-100	Number of Vehicles:	50-100
Will Event Fee Be Charged?	Y or N No	Event Fee Amount: (if applicable)	NA
Product Sales on Site:	Y or N No	Amplified sounds: (a noise waiver may be required)	Y or N Yes
Tent and/or canopy:	Y or N NA Qty. _____	Inflatables: (valid State of Iowa permit required)	Y or N NA Qty. _____
Access to water:	Y or N Yes	Access to electricity:	Y or N Yes
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or N Yes	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	Y or N NA Qty. _____
Street Closure:	Y or N Yes Qty. _____	On Street Parking Closure:	Y or N Yes Qty. _____

Event Description: (describe activities)

Bike night with 50-100 motorcycles. This is a fund raiser for a local charity. We will be selling burgers and hotdogs and will have outdoor beer sales. We request the street closure for social distancing and bike parking. We plan to use our own barriers.

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

NA

Barricades Required:	Qty. <u>0</u>	Security on site:	Y or N No
Traffic Control:	Y or N No	Emergency Services:	Y or N No

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

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

Events serving alcohol will require Law Enforcement Officers to be on-site at each entrance/exit during said event and events interfering with non-participating vehicle traffic will require crowd/traffic control by a Law Enforcement Officer at each location. Applicant will be billed at a rate of \$50/hour per officer – minimum 3 hours.

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

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

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

Additional Remarks:

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

Signature and Title of Applicant: Jacob Duncalf

Date: 3 / 30 / 2022

✓ If Provided

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

OFFICIAL USE ONLY:

Department approvals:

Fire Chief: _____ Police Chief: _____

Public Works Director: _____ City Manager: _____

Polk City Water Department

Monthly Report

Month March

Year 2022

Total Water Pumped 11713579 Gallons
Monthly Daily Avg 377857 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** absent University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .6 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .83 mg/l Polk City Lab.
Fluoride in System- Monthly Average .58 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.22 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 2.90 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .68 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .84 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.76 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .04 mg/l Polk City Lab.
Iron System Water- Monthly Average .04 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .32 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .17 mg/l Polk City Lab.
Manganese System Water- Monthly Average .09 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.8 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.9 mg/l Polk City Lab.
pH System Water- Monthly Average 8.9 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa

City Council Agenda Communication

Date: April 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: FEH Design Services Proposal

BACKGROUND: For the City Council's consideration on Monday is a proposal from FEH for design services for the City Hall & Fire Station projects. This design services proposal will provide conceptals for both of the projects. FEH will go through a process of meeting with key staff members to determine some of the important needs for the project. They will also utilize the information that was previously provided for spacing through the Facility Needs Assessment.

This process will be high-level but will provide for some conceptual work to share with the public. After the design services is completed, the City would look to enter into agreement for full design services. Full design & construction services will range from approximately 12-15% of the total project cost. The timeline for construction of the 2 projects is unknown, and once we hire an architect to proceed with full design, we will have a better timeline for the project.

This proposal is an unbudgeted project, however, I don't believe a budget amendment needs to be completed for this project because of where our budget is for capital projects. The City has received some additional revenue for planned projects, which has reduced expenses for capital projects. The City will utilize LOST for this project. Construction of City Hall & Fire Station will be paid for by a combination of GO loans proceeds, LOST, and some general fund reserves.

ALTERNATIVES: Do not approve the proposal

FINANCIAL CONSIDERATIONS: \$49,500

RECOMMENDATION: It is my recommendation that the Council approve the proposal from FEH, with a do not exceed amount of \$49,500.

February 23, 2022

Polk City City Hall
 Attn: Chelsea Huisman
 112 S 3rd St
 Polk City, IA 50226

RE: PROFESSIONAL SERVICES FOR NEW CITY HALL FACILITY AND EXISTING FIRE DEPARTMENT BUILDING RENOVATION

Dear Chelsea,

We are pleased to submit this proposal for professional services. We are very excited about the opportunity to work with you and your community on these significant projects. Based on our initial conversations, research of the City's Master Plan and previous experience with similar projects, we have developed an outline Scope of Work and assembled a team of professionals to address the necessary phases of this project.

Following in this proposal is information about our approach to the project, the anticipated Scope of Work, and the corresponding professional fees.

PROJECT OBJECTIVES

It is our understanding that the City of Polk City is interested in proceeding with development of two separate City facilities: their City Hall and the Fire Department.

The existing City Hall facility is located within a renovated historic school building on the southern corner of the City Square. As the City continues to grow, so does the need for City Staff, and the current building space has been maximized so the need for a new facility has been determined the best course of action. The City intends to construct a new City Hall facility in a parcel of land they have acquired across the street from the existing City Hall.

The existing Fire Department building is located directly adjacent to the existing City Hall facility. The Fire Dept spaces are spread across two stories with the Chief's Office, Report Room, and shared Restrooms on the Main Level and Day Room, Training Room, Kitchen, Sleeping Room, and Storage Rooms located in the Upper Level. Located within the Fire Department building is a Community Room space, which in later developments of the City Master Plan will be located within a different City building. The Fire Department is planning to renovate their existing facility and incorporate the Community Center space into their facility allowing for better access between all Fire Department rooms; ultimately resulting in faster and safer response times.

The objective of this project is to create a Schematic Design and initial Cost Opinion for both projects.

PROJECT TEAM

We propose to utilize our in-house design team, as well as a Civil Engineering consultant, to complete the work within the scope of services.

Architecture	FEH Design
Interior Design	FEH Design
Civil Engineering	Snyder & Associates

SCOPE OF SERVICES

To meet the objectives identified above, we propose the following scope of services:

1. Existing Facility Documentation
 - a. Survey of existing building conditions
 - b. Review of existing building drawings provided by City
 - c. Creation of existing Fire Department Revit Model
2. Master Plan Program Verification
 - a. Review of current City Master Plan produced by Shive Hattery
 - b. Interviews with pertinent City Staff to determine new City Hall & Fire Department needs
 - c. Verification of Space Needs Programs within Master Plan
 - d. Production of revised Space Needs Programs
3. Spark Session
 - a. 2-Day On-Site Design Workshop
 - i. Development of Conceptual Plans for new City Hall
 - ii. Development of Conceptual Plans for Fire Department Renovation
 - iii. Development of Conceptual Cost Opinion
 - iv. Production of Spark Session Booklet which contains all Agendas, Sign-In Sheets, Space Needs Programs, Meeting Notes, Conceptual Drawings, Conceptual Cost Opinion, Project Summary
4. Schematic Design
 - a. Integration of Conceptual Designs of projects into Revit Models
 - b. Integration of required revisions based on Owner feedback
 - c. Production of Drawing Sets for both new City Hall facility and Fire Department renovation.
 - d. Production of schematic Rendering images of both new City Hall and Fire Department

It is the intention of the City of Polk City and the Architect to continue working together through the completion of the construction of both facilities. Final agreements will be developed between the Owner and the Architect to cover the final design and construction phases of the projects upon the completion of these first phases.

SERVICES NOT INCLUDED IN THIS PROPOSAL

The following services can be added to this proposal as negotiated additional services, but at this time they are not included in this proposal:

1. Site Surveys
2. Advertising for Bids
3. Mechanical & Electrical Engineering Services
4. Plumbing & Piping Design
5. Technology/Communications Design
6. Fire Protection Engineering
7. Soil Borings and test results
8. As-built drawings
9. Life cycle cost study
10. Furniture bidding/procurement
11. 3-D CADD animation

It is recommended by FEH DESIGN that the Owner/City procure Site Surveys for both the new City Hall building site as well as the existing Fire Department under separate contract and provide these documents to FEH DESIGN for completion of their work.

APPROVALS

Design work completed for project to be reviewed/approved by designated Polk City representatives.

SCHEDULE

Work will begin upon execution of this agreement and will proceed promptly through the design process.

COMPENSATION

FEH Design proposes to provide the above outlined design services as follows:

Phases will be completed on a Lump Sum basis for a total of

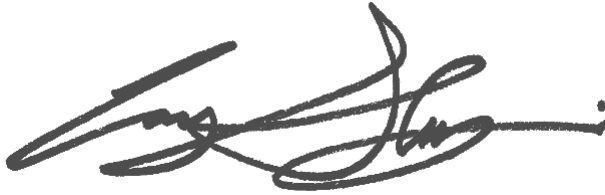
FEH Design:	\$48,000
Snyder & Associates:	\$ 1,500
Total:	\$49,500

Miscellaneous reimbursable expenses will be charged at cost in addition to the professional fees identified above.

AUTHORIZATION

Thank you for giving us the opportunity to submit this Proposal for Professional Services. Should you find our proposal acceptable, please sign and return to our office to serve as our authorization to proceed.

Sincerely,



Cory W. Sharp, AIA, Principal

APPROVED BY City of Polk City, IA

Signature

Title

Date



City of Polk City, Iowa City Council Agenda Communication

Date: April 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Set public hearing for Amendment to the City 5-year CIP Plan (CIP)

The City Council approved a 5-year CIP on September 14, 2020. Most of the projects outlined in the first 2 years have been completed, however, some adjustments need to be made to the plan, as priorities have changed, and projects have been moved to different years. To adjust the CIP and reflect the City's priority projects we need to amend the City's CIP. I recommend the City Council set a public hearing for April 25, 2022 to amend the City's CIP.

The CIP included both projects and equipment. During this unique economic time, some of the pricing has significantly changed for projects and equipment. I will reflect new cost opinions and pricing for the projects that we have price changes for. Below is a summary of the last 2 fiscal years & status for the upcoming fiscal year, 2022-2023.

CIP Projects:

FY2020-2021: The following projects were prioritized:

1. Town Square Parking lot study-not completed, budgeted in FY2021-2022
2. Trail Study-Town Center (Trail)-project completed
3. Facility Needs Assessment-project completed
4. 2020 Street Repair project-project completed
5. HMA Overlay Project 2020-project completed

FY2021-2022: The following projects were prioritized:

1. Inflow/Infiltration Study-project in process, will be completed this year
2. W. Bridge Road Water Main Loop-project in process, will be completed this year
3. New Water Well-project not completed, status of project unknown
4. North Trunk Sewer Study-project in process, will be completed this year
5. Lost Lakes Park-project in process, will be completed this year

FY2022-2023: The following projects were prioritized:

1. N. 3rd Street Trail connection to outer city limits-budgeted for July 1, 2022
2. Regional Park Facility-Not budgeted for
3. City Hall Parking lot-budgeted for July 1, 2022

4. Eastside Water Tower Project with DMWW-Not budgeted for
5. Northeast Trunk Sewer study-budgeted for July 1, 2022
6. Property Purchase 214 3rd Street-project completed
7. Water Tower Painting-Not budgeted for

Proposed adjustments to projects 5-year CIP:

I recommend making the following changes to the CIP, based on past meetings with the City Council. I am not proposing the amendment include changes to the FY2020-2021 (1st year of the City 5-year CIP). The projects below are changes only, and if the project is not listed, the project remains un-changed in the CIP.

FY2021-2022:

Town Square Parking study (Project #4)-Project moved to FY21/22.

New Water Well (Project #38)-Remove project from the City's CIP. With Regionalization efforts, this does not seem to be a good investment for the community. We have discussed that the City did borrow funds for the project in 2021. Unfortunately, the roundabout project is over-budget from the original Engineer's estimate, however, with the removal of this project, the funds borrowed for this project can be used for the round-about overage costs.

Roundabout Project at N. 3rd Street & E. Vista Lake Drive (new Project #42)-Add project to the CIP for FY2021-2022. Construction for this project has begun. This project was not a planned for project in the City's CIP and we should add it. The project is already reflected in both FY22 & FY23 budgets.

W. Bridge Road Water Main loop (Project #37)-Adjust cost for project. Material costs have significantly increased, and the new cost estimate for this project is \$72,140.

FY2022-2023:

Regional Park Facility (Project #9)- The Regional Park project is not included in the FY22-23 budget. I would recommend we move this project to FY23-24. This project is a large-scale project, and the City Council needs to have further discussions on what priorities remain for the project to be completed.

Eastside Water Tower Project with DMWW (Project #36)- The water tower project is not included in the FY22-23 budget. The city is behind schedule on this project. I would expect engineering may begin on the project in FY23, however, construction will more than likely occur in FY23-24. I recommend we move this project to FY23-24.

Water Tower Painting (Project #41)- This project will need to coincide with the completion of the water tower construction. In order to paint the existing water tower and clean it out, we will need to take it off-line. This project will also need to be moved to FY23-24.

City Hall/Police/Fire Station Rebuilding/Remodel (Project #2)- This project is in the FY22-23 budget. The current plan involves building a new City Hall, remodeling the Fire Station, and purchasing land for a future Police Station. I recommend we amend the CIP to reflect this change. This project was originally planned to occur in FY24-25.

2022 Street Repair Project (Project #30)- This project is identified in the FY22-23 budget. This project should be an ongoing project and was not recognized as one when the City completed the 5-year CIP. I recommend we add this project to the CIP. We will also plan to add future years of the Street Repair project.

N. 3rd Street Trail connection to outer city limits (Phase 2) (Project #15)- The City has received \$75,000 in grant funds for the project. I have increased the cost of the project \$570,000 from \$495,000 to reflect the grant funding.

FY2023-2024:

High Trestle Trail connector construction (Phase 3) (Project #16)- This project remains in the CIP, however, since this is a project Polk County will be constructing, I removed it from the City's project totals. This will still show the priority, however, will not be included in the City's total cost for projects.

2023 Street Repair Project (Project #30)- This project should be an ongoing project and was not recognized as one when the City completed the 5-year CIP.

FY2024-2025:

2024 Street Repair Project (Project #30)- This project should be an ongoing project and was not recognized as one when the City completed the 5-year CIP.

CIP Equipment purchases:

FY2020-2021: The following equipment purchases were prioritized:

1. Police New vehicle lease #22-project not completed, 1st payment due in FY22, instead of FY21
2. Police New server migration & body camera implementation-project complete
3. Police New purchase #20 Charger-project complete
4. Fire New Cot Power load-project complete
5. Public Works Trash pump replacement-project complete
6. Public Works snow blower replacement-project not complete; project moved to FY24

7. Public Works new UTV (Public Works received police UTV & police/parks purchased new)-project complete
8. Public Works F-350 replacement (2008)-project complete

FY2021-2022: The following equipment purchases were prioritized:

1. Police New vehicle lease #22-project complete
2. Police New evidence/processing video cameras-project not completed, status of project unknown
3. Police bullet proof vests replacement-project complete
4. Police New purchase #20 Charger (Chief vehicle) buyout-project complete
5. Fire mobile computer replacement-project not completed, status of project unknown
6. Fire bunker gear replacement-project complete
7. Parks New 15 passenger van-project complete
8. Public Works John Deere 3720 Replacement (2006)-project complete
9. Public Works soil reliever replacement (2007)-project not completed, project moved to FY24
10. Public Works John Deere Mower replacement (1985)-project not completed, status of project unknown
11. Public Works Tractor tiller replacement (2005)-project complete
12. Public Works Tractor brush cutter replacement (2005)-project complete
13. Public Works John Deere Snow blower replacement (2000)-project complete
14. Public Works bobcat auger replacement-project complete

FY2022-2023: The following equipment purchases were prioritized:

1. Police New vehicle lease #22-project budgeted for July 1, 2023
2. Police New purchase #20 Charger (Chief vehicle) buyout-project in process
3. Fire c461 replacement-project budgeted for July 1, 2023
4. Fire New ambulance cots-project in process
5. Fire mobile computer M58 replacement-project not budgeted for, status of project unknown
6. Fire lifepak Cardiac monitors replacement-project budgeted for July 1, 2023
7. Public Works single axle Dump truck replacement (2008)-project budgeted for July 1, 2023
8. Public Works case endloader (2009) + Plow and wing replacement-project budgeted for July 1, 2023
9. Public Works F-350 Pickup replacement (2012)-project budgeted for July 1, 2023

Proposed adjustments equipment 5-year CIP:

I recommend making the following changes to the City's 5-year CIP for equipment.

FY2021-2022:

1. **Police Vehicle #22 Silverado (Project #1)**- This project is for the new police truck that was purchased in FY21. Payments across the next 4 years are now reflected in the CIP.
2. **Police New evidence/processing video cameras (project #3)**- REMOVE
3. **Police Purchase #20 Charger (Chief vehicle) buyout (project #5)**- This project will be completed. The City was awarded some alternative revenue to help finalize this purchase.
4. **Police vehicle #21 & #24 (Project #6)**- This project is for an existing lease agreement, where payments were not included in the CIP for FY22 & 23. We have made payment for FY22 and reflected the change in the FY23 budget.
5. **Police vehicle #25 Keltek Lease and replacement (Project #7)**- This lease agreement is for the Durango, and 2 lease payments were left out of the CIP-FY22 & FY23. We expect to replace this vehicle in FY24 with a new lease agreement.
6. **Fire Mobile Computer M4 Replacement (Project #18)**-REMOVE
7. **Fire Bunker Gear (Project #15)**- This project is complete, however, the price was adjusted to \$56,000.
8. **Fire New ambulance cots (project #16)**- This project is in process for FY21-22, instead of FY22-23. The City was awarded some alternative revenue, and has moved this project up one year, with no plans to budget for the project in FY22-23.
9. **Public Works John Deere 3720 Replacement (Project #39)**- This project is complete, and was a priority that needed to be adjusted in the CIP. Instead of completing projects #40 & #41 this was completed instead.
10. **Public Works Street sweeper (new project #70)**-Add project to the CIP for FY2021-2022. The City purchased this equipment in FY21-22.

FY2022-2023:

1. **Police #26 Ruan Lease (Project #12)**- This project is for the new Police SUV lease agreement. This includes 4 years of lease payments to Ruan.
2. **Fire Mobile Computer M4 Replacement (Project #21)**-REMOVE
3. **Public Works Single Axle Dump Truck Replacement (Project #46)**- Price adjustment
4. **Public Works Case Endloader & Plow replacement (Project #47)**- Price adjustment
5. **Public Works NEW SUV (New Project #71)**- This is for the new SUV Ford Edge. This project was in replacement of a pick-up truck.

FY2023-2024:

1. **Police Vehicle #20 Return (Project #5)**-REMOVE
2. **Police Handgun replacement (Project #8)**- Project moved to FY25
3. **Police Vehicle #22 replacement (Project #9)**- Police vehicle replaced, which was not originally reflected in the City's CIP.

4. **Public Works Soil Reliever Replacement & John Deere Mower Replacement (Project #40 & Project #41)**- Projects combined into 1 project, and moved to FY24.
5. **Public Works F-450 Pickup Replacement (Project #48)**- Project prioritized and moved into FY24.
Several other projects have been removed from this Fiscal Year in order for this pick-up to be replaced.
6. **Public Works Bobcat S750 Replacement (Project #49)**-REMOVE
7. **Public Works New John Deere Zero Turn Mower (Project #50)**-REMOVE
8. **Public Works John Deere Front-Mount mower Replacement (Project #51)**-REMOVE
9. **Public Works Mosquito Sprayer Replacement (Project #52)**-REMOVE
10. **Public Works Bobcat Street broom with curb attachment (Project #54)**- REMOVE
11. **Public Works F-350 Pickup Replacement (Project #69)**-Project moved into CIP FY24.

FY2024-2025:

1. **Public Works Bobcat concrete breaker (Project #53)**-REMOVE
2. **Public Works Bobcat landplane replacement (Project #54)**-REMOVE
3. **Public Works Grapple Bucket replacement (Project #56)**- Project prioritized for FY25 & moved for the CIP
4. **Public Works F-350 Pick-up replacement (Project #57)**- Project prioritized for FY25 & moved for the CIP
5. **Public Works NEW mini excavator (NEW Project #72)**- Project prioritized for FY25 & moved for the CIP

CITY OF POLK CITY, IOWA

CAPITAL IMPROVEMENTS PLAN
(CIP)
2020-2025



Mayor

[Jason Morse 2014-2021](#)
[Steve Karsjen 2022-2026](#)

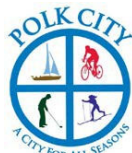
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City Council

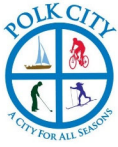
Ron Anderson Dave Dvorak
Rob Sarchet Mandy Vogel
Jeff Walters

City Manager

Chelsea Huisman



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City of Polk City, Iowa
City Council Agenda Communication

Date: April 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Set public hearing for Amendment to the City 5-year CIP Plan (CIP)

The City Council approved a 5-year CIP on September 14, 2020. Most of the projects outlined in the first 2 years have been completed, however, some adjustments need to be made to the plan, as priorities have changed, and projects have been moved to different years. To adjust the CIP and reflect the City's priority projects we need to amend the City's CIP. I recommend the City Council set a public hearing for April 25, 2022 to amend the City's CIP.

The CIP included both projects and equipment. During this unique economic time, some of the pricing has significantly changed for projects and equipment. I will reflect new cost opinions and pricing for the projects that we have price changes for. Below is a summary of the last 2 fiscal years & status for the upcoming fiscal year, 2022-2023.

CIP Projects:

FY2020-2021: The following projects were prioritized:

1. Town Square Parking lot study-not completed, budgeted in FY2021-2022
2. Trail Study-Town Center (Trail)-project completed
3. Facility Needs Assessment-project completed
4. 2020 Street Repair project-project completed
5. HMA Overlay Project 2020-project completed

FY2021-2022: The following projects were prioritized:

1. Inflow/Infiltration Study-project in process, will be completed this year
2. W. Bridge Road Water Main Loop-project in process, will be completed this year
3. New Water Well-project not completed, status of project unknown
4. North Trunk Sewer Study-project in process, will be completed this year
5. Lost Lakes Park-project in process, will be completed this year

FY2022-2023: The following projects were prioritized:

1. N. 3rd Street Trail connection to outer city limits-budgeted for July 1, 2022
2. Regional Park Facility-Not budgeted for
3. City Hall Parking lot-budgeted for July 1, 2022
4. Eastside Water Tower Project with DMWW-Not budgeted for
5. Northeast Trunk Sewer study-budgeted for July 1, 2022
6. Property Purchase 214 3rd Street-project completed
7. Water Tower Painting-Not budgeted for

Proposed adjustments to projects 5-year CIP:

I recommend making the following changes to the CIP, based on past meetings with the City Council. I am not proposing the amendment include changes to the FY2020-2021 (1st year of the City 5-year CIP). The projects below are changes only, and if the project is not listed, the project remains un-changed in the CIP.

FY2021-2022:

Town Square Parking study (Project #4)-Project moved to FY21/22.

New Water Well (Project #38)-Remove project from the City's CIP. With Regionalization efforts, this does not seem to be a good investment for the community. We have discussed that the City did borrow funds for the project in 2021. Unfortunately, the roundabout project is over-budget from the original Engineer's estimate, however, with the removal of this project, the funds borrowed for this project can be used for the round-about overage costs.

Roundabout Project at N. 3rd Street & E. Vista Lake Drive (new Project #42)-Add project to the CIP for FY2021-2022. Construction for this project has begun. This project was not a planned for project in the City's CIP and we should add it. The project is already reflected in both FY22 & FY23 budgets.

W. Bridge Road Water Main loop (Project #37)-Adjust cost for project. Material costs have significantly increased, and the new cost estimate for this project is \$72,140.

FY2022-2023:

Regional Park Facility (Project #9)- The Regional Park project is not included in the FY22-23 budget. I would recommend we move this project to FY23-24. This project is a large-scale project, and the City Council needs to have further discussions on what priorities remain for the project to be completed.

Eastside Water Tower Project with DMWW (Project #36)- The water tower project is not included in the FY22-23 budget. The city is behind schedule on this project. I would expect engineering may begin on the project in FY23, however, construction will more than likely occur in FY23-24. I recommend we move this project to FY23-24.

Water Tower Painting (Project #41)- This project will need to coincide with the completion of the water tower construction. In order to paint the existing water tower and clean it out, we will need to take it off-line. This project will also need to be moved to FY23-24.

City Hall/Police/Fire Station Rebuilding/Remodel (Project #2)- This project is in the FY22-23 budget. The current plan involves building a new City Hall, remodeling the Fire Station, and purchasing land for a future Police Station. I recommend we amend the CIP to reflect this change. This project was originally planned to occur in FY24-25.

2022 Street Repair Project (Project #30)- This project is identified in the FY22-23 budget. This project should be an ongoing project and was not recognized as one when the City completed the 5-year CIP. I recommend we add this project to the CIP. We will also plan to add future years of the Street Repair project.

N. 3rd Street Trail connection to outer city limits (Phase 2) (Project #15)- The City has received \$75,000 in grant funds for the project. I have increased the cost of the project \$570,000 from \$495,000 to reflect the grant funding.

FY2023-2024:

High Trestle Trail connector construction (Phase 3) (Project #16)- This project remains in the CIP, however, since this is a project Polk County will be constructing, I removed it from the City's project totals. This will still show the priority, however, will not be included in the City's total cost for projects.

2023 Street Repair Project (Project #30)- This project should be an ongoing project and was not recognized as one when the City completed the 5-year CIP.

FY2024-2025:

2024 Street Repair Project (Project #30)- This project should be an ongoing project and was not recognized as one when the City completed the 5-year CIP.

CIP Equipment purchases:

FY2020-2021: The following equipment purchases were prioritized:

1. Police New vehicle lease #22-project not completed, 1st payment due in FY22, instead of FY21
2. Police New server migration & body camera implementation-project complete
3. Police New purchase #20 Charger-project complete
4. Fire New Cot Power load-project complete
5. Public Works Trash pump replacement-project complete
6. Public Works snow blower replacement-project not complete: project moved to FY24
7. Public Works new UTV (Public Works received police UTV & police/parks purchased new)-project complete
8. Public Works F-350 replacement (2008)-project complete

FY2021-2022: The following equipment purchases were prioritized:

1. Police New vehicle lease #22-project complete
2. Police New evidence/processing video cameras-project not completed, status of project unknown
3. Police bullet proof vests replacement-project complete
4. Police New purchase #20 Charger (Chief vehicle) buyout-project complete
5. Fire mobile computer replacement-project not completed, status of project unknown
6. Fire bunker gear replacement-project complete
7. Parks New 15 passenger van-project complete
8. Public Works John Deere 3720 Replacement (2006)-project complete
9. Public Works soil reliever replacement (2007)-project not completed, project moved to FY24
10. Public Works John Deere Mower replacement (1985)-project not completed, status of project unknown
11. Public Works Tractor tiller replacement (2005)-project complete
12. Public Works Tractor brush cutter replacement (2005)-project complete
13. Public Works John Deere Snow blower replacement (2000)-project complete
14. Public Works bobcat auger replacement-project complete

FY2022-2023: The following equipment purchases were prioritized:

1. Police New vehicle lease #22-project budgeted for July 1, 2023
2. Police New purchase #20 Charger (Chief vehicle) buyout-project in process
3. Fire c461 replacement-project budgeted for July 1, 2023
4. Fire New ambulance cots-project in process
5. Fire mobile computer M58 replacement-project not budgeted for, status of project unknown
6. Fire lifepak Cardiac monitors replacement-project budgeted for July 1, 2023
7. Public Works single axle Dump truck replacement (2008)-project budgeted for July 1, 2023
8. Public Works case endloader (2009) + Plow and wing replacement-project budgeted for July 1, 2023
9. Public Works F-350 Pickup replacement (2012)-project budgeted for July 1, 2023

Proposed adjustments equipment 5-year CIP:

I recommend making the following changes to the City's 5-year CIP for equipment.

FY2021-2022:

1. Police Vehicle #22 Silverado (Project #1)- This project is for the new police truck that was purchased in FY21. Payments across the next 4 years are now reflected in the CIP.
2. Police New evidence/processing video cameras (project #3)- REMOVE
3. Police Purchase #20 Charger (Chief vehicle) buyout (project #5)- This project will be completed. The City was awarded some alternative revenue to help finalize this purchase.

4. Police vehicle #21 & #24 (Project #6)- This project is for an existing lease agreement, where payments were not included in the CIP for FY22 & 23. We have made payment for FY22 and reflected the change in the FY23 budget.
5. Police vehicle #25 Keltek Lease and replacement (Project #7)- This lease agreement is for the Durango, and 2 lease payments were left out of the CIP-FY22 & FY23. We expect to replace this vehicle in FY24 with a new lease agreement.
6. Fire Mobile Computer M4 Replacement (Project #18)-REMOVE
7. Fire Bunker Gear (Project #15)- This project is complete, however, the price was adjusted to \$56,000.
8. Fire New ambulance cots (project #16)- This project is in process for FY21-22, instead of FY22-23. The City was awarded some alternative revenue, and has moved this project up one year, with no plans to budget for the project in FY22-23.
9. Public Works John Deere 3720 Replacement (Project #39)- This project is complete, and was a priority that needed to be adjusted in the CIP. Instead of completing projects #40 & #41 this was completed instead.
10. Public Works Street sweeper (new project #70)-Add project to the CIP for FY2021-2022. The City purchased this equipment in FY21-22.

FY2022-2023:

1. Police #26 Ruan Lease (Project #12)- This project is for the new Police SUV lease agreement. This includes 4 years of lease payments to Ruan.
2. Fire Mobile Computer M4 Replacement (Project #21)-REMOVE
3. Public Works Single Axle Dump Truck Replacement (Project #46)- Price adjustment
4. Public Works Case Endloader & Plow replacement (Project #47)- Price adjustment
5. Public Works NEW SUV (New Project #71)- This is for the new SUV Ford Edge. This project was in replacement of a pick-up truck.

FY2023-2024:

1. Police Vehicle #20 Return (Project #5)-REMOVE
2. Police Handgun replacement (Project #8)- Project moved to FY25
3. Police Vehicle #22 replacement (Project #9)- Police vehicle replaced, which was not originally reflected in the City's CIP.
4. Public Works Soil Reliever Replacement & John Deere Mower Replacement (Project #40 & Project #41)- Projects combined into 1 project, and moved to FY24.
5. Public Works F-450 Pickup Replacement (Project #48)- Project prioritized and moved into FY24. Several other projects have been removed from this Fiscal Year in order for this pick-up to be replaced.
6. Public Works Bobcat S750 Replacement (Project #49)-REMOVE
7. Public Works New John Deere Zero Turn Mower (Project #50)-REMOVE
8. Public Works John Deere Front-Mount mower Replacement (Project #51)-REMOVE
9. Public Works Mosquito Sprayer Replacement (Project #52)-REMOVE
10. Public Works Bobcat Street broom with curb attachment (Project #54)- REMOVE
11. Public Works F-350 Pickup Replacement (Project #69)-Project moved into CIP FY24.

FY2024-2025:

1. Public Works Bobcat concrete breaker (Project #53)-REMOVE
2. Public Works Bobcat landplane replacement (Project #54)-REMOVE
3. Public Works Grapple Bucket replacement (Project #56)- Project prioritized for FY25 & moved for the CIP
4. Public Works F-350 Pick-up replacement (Project #57)- Project prioritized for FY25 & moved for the CIP
5. Public Works NEW mini excavator (NEW Project #72)- Project prioritized for FY25 & moved for the CIP



City of Polk City, Iowa Capital Improvement Plan

Date: August 24, 2020
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: 5-year Capital Improvement Plan (CIP)

1. General Overview and Introduction

A. INTRODUCTION

The Mayor and City Council requested that a Capital Improvement Plan (CIP) for future capital projects in Polk City be implemented. The main components of a CIP are to identify the projects and estimated costs of each project and devise a way to pay for these projects over a period of years.

A CIP is a tool for the scheduling, planning, and financing of large-scale projects and equipment purchases. A CIP provides the elected officials, city staff and the citizens with a list of the future projects that the City plans to complete over a period of 5 years. With that being said, it is not a plan that is definite, and it can be revised at any time. The adoption of a CIP does not obligate the City to take any course of authorization. It does not obligate the current or any future City Council to complete a project. The main focus is when a project or purchase may be completed and how it will be paid for. The final decision will be decided by the City Council during the preparation of the annual city budget and the actual award of a contract to complete any given project.

The City Council has set a Public Hearing for the proposed CIP on September 14, 2020 at 6pm. Comments are welcomed and encouraged from the public. Questions and comments may be sent to jgibbons@polkcityia.gov prior to 5pm on September 14, 2020.

After Polk City's CIP is adopted, we will review and possibly amend each year. Completed projects will be checked off the City's list. New projects may be added to the CIP. Some projects may change in scope or cost.

B. PHASE I-IDENTIFICATION OF POTENTIAL PROJECTS

The City began the CIP by identifying all projects and equipment purchases. The elected officials and city staff identified 41 capital projects and 69 equipment purchases. While acknowledged early on that the City does not have the capability of completing all projects identified, it is a good exercise for the City to identify the long-term infrastructure needs in Polk City.

The City Council held its first work session related to the 5-year CIP on May 11, 2020. At that work session, a list of all projects was reviewed and discussed. The Mayor and City Council were directed to individually grade each project prior to the upcoming work session. Each elected official participated in the exercise and submitted rankings to the City Manager.

A complete list of the projects and equipment are attached as Exhibit A and is located at the back of this plan.

C. PHASE II-RANKING OF CAPITAL PROJECTS

The second phase of the CIP process involved the ranking of the proposed projects. Once each elected official graded the 41 listed projects, a ranking was designated to each project. The following A to F grades were used by the elected officials when rating a particular project:

- An "A" (4 points) ranking determines this is a very high priority project
- A "B" (3 points) ranking determines this is a high priority project
- A "C" (2 points) ranking determines this is a moderate priority project
- A "D" (1 point) ranking would indicate that this project should be postponed to some date beyond
- An "F" (0 points) ranking indicates that you are not interested in completing this project

The projects were then ranked accordingly. A project could receive anywhere from 0-24 points. A perfectly scored project, 24 points, would be graded "A" amongst 6 elected officials. The rankings were tabulated and discussed at the work session on June 8, 2020. All projects were placed accordingly into their respective years, and some project adjustments were made by the City Council.

A complete list of the project rankings is attached as Exhibit B and is located at the back of this plan.

D. POTENTIAL SOURCES OF FUNDING FOR CAPITAL PROJECTS

The City has multiple sources of revenue and means of accomplishing the capital projects and equipment purchases identified in this Capital Improvement Plan. Listed below is an overview of the sources of revenue the City will be utilizing to implement these projects:

1. *General Obligation Loans*-The City currently has 3 outstanding General Obligation loans (G.O. 2014 sewer improvements, G.O. 2018 water improvements, and 2020 G.O. 2020 asphalt overlay street project). Many cities utilize GO loans to pay for capital projects. The main restriction regarding general obligation is the amount borrowed cannot exceed the City's constitutional debt limit. A city's constitutional debt limit is 5% of all their taxable valuations. A City can borrow the full amount of their debt limit, however, for good financial planning I would recommend at a maximum we try to stay somewhere between 75%-80% to allow for emergency purposes.

It is also important to note that the City also has 10 Tax Increment Financing (TIF) rebate agreements. Each agreement does count against the City's constitutional debt limit, however, it is important to note that because the Council annually appropriates those agreements (meaning that the Council has to agree to pay each year) that only the annual dollar amount counts against the City's constitutional debt limit.

This proposed CIP includes borrowing for General Obligation bonds for 4 Capital Improvement projects in the following years:

- 2020-2021 Project #33 HMA Overlay street project-total amount borrowed: \$1,750,000
- 2022-2023 Project #9 Regional Park Facility (financing for this project also includes grant funding and General Fund cash) & Project #15 N. 3rd Street trail connection to outer city limits-total amount borrowed: \$2,184,000
- 2023-2024 Project #14 N. 3rd Street trail and intersection alignment at Northside Dr- total amount borrowed: \$1,227,000
- 2024-2025 Project #2 City Hall/Fire Station/Police rebuild/remodel-total amount borrowed: \$2,000,000

2. *General Fund*-The City has the option of financing some of the less expensive projects with money from the General Fund. The largest revenue source for the General Fund is property taxes.

This proposed CIP includes utilizing General Fund money for the following projects:

- 2020-2021 Project #4 Town Square Parking Study
- 2020-2021 Project #17 Trail Study-Town Center
- 2020-2021 Project #1 Facility Needs Assessment
- 2020-2021 Project #30 2020 Street repair project
- 2022-2023 Project #9 Regional Park Facility (financing for this project also includes grant funding and GO Loan)

- 2024-2025 Project #29 Sump Pump collector lines (Option for special assessment)
- 2024-2025 Project #21 North Broadway sidewalks (Option for special assessment)

3. *Sanitary Sewer and Water Revenue Loans*-The City can issue sanitary sewer revenue and water revenue bonds or loans to finance sewer and water capital projects. To repay back these loans, the City pledges sanitary sewer or water user fee revenues to pay back these loans. Revenue loans do not count against the City’s constitutional debt limit. They are a great source of borrowing for some of those larger projects for the sanitary sewer or water systems.

This proposed CIP includes borrowing for water revenues bonds for 2 capital improvement projects, slated to occur in the same year:

- 2022-2023 Project #36 Eastside Water Tower project with Des Moines Water Works & Project #41 Water Tower Painting-total amount borrowed \$2,404,800

4. *Enterprise Funds (Water & Sewer)*- The City has the option of financing some of the less expensive projects with money from the water or sewer fund, or in other words utilizing money from the water or sewer operating budget. The revenue for both funds comes from user fees.

This proposed CIP includes utilizing Water money for the following projects:

- 2021-2022 Project #37 W. Bridge Road water main loop
- 2021-2022 Project #38 New water well

This proposed CIP includes utilizing Sewer money for the following projects:

- 2021-2022 Project #26 Inflow/Infiltration study
- 2021-2022 Project #23 North trunk sewer study
- 2022-2023 Project #24 Northeast trunk sewer study
- 2023-2024 Project #27 Parker Lift station upgrade
- 2024-2025 Project #28 TCI Lift station upgrade

5. *Road Use Tax*-The City does receive RUT money. Some of the less expensive projects (equipment purchases) could be financed from this fund.

This proposed CIP includes utilizing RUT for one project:

- 2023-2024 Project #35 WhiteTail Parkway Corridor Study

6. *Grants*-The City should consider grant programs for some capital projects. Some of the proposed grants include Enhance Iowa CAT (Community Attraction and Tourism), Resource Enhancement

and Protection Grant (REAP), Land and Water Conservation Fund (LWCF), Revitalize Iowa's Sound Economy (RISE), Surface Transportation Block Grant (STBG), and Surface Transportation Program (TAP). There are other smaller grant programs available, however, this grant list is comprised of the larger opportunities available for funding.

The City will apply for any grant opportunities available for projects outlined in this CIP. One of the benefits of having a CIP in place is it sets guidelines for the city staff to apply for possible grant opportunities. This project utilizes grant funding for 2 projects:

- 2022-2023 Project #9 Regional Park Facility-estimated \$2,000,000 in grants/private donations
- 2023-2024 Project #14 N. 3rd Street Trail and intersection alignment at Northside Dr.-STBG awarded \$393,000

7. *Donations*-It is common for cities to receive donations for library related projects, park improvements, trails, fire department and police department equipment and building updates/remodels. These contributions can be individual, service clubs, gaming establishments, and corporations within the community.
8. *Local Option Sales Tax*-The voters of Polk City approved local option sales tax in 1985. The City Council at the time adopted a resolution which stated that LOST would be used for the following:
 - a. *50% Property Tax Relief*
 - b. *50% General Purpose*

Since the resolution states that 50% of the LOST will be used for property tax relief, the City can allocate this revenue for any public purpose in the General Fund. For example, it could be used for general operating expenses, such as salaries.

For this proposed CIP, we will spend 50% on general fund activities, and 50% for projects outlined in the plan. Those projects include:

- 2021-2022 Project #11 Lost Lakes Park-Phase II
- 2022-2023 Project #3 City Hall Parking lot
- 2022-2023 Project #15 N. 3rd Street Trail connection to outer city limits (\$380,000 LOST, remainder paid with GO Loan)
- 2023-2024 Project #18 West Bridge Road trail gap at Van Dorn property
- 2023-2024 Project #32 Van Dorn/3rd Street Intersection improvements
- 2023-2024 Project #34 East Broadway Street improvements

- 2024-2025 Project #19 West Bridge trail-Parker to Neal Smith Trail
- 2024-2025 Project #10 Twelve Oaks Parks-Phase II

9. *Low to Moderate Income (LMI) money-* Under the Code of Iowa, the City is required by law to set-aside a percentage of money to be used for low to moderate income families when TIF incentives are given to a residential developer. That percentage in Polk County is 39% in FY20-21. The City has incurred a large amount of LMI money over the years and has incorporated spending a portion of that to finance projects that benefit residential properties that meet the requirements. The LMI rate in Polk City is currently 28%. The City can utilize 28% of LMI money on critical infrastructure needs for the water and sewer utility. These projects include:

- 2021-2022 Project #37 W. Bridge Road water main loop
- 2021-2022 Project #38 New Water well
- 2022-2023 Project #36 Eastside Water Tower project with DMWW & Project #41 Water Tower Painting(financed together)
- 2022-2023 Project #8 Property purchase
- 2023-2024 Project #27 Parker lift station upgrades
- 2024-2025 Project #29 Sump Pump collector lines
- 2024-2025 Project #28 TCI lift station upgrades

E. OPTIONAL FUNDING SOURCES-NOT USED IN THIS CIP

The City could generate additional revenue for capital projects by authorizing any of the below sources:

1. *Capital Improvement Fund Tax Levy-* The City has the opportunity to levy 67.5 cents per \$1,000 assessed of taxable valuations, if approved by the voters. Many cities utilize this to fund capital projects. This additional voted on levy would generate an additional \$183,500. It is important to note this is a separate levy, and if the city did levy for the full amount, we would be adding \$.67500 to the City's overall tax levy.
2. *Franchise Fees for Electric and Gas-*The City can impose up to a 5% fee on electric, cable, and gas utility revenues. The City of Polk City is currently receiving a 1% franchise fee from both the electric and natural gas utilities, which will generate \$40,000 for the City's General Fund. The City retains the option of increasing the fees from 1% to 5% for the purpose of funding capital projects in the future. If the City should ever decide to request the additional 4% in franchise fees, the City would allocate an additional \$160,000 per year to finance capital projects, or an additional \$40,000 annually per percentage implemented. These additional fees have not been included in this proposed CIP.

3. *Special Assessments*- The City may construct infrastructure and then assess a portion of the cost back to the properties that benefit from the improvements. Two projects in the CIP are being financed with General Fund reserve money, with an opportunity to special assess after construction.
4. *Storm Water Utility*- The City can establish a storm water utility with user fees to help pay for some storm water related projects. Cities can either charge a flat fee for classification of property or may calculate based upon the amount of runoff from the property. We have discussed this amongst the Council and there seems to be some interest. A \$1 monthly charge for residential and \$2 for commercial would generate approximately \$30,000 annually.
5. *Tax Increment Financing*- The City has the capability of paying for capital projects through Tax Increment Financing, also known as TIF. As long as the City incurs a debt or contractual obligation to fund a project located in an urban renewal area, the City can request TIF to finance infrastructure improvements. TIF has not been utilized to pay for projects within the CIP, and that could still be an option.

F. CASH FLOW PROJECTIONS

Incorporated into this CIP are cash flows for all the city funds intended to be used for this plan. Those documents are located at the back of the CIP, and identified as Exhibits C-N.

G. AMORTIZATION SCHEDULES

Incorporated into this CIP are amortization schedules used for the 4 projects the City plans to issue new debt for. Those documents are located at the back of the CIP and identified as Exhibits 1-4.

H. PROJECT PROFILES

After the City Council narrowed down the list of projects further, and placed projects into their appropriate fiscal year, I asked the City's Engineering firm to provide up to date cost estimates for each project within their respective year planned for construction. Of the 41 projects presented to the City Council, 31 have been incorporated into this 5-year plan and 10 have not.

The following is a list of the project profiles, with up to date cost estimates.

CAPITAL IMPROVEMENT PROGRAM - EQUIPMENT							
Equipment List	FY 20-21	FY21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 5 years	NOTES
POLICE DEPARTMENT							
1. Vehicle #22-Silverado	\$ 15,530.00	\$ 19,056.48	\$ 19,056.48	\$ 19,056.48	\$ 9,291.50		
2. NEW Server Migration & Body Camera Implementation	\$ 42,907.00						
3. NEW Evidence/Processing Video Cameras		\$ 25,750.00					
4. Bullet proof vests Replacement		\$ 6,000.00					
5. Vehicle #20 Return	\$ 9,377.00	\$ 9,377.00	\$ 11,378.61				
6. Vehicle #21 & #24		\$ 9,807.60	\$ 9,807.60	\$ 17,500.00	\$ 17,500.00		
7. Vehicle #25 Keltek Lease and replacement		\$ 18,000.00	\$ 19,500.00	\$ 22,000.00	\$ 22,000.00		
8. Handgun replacement				\$ 12,000.00	\$ 12,000.00		
9. Vehicle #23 replacement				\$ 22,000.00	\$ 22,000.00		
10. Body Camera Replacement					\$ 17,500.00		
11. NEW vehicle (new vehicle to the fleet)						\$ 30,000	FY25-26
12. #26 RUAN Lease			\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 17,500	FY25-26
(Difference from original 5-year CIP Proposal)	\$ 15,530.00	\$ (5,584.08)	\$ (41,935.69)	\$ (20,525.48)	\$ (15,791.50)		
FIRE DEPARTMENT							
13. NEW Cot Power Load	\$ 30,000.00						
14. Mobile Computer M4 Replacement		\$ 6,000.00					
15. Bunker Gear replacement		\$ 56,000.00					
16. e461 replacement			\$ 65,000.00				
17. NEW (2) ambulance Cots (\$8,000 each)		\$ 31,250.00	\$ 16,000.00				
18. Mobile Computer M58 Replacement			\$ 6,000.00				
19. LifePak Cardiac Monitors (\$35,000 each) replacement			\$ 70,000.00				
20. E451 Replacement				\$ 700,000.00			
21. Mobile Computer-M3 Replacement				\$ 6,000.00			
22. Ambulance E451 Replacement					\$ 300,000.00		
23. Gator Replacement					\$ 25,000.00		
24. Mobile computer-459 Replacement					\$ 6,000.00		
25. Boat Replacement						\$ 90,000	FY25-26
26. Mobile Computer M4 Replacement						\$ 6,000	FY25-26
27. Mobile Computer M451 Replacement						\$ 6,000	FY25-26
28. B457 Replacement						\$ 150,000	FY26-27
29. Mobile Computer-C461 Replacement						\$ 6,000	FY26-27
30. E458 Replacement						\$ 800,000	FY27-28
31. Mobile Computer-C450 Replacement						\$ 6,000	FY27-28
32. U459 Replacement						\$ 60,000	FY28-29
33. Cot Power Load Replacement						\$ 24,000	FY28-29
(Difference from original 5-year CIP Proposal)	\$ -	\$ 31,250.00	\$ 22,000.00	\$ -	\$ -		
PARKS AND RECREATION							
34. NEW 15 passenger van		\$37,000					
TOTAL GENERAL FUND	\$ 82,284.00	\$186,491	\$ 214,742.69	\$ 789,056.48	\$ 416,291.50		
GENERAL FUND SET ASIDE		\$ 175,000.00	\$ 175,000.00				
PUBLIC WORKS							
35. Trash Pump Replacement	\$ 35,000.00						
36. Snow Blower Replacement	\$ 15,000.00			\$ 15,000.00			
37. NEW-UTV	\$ 20,000.00						
38. F-350 Pickup Replacement (2008)	\$ 50,000.00						
39. John Deere 3720 Replacement (2006)		\$ 65,000.00					
40. Soil Reliever Replacement (2007)		\$ 15,000.00		\$ 40,000.00			
41. John Deere Mower Replacement (1985)		\$ 20,000.00					
42. Tractor Tiller Replacement (2005)		\$ 7,000.00					
43. Tractor Brush Cutter Replacement (2005)		\$ 5,000.00					
44. John Deere Snow Blower Replacement (2000)		\$ 2,000.00					
45. Bobcat Auger Replacement		\$ 6,000.00					
46. Single Axle Dump Truck Replacement (2008)			\$ 218,500.00				
47. Case Endloader (2009) + Plow and wing Replacement			\$ 212,500.00				
48. F-350 Pickup Replacement (2012)				\$ 60,000.00			
49. Bobcat S750 Replacement (2013)				\$ 50,000.00	\$ 70,000		FY27-28
50. NEW John Deere Zero Turn mower				\$ 20,000.00	\$ 30,000		FY27-28
51. John Deere Front-Mount mower Replacement (2011)				\$ 20,000.00	\$ 30,000		FY27-28
52. Mosquito Sprayer Replacement				\$ 10,000.00	\$ 15,000		FY27-28
53. Bobcat concrete breaker replacement (2009)					\$ 10,000.00	\$ 15,000	FY27-28
54. Bobcat street broom with curb attachment (2008) Replacement					\$ 15,000.00		
55. Bobcat Land Plane replacement (2012)					\$ 5,000.00	\$ 5,000	FY31-32
56. Grapple Bucket replacement (2012)					\$ 5,000.00		
57. F-350 Pick-up replacement (2014)					\$ 60,000.00		
58. Tandem Axle Dump Truck Replacement (2016)						\$ 150,000	FY25-26
59. Bucket Truck Replacement (2005)						\$ 50,000	FY25-26
60. F-350 Pickup Replacement (2015)						\$ 50,000	FY25-26
61. Gang Mower Replacement (2005)						\$ 20,000	FY26-27
62. Pick-up sander replacement						\$ 15,000	FY26-27
63. Bobcat Angle Broom replacement (2011)						\$ 10,000	FY26-27
64. F-250 Pickup replacement (2017)						\$ 50,000	FY26-27
65. Portable Air Compressor replacement (2007)						\$ 20,000	FY27-28
66. NEW Pickup Sander (stainless steel)						\$ 15,000	FY27-28
67. F-350 Pickup Replacement (2018)						\$ 50,000	FY27-28
68. NEW Single Axle Dump Truck						\$ 180,000	FY28-29
69. F-350 Pick-up replacement (2008)				\$ 65,000.00		\$ 50,000	FY28-29
70. 2017 Street sweeper		\$ 125,000.00					
71. NEW SUV Ford Edge			\$ 33,500.00				
72. NEW Mini Excavator					\$ 100,000.00		
(Difference from original 5-year CIP Proposal)	\$ 15,000.00	\$ (110,000.00)	\$ (179,500.00)	\$ (80,000.00)	\$ (85,000.00)		
PUBLIC WORKS EQUIPMENT TOTAL	\$ 105,000.00	\$ 210,000.00	\$ 464,500.00	\$ 180,000.00	\$ 160,000.00		
RUT EQUIPMENT	\$ 35,000.00	\$ 70,000.00	\$ 154,833.33	\$ 60,000.00	\$ 53,333.33		
WATER EQUIPMENT	\$ 35,000.00	\$ 70,000.00	\$ 154,833.33	\$ 60,000.00	\$ 53,333.33		
SEWER EQUIPMENT	\$ 35,000.00	\$ 70,000.00	\$ 154,833.33	\$ 60,000.00	\$ 53,333.33		
GRAND TOTAL EQUIPMENT	\$ 187,284	\$ 396,491	\$ 679,243	\$ 969,056	\$ 576,292	\$ 2,808,366	

*hyperlinks included on each project line for easy navigation

FY 2020-2021

~~Town Square Parking Lot Study~~

Trail Study – Town Center (Trail)

Facility Needs Assessment

2020 Street Repair Project

HMA Overlay Project – 2020

Property Purchase

FY 2021-2022

Town Square Parking Lot Study

Inflow/Infiltration Study

W. Bridge Road Water Main Loop

~~New Water Well~~

North Trunk Sewer Study

Lost Lakes Park – Phase II (Parks)

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

FY 2022-2023

N. 3rd Street Trail Connection to Outer City Limits

~~Regional Park Facility~~

City Hall Parking Lot

~~Eastside Water Tower Project with DMWW~~

Northeast Trunk Sewer Study

~~Property Purchase~~

~~Water Tower Painting~~

City Hall / Police / Fire Station - Remodel / Rebuild

2022 Street Repair Project

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FY 2023-2024

N. 3rd Street Trail and Intersection Align at Northside Dr

High Trestle Trail Connector

White Tail Parkway Corridor Study

Parker Lift Station Upgrade

West Bridge Road Trail Gap @ Van Dorn Property (Trail)

Van Dorn / 3rd Street Improvements

East Broadway Street Improvements

Regional Park Facility

Eastside Water Tower Project with DMWW

Water Tower Painting

2023 Street Repair Project

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FY 2024-2025

West Bridge Trail - Parker to Neal Smith (Trail)

Sump Pump Collector Lines

TCI Lift Station Upgrade

Twelve Oaks Park – Phase II (Parks)

North Broadway Sidewalks

~~City Hall / Police / Fire Station – Remodel / Rebuild~~

Woodhaven Trail Connection (Trail)

2024 Street Repair Project

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Buildings

PROJECT: Project #4 Town Square Parking Study

COUNCIL RANKING: A/24 points

PROPOSED DATE FOR CONSTRUCTION: ~~FY20-21 July 1, 2020 June 30, 2021~~ FY21-22 July 1, 2021 – June 30, 2022

SOURCE OF REVENUE: General Fund

Description of Project: This project consists of an assessment of the town square parking issues. The study would focus on the possibility of re-striping the square, as well as initiating one-ways to maximize parking.

Cost Estimate:

Item	Total
Lump Sum estimate amount	\$15,000

Justification for Project: There is a need for parking on the square and with the small amount of space for expansion the need for evaluating different methods for parking. This study has been budgeted for in the FY20-21 budget.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #17 Trail Study-Town Center (Trail)

COUNCIL RANKING: A/24 points

PROPOSED DATE FOR CONSTRUCTION: FY20-21 July 1, 2020-June 30, 2021

SOURCE OF REVENUE: General Fund

Description of Project: This study consists of planning and budgeting for connection of E. Broadway Street, S. 3rd Street, and N. 3rd Street trails to the City square.

Cost Estimate:

Item	Total
Lump Sum estimate amount	\$20,000

Justification for Project: This study is a priority for the City to have multiple trail avenues to the center of the City, providing additional economic dollars into the local community. The study will analyze possible connections as well as cost estimates for those connections. Future construction of the trails would be potential future projects depending on the outcome of the study. This study has been budgeted for in the FY20-21 budget.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Buildings

PROJECT: Project #1 Facility Needs Assessment

COUNCIL RANKING: A/24 points

PROPOSED DATE FOR CONSTRUCTION: FY20-21 July 1, 2020-June 30, 2021

SOURCE OF REVENUE: General Fund

Description of Project: This project consists of a study of all city facilities. The assessment would provide the City with a list of deficiencies for all city facilities (to include City Hall, Police Department, Fire Station, Public Works Facility, Community Center, Public Library, and Miller Park Shelter house) and would give us cost opinions to remodel vs. rebuild for each building.

Cost Estimate:

Item	Total
Lump Sum estimate amount	\$50,000

Justification for Project: This assessment will provide the City with a good understanding of what it will cost the City to build new facilities vs. remodel the current city facilities. The study will take things into consideration such as: future growth of the community, future growth for staffing, and different alternatives for remodeling options. Future construction of buildings related to this study would be potential future projects depending on the outcome of the study. This study has been budgeted in the FY20-21 budget.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Streets

PROJECT: Project #30 2020 Street Repair Project

COUNCIL RANKING: A/24 points

PROPOSED DATE FOR CONSTRUCTION: FY20-21 July 1, 2020-June 30, 2021

SOURCE OF REVENUE: General Fund

Description of Project: This program has been ongoing for 3 budget years for minor street repairs. The City has designated annually \$200,000 - \$300,000 to repair concrete street panels throughout the community. After the FY20-21 budget, the City will move this expense to the Road Use Fund, and this project will be ongoing each year to repair and replace portions of city streets.

Cost Estimate:

Item	Total
Construction Costs	\$165,300
Construction Contingency	\$16,500
Engineering & Project Administration	<u>\$18,200</u>
	\$200,000

Justification for Project: This project is an ongoing project. In 2018 the City identified multiple concrete streets in town that needed to be repaired. Each year the City designates a dollar amount to repair as many streets as possible to increase the longevity of the City's streets.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Streets

PROJECT: Project #33 HMA Overlay Project 2020

COUNCIL RANKING: A/24 points

PROPOSED DATE FOR CONSTRUCTION: FY20-21 July 1, 2020-June 30, 2021

SOURCE OF REVENUE: General Obligation Loan/General Fund

Description of Project: Overlay all asphalt streets in Polk City.

Cost Estimate:

Item	Total
Construction Costs	\$1,928,633.50
	<u>\$1,729,794</u>
In-kind contribution	\$165,088
	<u>\$1,928,633.50</u>

A detailed cost estimate from Polk County is attached.

Justification for Project: The City had an opportunity to join Polk County's contract for asphalt overlay in 2020. The estimated cost for the City to construct the project as a stand-alone project was \$2.8 million. The City was able to save significantly by joining Polk County's contract. An in-kind contribution of \$165,088 for Design and Construction Administration services was contributed from Polk County. This project was budgeted for in the FY20-21 budget.



Grimes Asphalt and Paving Corporation
 Post Office Box 3374
 5550 NE 22nd Street
 Des Moines, IA 50316
 Phone: (515) 266-5173 Fax: (515) 266-5255
www.grimesasphalt.com

To: Polk County	Contact: Matt Yonker
Address: 5885 NE 14th Street Des Moines, IA 50313	Phone:
Project Name: Polk City 2020 HMA Resurfacing	Bid Number:
Project Location:	Bid Data:

Item #	Description	Quantity	Unit	Unit Price	Total Price
	4" HMA Resurfacing	17,327.00	TON	\$71.00	\$1,334,179.00
2	Mitug Butt Joints- Includes Cleaning And Prep	16,355.00	SY	\$5.50	\$8,995.25
3	Manhole Boxouts- Includes New Castings And Chimney Seals And Water Valves	11.00	EACH	\$2,000.00	\$144,000.00
11	HMA Shouldering	860.00	TON	\$77.00	\$66,220.00
5	Pavement Markings	133.00	ST	\$60.00	\$7,980.00
6	Traffic Control	1.00	LS	\$25,000.00	\$25,000.00
7	Mobization	1.00	LS	\$25,000.00	\$25,000.00
8	Earth Shouldering	43.00	TON	\$205.00	\$8,815.00
9	Granular Shouldering	1,351.00	TON	\$37.00	\$49,987.00
10	Agggers	30.00	mAY	\$450.00	\$13,500.00

Total Bid Price: \$1,928,633.50

Payment Terms:

This proposal may be withdrawn by us if not accepted within 30 days.

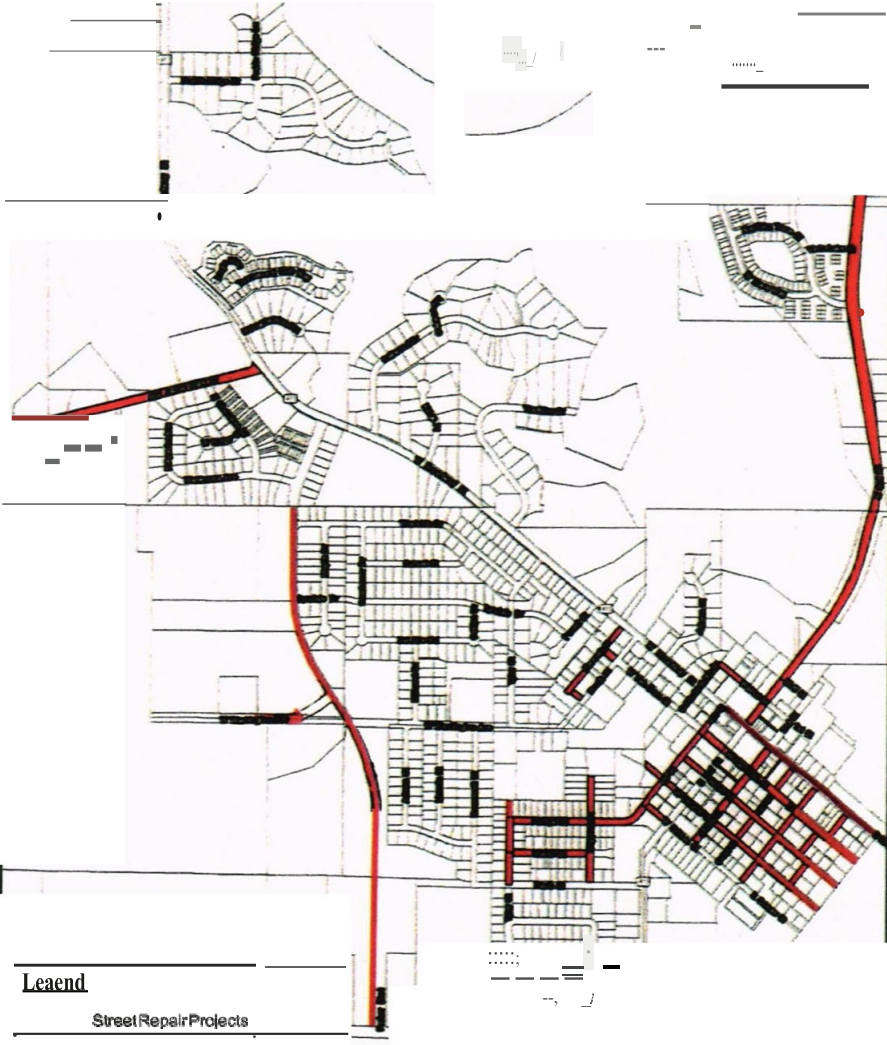
It is understood that progress payments shall be made as work progresses, final payment due upon completion. A serial charge of 1 1/2% will be added if not paid within 30 days from date of invoice.

This proposal voids all previous proposals.

It is understood that Grimes Asphalt may require audit assurances from the customer and/or owner, including but not limited to bank letters of guarantee and/or payments deposited into escrow accounts before work commences at anytime during the performance of work.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Grimes Asphalt and Paving Corporation</p> <p>_____</p> <p>Authorized Signature: _____</p> <p>Estimate Dr: _____</p>
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Legend

Street Repair Projects

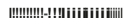
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Future HMA Mill and Overlay Projects

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Future Street Repair Projects | Polk City, Iowa 11/02/2018

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Sanitary Sewer

PROJECT: Project #26 Inflow/Infiltration (I/I) study

COUNCIL RANKING: B/21 points

PROPOSED DATE FOR CONSTRUCTION: FY21-22 July 1, 2021-June 30, 2022

SOURCE OF REVENUE: Sewer Fund

Description of Project: This study will analyze the original area of Polk City and identify I/I issues within the sanitary sewer collection system.

Cost Estimate:

Item	Total
Lump Sum estimate amount	\$30,000

Justification for Project: This study will help the City to identify potential I/I problems in the original area of town. Once the study is complete, the City will plan accordingly to reduce I/I in this area identified. Completing the study is the first step of the process. Once the study is complete, the City will then need to implement a plan for construction/repair. Future construction of repairs would be potential future projects depending on the outcome of the study. Those repairs have not been incorporated into this CIP, however, the Council may need to make some changes once results from the study are finalized. A plan to address I/I issues could provide a cost savings as the City pays per gallon all discharge going to the Treatment Plant (WRA).

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Water

PROJECT: Project #37 W. Bridge Road Water main loop

COUNCIL RANKING: B/20 points

PROPOSED DATE FOR CONSTRUCTION: FY21-22 July 1, 2021-June 30, 2022

SOURCE OF REVENUE: Water Fund

Description of Project: Install approximately 250 feet of 12" water main to fill a gap in the City's water system.

Cost Estimate:

Item	Total
Construction Costs	\$39,675 <u>\$65,000</u>
Construction Contingency	\$8,325
Engineering & Project Administration	\$8,000 <u>\$11,140</u>
	\$56,000 <u>\$76,140</u>
 Cost to construct in FY21-22:	 \$58,000 <u>\$76,140</u>

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The completion of this project will create a critical water main loop on the southeast side of Polk City. The result of the project will produce better water flows and circulation within the system. The gap in this main is due to a residential lot (1401 W. Bridge Road) within a commercial district.

Project #37 W. Bridge Road Water main loop

ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS



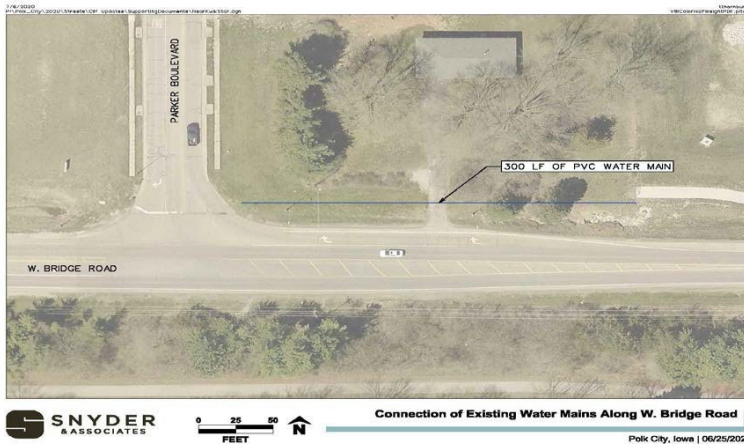
**CONNECTION OF EXISTING WATER MAINS
BETWEEN PARKER BOULEVARD AND LAKESIDE FELLOWSHIP CHURCH**

Polk City, Iowa
120.0001.01
June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
WATER MAIN AND APPURTENANCES					
5.1	12" PVC Water Main (1)	300	LF	\$ 100.00	\$ 30,000.00
STREETS AND RELATED WORK					
7.1	Removal of Pavement	35	SY	\$ 20.00	\$ 700.00
7.2	Driveway, PCC, 7"	35	SY	\$ 85.00	\$ 2,975.00
SITE WORK AND LANDSCAPING					
9.1	Permanent Seeding (2)	0.6	ACRE	\$ 5,000.00	\$ 3,000.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 3,000.00	\$ 3,000.00
Subtotal:					\$ 39,675.00
Contingency (~20%):					\$ 8,325.00
CONSTRUCTION TOTAL:					\$ 48,000.00
Engineering, Construction, and Administration (~15%):					\$ 8,000.00
TOTAL PROJECT COST (FY 2020):					\$ 56,000.00
TOTAL PROJECT COST (FY 2021):					\$ 58,000.00

Notes

- (1) Item will include removal and replacement of existing paved driveway.
- (2) Assumes a disturbed width of 30' over all trenched water main.



Connection of Existing Water Mains Along W. Bridge Road

Polk City, Iowa | 06/25/2020

~~CITY OF POLK CITY~~
~~CAPITAL IMPROVEMENT PROJECT~~

~~DEPARTMENT: Water~~

~~PROJECT: Project #38 New water well~~

~~COUNCIL RANKING: B/19 points~~

~~PROPOSED DATE FOR CONSTRUCTION: FY21-22 July 1, 2021-June 30, 2022~~

~~SOURCE OF REVENUE: Water Fund~~

~~Description of Project: This project would include a new well and upgrades at the water treatment plant.~~

~~Cost Estimate:~~

Item	Total
Construction Costs	\$390,000
Construction Contingency	\$39,000
Engineering & Project Administration	\$64,000
	\$493,000
 Cost to construct in FY21-22:	 \$513,000

~~A detailed cost estimate from Snyder & Associates is attached.~~

~~Justification for Project: The City currently produces approximately 50% of water sold and purchases approximately 50% from Des Moines Water Works (DMWW). A new well and upgrades will increase the City's water production. Producing additional water would help the City during peak capacity days from DMWW and paying a premium for those peak days. A new well could also allow for less reliability on DMWW for water.~~

ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS



NEW WATER WELL

Polk City, Iowa
120.0001.01
July 9, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.0	New Well (1)	1	LS	\$ 180,000.00	\$ 180,000.00
2.0	Remove Existing Filters #1 & #2 and Piping	1	LS	\$ 25,000.00	\$ 25,000.00
3.0	One New 90" Diameter Filter	1	LS	\$ 165,000.00	\$ 165,000.00
4.0	High Service Pump Replacement	1	LS	\$ 5,000.00	\$ 5,000.00
5.0	Chemical Feed Revisions	1	LS	\$ 5,000.00	\$ 5,000.00
6.0	Water Plant Cellular Alarm Dialer	1	LS	\$ 20,000.00	\$ 20,000.00
Subtotal:					\$ 390,000.00
Contingency (~10%):					\$ 39,000.00
CONSTRUCTION TOTAL:					\$ 429,000.00
Engineering, Construction, and Administration (~15%):					\$ 64,000.00
TOTAL PROJECT COST (FY 2020):					\$ 493,000.00
TOTAL PROJECT COST (FY 2021):					\$ 513,000.00

Notes

- (1) Includes test holes, test well, permanent well, new electrical power service, and 500 feet of new raw water main. This cost opinion is based on the finding of an acceptable location for the proposed well within 500' of the existing facilities. If well investigation determines there are no suitable locations within 500' of the existing facilities, raw water main length and associated costs may increase significantly depending on the final location of the new well.
- (2) This cost opinion does not include upgrades to the City's existing control system, or potential acquisition of a supervisory control and data acquisition (SCADA) system. The scope and cost of these upgrades will be determined during the design phase of the project.
- (3) This cost opinion does not include any testing or monitoring of the existing City Iron Lagoon. This testing may be required by the Iowa DNR at the time of design. The scope and cost of these measures will be determined during the design process.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Sanitary Sewer

PROJECT: #23 North Trunk Sewer Study

COUNCIL RANKING: B/19 points

PROPOSED DATE FOR CONSTRUCTION: FY21-22 July 1, 2021-June 30, 2022

SOURCE OF REVENUE: Sewer Fund

Description of Project: This is a study of the sanitary sewer capacity in the area north of Whitetail Ridge Development.

Cost Estimate:

Item	Total
Lump Sum estimate amount	\$20,000

Justification for Project: This study will help the City to understand how much more development can occur north of Hugg Dr. and Whitetail Ridge before the sanitary sewer capacity is met. Once the capacities have been met, the City would have to look at other options to provide the area with sanitary sewer service.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: #11 Lost Lakes Park-Phase II (Parks)

COUNCIL RANKING: D/16 points

PROPOSED DATE FOR CONSTRUCTION: FY21-22 July 1, 2021-June 30, 2022

SOURCE OF REVENUE: LOST

Description of Project: This project consists of additional improvements in Lost Lakes Park, which includes playground equipment, a sidewalk connection and landscaping.

Cost Estimate:

Item	Total
Construction Costs	\$186,955
Construction Contingency	<u>\$16,045</u>
	\$203,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The improvements to Lost Lakes park are outlined in the Master Park Plan. The plan identified a need for playground equipment in this area of town. The project will include playground equipment, playground surfacing for safety and ADA compliance, a sidewalk connection to the playground, and landscaping. The City Council prioritized moving this project into FY21-22.



ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
PCC Pavement					
1.1	5" PCC Sidewalk	100	SY	\$ 54.00	\$ 5,400.00
1.2	Perimeter Curbing	230	LF	\$ 26.00	\$ 5,980.00
				Subtotal:	\$ 11,380.00
Miscellaneous					
2.1	Play Structure	1	LS	\$ 78,000.00	\$ 78,000.00
2.2	Safety Surfacing w PCC Base and Trench Drain	3,400	SF	\$ 24.00	\$ 81,600.00
				Subtotal:	\$ 159,600.00
Surface Restoration					
3.1	Canopy Tree	21	EA	\$ 475.00	\$ 9,975.00
3.2	Type I Lawn Seeding	1	AC	\$ 4,000.00	\$ 4,000.00
3.3	Wetland Seeding	0.5	AC	\$ 4,000.00	\$ 2,000.00
				Subtotal:	\$ 15,975.00
				CONSTRUCTION TOTAL:	\$ 186,955.00
				Contingency (10%):	\$ 16,000.00
				TOTAL PROJECT COST:	\$ 203,325.00

Notes

- (1) This opinion of probable cost was completed using conceptual site layout. Snyder & Associates, Inc. is not responsible for any discrepancies between this assumed layout and quantities and the actual bids of the final plans and final quantities
- (2) This opinion of probable cost includes only those items related to site development known by Snyder & Associates, Inc. pertaining to this project; and does not include engineering, legal items, abstracing, appraisal fees, architectural fees, bonds, park site dedication, marketing soils geotechnical and or utility testing, administration, land costs, buildings, off-street parking, walls, and landscaping



CITY OF POLK CITY

CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Streets

PROJECT: Project #42 N. 3rd Street & Vista Lake Avenue Intersection Improvements Project

COUNCIL RANKING:

PROPOSED DATE FOR CONSTRUCTION: FY21-22 July 1, 2021-June 30, 2022

SOURCE OF REVENUE: General Obligation Bonds

Description of Project: This project consists of installing a roundabout at the intersection of N. 3rd Street & Vista Lake Avenue Intersection

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Cost Estimate:

<u>Item</u>	<u>Total</u>
<u>Construction Costs</u>	<u>\$</u>
<u>Construction Contingency</u>	<u>\$</u>
<u>Engineering & Project Administration</u>	<u>\$</u>
	<u>\$</u>
<u>Cost to construct in FY21-22:</u>	<u>\$1,862,051</u>

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Justification for Project: Intersection improvements at N 3rd Street and Vista Lake Avenue, this project will help address peak traffic flow for the new Intermediate School. The City, School District, and Developer are sharing the costs of the improvements.

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CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #15 N. 3rd Street Trail connection to outer city limits (trail)

COUNCIL RANKING: B/19 points

PROPOSED DATE FOR CONSTRUCTION: FY22-23 July 1, 2022-June 30, 2023

SOURCE OF REVENUE: General Obligation Loan/LOST/[Land and Water Conservation Fund Grant](#)

Description of Project: This project consists of installing a trail beginning at Madison Drive, through the Technology Campus to the end of city limits. This would be considered Phase II of the trail connection to the High Trestle Trail.

Cost Estimate:

Item	Total
Construction Costs	\$338,450
Construction Contingency	\$85,550
Engineering & Project Administration	<u>\$51,000</u>
	\$475,000
Cost to construct in FY22-23:	\$495,000
	<u>570,000</u>

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The justification for this project is to connect this area of town to the town square, and future trail connections. The future possibility of connecting to the High Trestle Trail (HTT) would extend beyond City limits. The trail will also provide for a sidewalk/trail path to the new proposed elementary school site to be located in the Technology campus. The City will utilize 2 funding sources for this project-\$380,000 in LOST, and the remainder paid for with General Obligation bonds.

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS

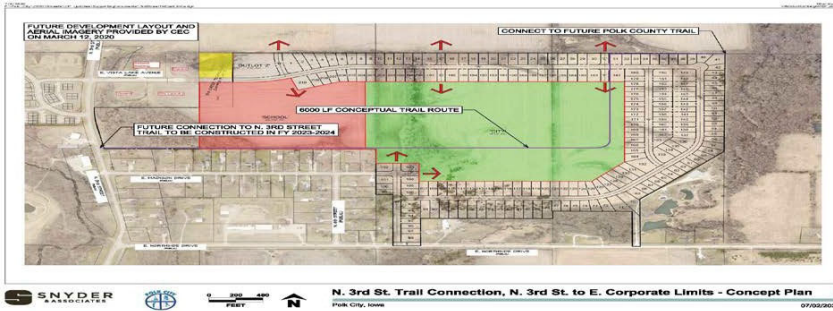


N. 3RD STREET TRAIL CONNECTION
 3RD STREET TO EAST CORPORATE LIMITS
 POLK CITY, IOWA
 120.0001.01
 July 2, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Excavation, Class 10	(1)	2000 CY	\$ 15.00	\$ 30,000.00
2.2	Special Subgrade Preparation for Shared Use Path	(2)	8200 SY	\$ 3.00	\$ 24,600.00
STREETS AND RELATED WORK					
7.1	Shared Use Path, PCC, 5"		5900 SY	\$ 40.00	\$ 236,000.00
SITE WORK AND LANDSCAPING					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching, Type 1	(3)	2 ACRE	\$ 4,500.00	\$ 9,000.00
9.2	Filter Sock, 8"	(4)	5300 LF	\$ 3.00	\$ 15,900.00
9.3	Filter Sock, Removal	(4)	5300 LF	\$ 1.50	\$ 7,950.00
GENERAL PROVISIONS					
11.1	Mobilization		1 LS	\$ 15,000.00	\$ 15,000.00
Subtotal:					\$ 338,450.00
Contingency (~25%):					\$ 85,550.00
CONSTRUCTION TOTAL:					\$ 424,000.00
Engineering, Construction, and Administration (~12%): \$ 51,000.00 TOTAL					
PROJECT COST (FY 2020): \$ 475,000.00 TOTAL					
PROJECT COST (FY 2022): \$ 495,000.00					

Notes

- (1) Assumes 1' of excavation over trail width and one (1) additional foot on each side.
- (2) Assumes subgrade preparation under trail and one (1) additional foot on each side.
- (3) Assumes seeding will be required for 5' on each side of shared use path.
- (4) Assumes filter sock to be placed along downhill side of shared use path.



CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #9 Regional Park Facility (Park)

COUNCIL RANKING: B/19 points

PROPOSED DATE FOR CONSTRUCTION: ~~FY22-23 July 1, 2022 - June 30, 2023~~ FY23-24 July 1, 2023 – June 30, 2024

SOURCE OF REVENUE: General Obligation Loan/Grants/Private Donations

Description of Project: This project consists of a new park facility with multiple recreation amenities in Polk City. The project cost does not include purchase of property. A master park plan would need to be implemented as the next step for this project. Once a plan is implemented, a cost estimate will be provided and implemented into the CIP as an addendum.

Cost Estimate:

Item	Total
Lump Sum estimate amount	\$5,000,000

Justification for Project: The City is in need of additional green space and fields and has prioritized this large-scale project. Although a master park plan is not yet completed, the City has a desire and plans to secure a property for a large park facility. The City will utilize multiple funding sources for this project-estimated issuance of \$2 million in General Obligation bonds, \$1 million General Fund fund balance, and \$2 million in grants and private donations. Although a trail connection is not part of this project, but as a separate project, there would be trail access to the facility.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Buildings

PROJECT: Project #3 City Hall Parking lot

COUNCIL RANKING: C/18 points

PROPOSED DATE FOR CONSTRUCTION: FY22-23 July 1, 2022-June 30, 2023

SOURCE OF REVENUE: LOST

Description of Project: This project consists of providing 42 new spaces for additional parking at City facilities at 302 S. 3rd Street. This project consists of paving a new parking lot on city owned property.

Cost Estimate:

Item	Total
Construction Costs	\$143,625
Construction Contingency	\$29,375
Landscaping	\$12,000
Engineering & Project Administration	<u>\$37,000</u>
	\$222,000
 Cost to construct in FY22-23:	 \$231,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The City needs additional parking at City Hall, and during our non-peak hours it could provide additional parking for the town square in general. The parking lot would have two access points, one on Van Dorn Street and the second on S. 4th Street.

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



POLK CITY CITY HALL PARKING LOT
 302 W. VAN DORN STREET
 POLK CITY, IOWA
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Topsoil, On-Site	300	CY	\$ 20.00	\$ 6,000.00
2.2	Class 10 Excavation	500	CY	\$ 20.00	\$ 10,000.00
2.3	Subgrade Preparation, 12 Inches (1)	1500	SY	\$ 5.00	\$ 7,500.00
SEWERS AND DRAINS					
4.1	Storm Sewer, 2000D RCP, 15 Inch Dia.	12	LF	\$ 150.00	\$ 1,800.00
STRUCTURES FOR SANITARY AND STORM					
6.1	Intake	1	EA	\$ 3,500.00	\$ 3,500.00
STREETS AND RELATED WORK					
7.1	Pavement, PCC, 6"	1375	SY	\$ 60.00	\$ 82,500.00
7.2	Driveway, Paved, PCC, 7"	125	SY	\$ 65.00	\$ 8,125.00
8.3	Removal of Sidewalk	10	SY	\$ 35.00	\$ 350.00
8.4	Sidewalk, PCC, 4 Inch	10	SY	\$ 95.00	\$ 950.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
8.2	Painted Pavement Markings, Solvent/Waterborne (2)	7.4	STA	\$ 500.00	\$ 3,700.00
SITE WORK AND LANDSCAPING					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching	1	ACRE	\$ 4,500.00	\$ 4,500.00
9.2	Silt Fence or Silt Fence Ditch Check (3)	550	LF	\$ 3.00	\$ 1,650.00
9.3	Silt Fence or Silt Fence Ditch Check, Removal of Device (3)	550	LF	\$ 1.00	\$ 550.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 7,500.00	\$ 7,500.00
					Subtotal: \$ 143,625.00
					Contingency (~20%): \$ 29,375.00
					CONSTRUCTION TOTAL: \$ 173,000.00
<u>Other Project Costs</u>					
					Landscaping: (4) \$ 12,000.00
					Engineering, Construction, and Administration (~20%): \$ 37,000.00
					TOTAL PROJECT COST (FY 2020): \$ 222,000.00
					TOTAL PROJECT COST (FY 2022): \$ 231,000.00



Notes

- (1) Assumes 12 inches of subgrade preparation under all paved areas.
- (2) Includes parking stall lines only.
- (3) Assumes one line of silt fence around entire proposed paving area.
- (4) Assumes one shrub to be placed every 3 feet around all sides of parking lot for screening. Assumes a unit price of \$80 per shrub to be furnished, placed, and established.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Water

PROJECT: Project #36 Eastside Water Tower Project with DMWW

COUNCIL RANKING: C/18 points

PROPOSED DATE FOR CONSTRUCTION: ~~FY22-23 July 1, 2022 June 30, 2023~~ FY23-24 July 1, 2023 – June 30, 2024

SOURCE OF REVENUE: SRF Loan/Water

Description of Project: New elevated storage (water tower) in partnership with DMWW.

Cost Estimate:

Item	Total
Estimated Polk City construction costs	<u>\$3,050,000</u>
	\$3,050,000

Justification for Project: Polk City needs additional elevated storage for the water system. The City currently has a 330,000-gallon tower. This new proposed tower would provide an additional 500,000-gallon storage capacity. The additional storage will protect the City for fire protection and emergency water supply. In 2015 the City completed a study, which resulted in the recommendation of additional water storage for the community. The proposed site of the water tower has not yet been established. This is a dual project between the City of Polk City and DMWW.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Sanitary Sewer

PROJECT: Project #24 Northeast Trunk sewer study

COUNCIL RANKING: C/17 points

PROPOSED DATE FOR CONSTRUCTION: FY22-23 July 1, 2022-June 30, 2023

SOURCE OF REVENUE: Sewer Fund

Description of Project: This study will study the sanitary sewer capacity in the area north of Hugg Dr. and Creekview Estates.

Cost Estimate:

Item	Total
Lump Sum estimate amount	\$20,000

Justification for Project: This study will allow Polk City to understand how much more development can happen in the area north of Hugg Dr. and Creekview Estates before the sanitary sewer capacity is met. When the sewer main and pump station capacities are met, Polk City would review other options to get sewer service to the new area.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Buildings

PROJECT: Project #8 Property purchase

COUNCIL RANKING: C/17 points

PROPOSED DATE FOR CONSTRUCTION: ~~FY22-23 July 1, 2022 June 30, 2023~~ FY20-21 July 1, 2020 – June 30, 2021

SOURCE OF REVENUE: General Fund/LMI

Description of Project: This purchase is to acquire property for future facility expansion.

Cost Estimate:

Item	Total
Lump Sum estimate amount	\$190,000

Justification for Project: The City will need to expand facilities in the future.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Water

PROJECT: Project #41 Water Tower painting

COUNCIL RANKING: C/17 points

PROPOSED DATE FOR CONSTRUCTION: ~~FY22-23 July 1, 2022 June 30, 2023~~ FY23-24 July 1, 2023 – June 30, 2024

SOURCE OF REVENUE: SRF Loan/Water

Description of Project: Painting the outside and inside of the Booth Street water tower.

Cost Estimate:

Item	Total
Construction Costs	\$194,000
Construction Contingency	\$39,000
Engineering & Project Administration	<u>\$35,000</u>
	\$268,000
 Cost to construct in FY22-23:	 \$290,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The tower has not been painted in approximately 25 years and is at its maintenance life expectancy. Painting the tower will provide an immediate beautification effort, but as well expand its longevity. The City plans to complete the painting of the water tower once the new tower is online.

Project #41 Water Tower painting

ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS



WATER TOWER PAINTING

Polk City, Iowa

120.0001.01

June 30, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.0	Surface Preparation & Painting (Interior)	(1) 7400	SF	\$ 10.00	\$ 74,000.00
2.0	Surface Preparation & Painting (Exterior)	(2) 14000	SF	\$ 8.00	\$ 112,000.00
3.0	Repairs	(3) 1	LS	\$ 8,000.00	\$ 8,000.00
Subtotal:					\$ 194,000.00
Contingency (~20%):					\$ 39,000.00
CONSTRUCTION TOTAL:					\$ 233,000.00
Engineering, Construction, and Administration (~15%):					\$ 35,000.00
TOTAL PROJECT COST (FY 2020):					\$ 268,000.00
TOTAL PROJECT COST (FY 2022):					\$ 290,000.00

Notes

- (1) Item will include complete repainting of 300,000 gallon tank interior.
- (2) Item will include overcoating of 300,000 gallon tank exterior.
- (3) Amount for repairs is assumed and may vary.

CITY OF POLK CITY

CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Streets

PROJECT: Project #43 2022 Street Repairs Project

COUNCIL RANKING:

PROPOSED DATE FOR CONSTRUCTION: FY22-23 July 1, 2022 – June 30, 2023

SOURCE OF REVENUE: Local Option Sales Tax (LOST)/Road Use Tax (RUT)

Description of Project: This project consists of addressing streets in need of repairs.

Cost Estimate:

<u>Item</u>	<u>Total</u>
<u>Construction Costs</u>	<u>\$170,000</u>
<u>Construction Contingency</u>	<u>\$</u>
<u>Right of Way costs</u>	<u>\$</u>
<u>Engineering & Project Administration</u>	<u>\$30,000</u>
	<u>\$</u>
<u>Cost to construct in FY22-23:</u>	<u>\$200,000</u>

Justification for Project: This project is an ongoing project. The City identified multiple concrete streets in town that needed to be repaired. Each year the City designates a dollar amount to repair as many streets as possible to increase the longevity of the City's streets.

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CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #14 N. 3rd Street Trail and intersection alignment at Northside Dr.

COUNCIL RANKING: A/24 points

PROPOSED DATE FOR CONSTRUCTION: FY23-24 July 1, 2023-June 30, 2024

SOURCE OF REVENUE: General Obligation Loan/Grants

Description of Project: This project consists of addressing alignment at the intersection of N. 3rd Street and Northside Drive, and installing a trail starting at Kiwanis Park and ending at Madison Dr on N. 3rd St. The City has received grant funding for this project in the amount of ~~\$393,000~~\$93,000 and the City Council has prioritized this project for FY23-24.

Cost Estimate:

Item	Total
Construction Costs	\$1,065,575
Construction Contingency	\$213,115
Right of Way costs	\$25,000
Engineering & Project Administration	<u>\$192,000</u>
	\$1,496,000
 Cost to construct in FY23-24:	 \$1,620,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The City Council has prioritized this project as a phased approach to connecting to the High Trestle Trail. This project would be considered Phase 1 of that important trail connection but would also realign the intersection at Northside Drive and N. 3rd Street.

Project #14 N. 3rd Street Trail and intersection alignment at Northside Dr.
ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



**N. 3RD STREET CURVE RECONSTRUCTION AND TRAIL
 BROADWAY STREET TO NORTH CORPORATE LIMITS
 FLATTEN CURVE TO SHIFT WEST**

POLK CITY, IOWA
 120.0001.01
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Clearing & Grubbing	2.5	ACRE	\$ 5,000.00	\$ 12,500.00
2.2	Excavation, Class 10, Roadway and Borrow	6000	CY	\$ 16.00	\$ 96,000.00
2.3	Subgrade Preparation (1)	3400	SY	\$ 3.00	\$ 10,200.00
2.4	Subgrade Preparation, Recreation Trail	3300	SY	\$ 3.00	\$ 9,900.00
2.5	Special Backfill (8" Thickness) (1)	1100	TON	\$ 40.00	\$ 44,000.00
SEWERS AND DRAINS					
4.1	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 12"	120	LF	\$ 80.00	\$ 9,600.00
4.2	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 15"	440	LF	\$ 75.00	\$ 33,000.00
4.3	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 18"	225	LF	\$ 95.00	\$ 21,375.00
4.4	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 48"	120	LF	\$ 250.00	\$ 30,000.00
STRUCTURES FOR SANITARY AND STORM					
6.1	Removal of Existing Culverts	200	LF	\$ 30.00	\$ 6,000.00
6.2	Apron, Concrete, 18"	2	EA	\$ 1,500.00	\$ 3,000.00
6.3	Manhole, Storm Sewer, SW-401, 48"	2	EA	\$ 4,500.00	\$ 9,000.00
6.4	Intake, SW-503	3	EA	\$ 5,000.00	\$ 15,000.00
6.5	Intake, SW-512, 24"	4	EA	\$ 2,800.00	\$ 11,200.00
6.6	Removal of Existing Concrete Headwall	1	EA	\$ 8,000.00	\$ 8,000.00
6.7	Connection of Dissimilar Pipes	3	EA	\$ 1,500.00	\$ 4,500.00
6.8	Reinforced Concrete Headwall	1	LS	\$ 40,000.00	\$ 40,000.00
STREETS AND RELATED WORK					
7.1	Removal of Pavement	2700	SY	\$ 15.00	\$ 40,500.00
7.2	Removal of Paved Driveway	170	SY	\$ 10.00	\$ 1,700.00
7.3	Removal of Shared Use Path	215	SY	\$ 10.00	\$ 2,150.00
7.4	Pavement, HMA, 9" Depth	2600	SY	\$ 65.00	\$ 169,000.00
7.5	Shared Use Path, PCC, 5" Depth	2600	SY	\$ 45.00	\$ 117,000.00
7.6	Shared Use Path, PCC, 6" Depth	280	SY	\$ 55.00	\$ 15,400.00
7.7	Detectable Warning	200	SF	\$ 40.00	\$ 8,000.00
7.8	Curb and Gutter, 2.5' Width, 6" Standard Curb	1600	LF	\$ 50.00	\$ 80,000.00
7.9	Driveway, PCC, 6" Depth	300	SY	\$ 65.00	\$ 19,500.00
7.10	HMA Pavement Samples and Testing	1	LS	\$ 3,000.00	\$ 3,000.00
7.11	PCC Pavement Samples and Testing	1	LS	\$ 2,000.00	\$ 2,000.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 15,000.00	\$ 15,000.00
8.2	Construction Staging (2)	1	LS	\$ 100,000.00	\$ 100,000.00
8.3	Painted Pavement Markings, Solvent/Waterborne	25	STA	\$ 200.00	\$ 5,000.00

Project #14 N. 3rd Street Trail and intersection alignment at Northside Dr.
ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS

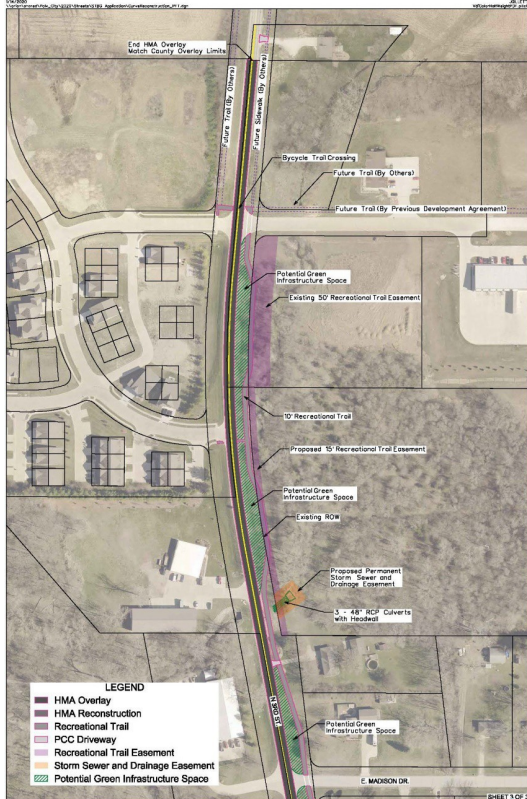


**N. 3RD STREET CURVE RECONSTRUCTION AND TRAIL
 BROADWAY STREET TO NORTH CORPORATE LIMITS
 FLATTEN CURVE TO SHIFT WEST**
 POLK CITY, IOWA
 120.0001.01
 June 25, 2020

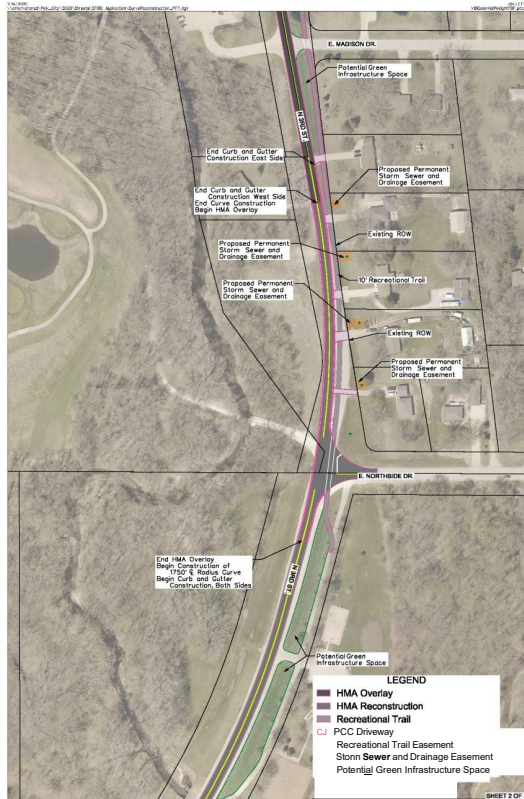
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
SITE WORK AND LANDSCAPING					
9.1	Fence, Chain Link, 72" Height	80	LF	\$ 150.00	\$ 12,000.00
9.2	Hydraulic Seeding, Fertilizing and HydroMulching	2.5	ACRE	\$ 3,500.00	\$ 8,750.00
9.3	Sodding	560	SQ	\$ 70.00	\$ 39,200.00
9.4	Filter Sock, 8" Dia. (Placement & Removal)	900	LF	\$ 4.00	\$ 3,600.00
9.5	Remove and Reinstall Mailbox	5	EA	\$ 500.00	\$ 2,500.00
9.6	Remove and Reinstall Sign	3	EA	\$ 1,000.00	\$ 3,000.00
9.7	SWPPP Management	1	LS	\$ 3,000.00	\$ 3,000.00
GENERAL PROVISIONS					
11.1	Mobilization (Estimated at 5%)	1	LS	\$ 52,000.00	\$ 52,000.00
Subtotal:					\$ 1,065,575.00
Contingency (20%):					\$ 213,115.00
CONSTRUCTION TOTAL:					\$ 1,279,000.00
<u>Other Project Costs</u>					
Right of Way:					\$ 25,000.00
Survey, Engineering, and Construction Services (Est. 15%):					\$ 192,000.00
TOTAL PROJECT COST (FY 2020):					\$ 1,496,000.00
TOTAL PROJECT COST (FY 2024):					\$ 1,620,000.00

Notes

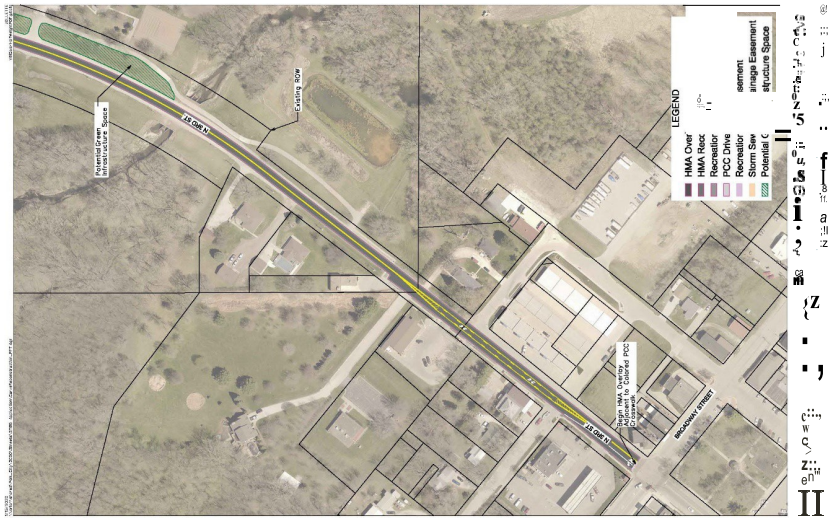
- (1) Assumes preparation occurs to 2' behind back of curb for curve reconstruction area.
- (2) Additional cost to account for construction phasing to maintain at least one lane of traffic open throughout the duration of the project. Estimated at 15% increase in construction costs related to earthwork, HMA curve reconstruction, PCC trail construction, and storm sewer installation.



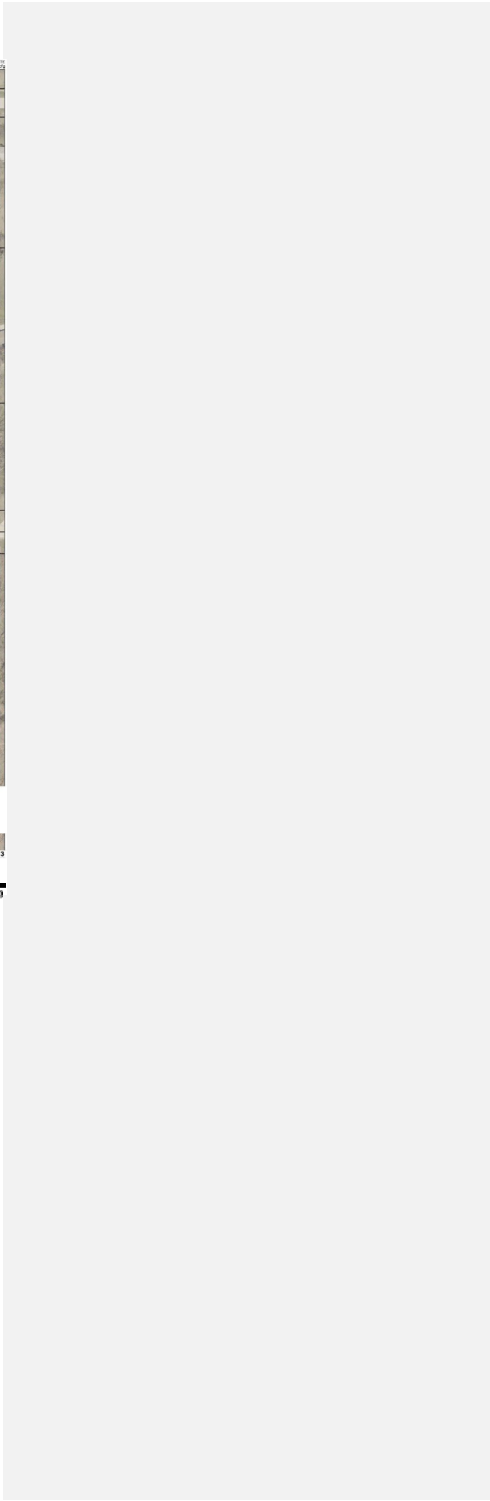
SNYDER ASSOCIATES **20AN** **FEET**
Madison Drive to North Corporate Limits
 N. 3rd Curve Reconstruction, Trail & Overlay | Polk County, Iowa | 11/21/2019



SNYDER ASSOCIATES **0 20 40 120** **A**
South of Northside Drive to Madison Drive
 N. 3rd Curve Reconstruction, Trail & Overlay | Polk County, Iowa | 11/21/2019



SNYDER ASSOCIATES **0 20 40 120** **A**
Madison Drive
 N. 3rd Curve Reconstruction, Trail & Overlay | Polk County, Iowa | 11/21/2019



CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #16 High Trestle Trail connector

COUNCIL RANKING: D/16 points

PROPOSED DATE FOR CONSTRUCTION: FY23-24 July 1, 2023-June 30, 2024

SOURCE OF REVENUE: Polk County Project

Description of Project: This project consists of installing a trail connection from outer city limits to the High Trestle Trail. There has not been a route identified for this trail connection, but the total distance is approximately 1 mile to the HTT. This project would be considered Phase 3 of the complete trail connection.

Cost Estimate:

Item	Total
Estimated construction costs	<u>\$1,029,200</u>

Justification for Project: The justification for this project is to completely connect the Town Square to the High Trestle Trail. Polk County has taken the initiative for this project. For this Capital Improvement Plan, no dollar amount has been contributed from the City for this project assuming this would be a Polk County project. The Council may have the option in the future to assist financially.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Streets

PROJECT: Project #35 WhiteTail Parkway Corridor Study

COUNCIL RANKING: D/15 points

PROPOSED DATE FOR CONSTRUCTION: FY23-24 July 1, 2023-June 30, 2024

SOURCE OF REVENUE: Road Use Tax (RUT)

Description of Project: This study would develop a future street alignment and costs for the road beginning in the Whitetail Ridge development to N.3rd Street.

Cost Estimate:

Item	Total
Lump Sum estimate amount	\$25,000

Justification for Project: This study would assist the City and reserve the street corridor before development occurs. It will also provide costs to assist with future funding options. Future construction of street improvements would be a potential future project depending on the outcome of the study.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Sanitary Sewer

PROJECT: Project #27 Parker Lift Station upgrade

COUNCIL RANKING: D/15 points

PROPOSED DATE FOR CONSTRUCTION: FY23-24 July 1, 2023-June 30, 2024

SOURCE OF REVENUE: Sewer Fund

Description of Project: Replace the existing pumps with larger pumps.

Cost Estimate:

Item	Total
Construction Costs	\$80,000
Construction Contingency	\$16,000
Engineering & Project Administration	<u>\$14,000</u>
	\$110,000
 Cost to construct in FY23-24:	 \$124,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The justification for this project is due to the increased sewer flows from the Parker Boulevard area. Smaller flow pumps were initially installed because the sewer flows received at this lift station were too low for bigger flow pumps to operate properly. Now the flows have increased to accommodate the higher flow pumps.

ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS



PARKER LIFT STATION UPGRADE

Polk City, Iowa
120.0001.01
July 2, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.0	Replacement of 2 Pumps	1	LS	\$ 40,000.00	\$ 40,000.00
2.0	Replacement of Control Panel (If Required) (1)	1	LS	\$ 20,000.00	\$ 20,000.00
3.0	Replacement of Wet Well Cover (If Required) (2)	1	LS	\$ 20,000.00	\$ 20,000.00
Subtotal:					\$ 80,000.00
Contingency (~20%):					\$ 16,000.00
CONSTRUCTION TOTAL:					\$ 96,000.00
Engineering, Construction, and Administration (~15%):					\$ 14,000.00
TOTAL PROJECT COST (FY 2020):					\$ 110,000.00
TOTAL PROJECT COST (FY 2023):					\$ 124,000.00

Notes

- (1) Replacement of control panel might be necessary if replacement pump motor size increases.

- (2) Replacement of wet well cover might be necessary if replacement pumps are too large to fit through the existing hatch opening.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #18 West Bridge Road Trail gap

COUNCIL RANKING: D/15 points

PROPOSED DATE FOR CONSTRUCTION: FY23-24 July 1, 2023-June 30, 2024

SOURCE OF REVENUE: LOST

Description of Project: This project consists of installing a trail connection from the Lakeside Church to Parker Blvd.

Cost Estimate:

Item	Total
Construction Costs	\$31,500
Construction Contingency	\$6,500
Engineering & Project Administration	<u>\$6,000</u>
	\$44,000
 Cost to construct in FY23-24:	 \$47,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The intent of this project is to fill in a gap along Bridge Road to the future KwikStar site. Once the KwikStar project is complete, the future intent will be to connect Bridge Road to the Neal Smith Trail.

Project #18 West Bridge Road Trail gap
ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS

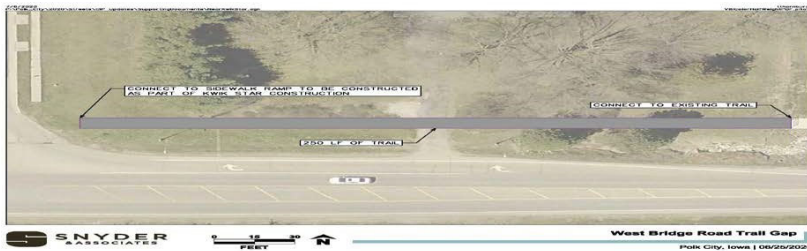


**WEST BRIDGE ROAD TRAIL GAP
 FRONTAGE ALONG VAN DOORN PROPERTY**
 POLK CITY, IOWA
 120.0001.01
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Excavation, Class 10	(1)	115 CY	\$ 35.00	\$ 4,025.00
2.2	Special Subgrade Preparation for Shared Use Path	(2)	335 SY	\$ 5.00	\$ 1,675.00
STREETS AND RELATED WORK					
7.1	Shared Use Path, PCC, 5"		280 SY	\$ 70.00	\$ 19,600.00
TRAFFIC CONTROL					
8.1	Sidewalk Closure Traffic Control		1 LS	\$ 1,000.00	\$ 1,000.00
SITE WORK AND LANDSCAPING					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching, Type 1	(3)	0.1 ACRE	\$ 7,000.00	\$ 700.00
9.2	Filter Sock, 8"	(4)	250 LF	\$ 4.00	\$ 1,000.00
9.3	Filter Sock, Removal	(4)	250 LF	\$ 2.00	\$ 500.00
GENERAL PROVISIONS					
11.1	Mobilization		1 LS	\$ 3,000.00	\$ 3,000.00
Subtotal:					\$ 31,500.00
Contingency (~20%):					\$ 6,500.00
CONSTRUCTION TOTAL:					\$ 38,000.00
Engineering, Construction, and Administration (~15%):					\$ 6,000.00
TOTAL PROJECT COST (FY 2020):					\$ 44,000.00
TOTAL PROJECT COST (FY 2023):					\$ 47,000.00

Notes

- (1) Assumes 1' of excavation over trail width and one (1) additional foot on each side.
- (2) Assumes subgrade preparation under trail and one (1) additional foot on each side.
- (3) Assumes seeding will be required for 5' on each side of shared use path.
- (4) Assumes filter sock to be placed along downhill side of shared use path.



CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Streets

PROJECT: Project #32 Van Dorn/3rd Street improvements

COUNCIL RANKING: D/15 points

PROPOSED DATE FOR CONSTRUCTION: FY23-24 July 1, 2023-June 30, 2024

SOURCE OF REVENUE: LOST

Description of Project: This project will consist of safety upgrades at the intersection of Van Dorn Street and 3rd Street. The improvements include curb bump outs, ADA compliant sidewalk ramps, a new flashing beacon for street crossing, and adjustments to the entrance of City Hall.

Cost Estimate:

Item	Total
Construction Costs	\$118,075
Construction Contingency	\$23,925
Engineering & Project Administration	<u>\$29,000</u>
	\$171,000
 Cost to construct in FY23-24:	 \$182,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: This project will improve the safety for pedestrians at this intersection. It will also provide an ADA compliant sidewalk to City Hall, and add some additional parking.

Project #32 Van Dorn/3rd Street improvements

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



**3RD STREET AND VAN DORN STREET INTERSECTION IMPROVEMENTS
INTERSECTION AND CITY HALL PLAZA CONCEPT PLAN**

POLK CITY, IOWA

120.0001.01

June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Excavation, Class 10 (1)	100	CY	\$ 35.00	\$ 3,500.00
STRUCTURES FOR SANITARY AND STORM					
6.1	Intake, SW-508, Top Only	1	EA	\$ 3,000.00	\$ 3,000.00
STREETS AND RELATED WORK					
7.1	Sidewalk, PCC, 4"	105	SY	\$ 65.00	\$ 6,825.00
7.2	Sidewalk, PCC, 6"	50	SY	\$ 80.00	\$ 4,000.00
7.3	Detectable Warning	60	SF	\$ 50.00	\$ 3,000.00
7.4	Removal of Pavement	375	SY	\$ 20.00	\$ 7,500.00
7.5	Removal of Sidewalk	150	SY	\$ 15.00	\$ 2,250.00
7.6	Curb and Gutter, 2.5' Width, 6" Standard	400	LF	\$ 45.00	\$ 18,000.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
8.2	Painted Pavement Markings, Solvent/Waterborne	10	STA	\$ 250.00	\$ 2,500.00
8.3	Painted Symbols and Legends	1	EA	\$ 500.00	\$ 500.00
8.4	Remove Existing Pedestrian Signal and Install Rectangular Rapid Flashing Beacon	1	LS	\$ 40,000.00	\$ 40,000.00
SITE WORK AND LANDSCAPING					
9.1	Plaza Landscaping (2)	1	LS	\$ 5,000.00	\$ 5,000.00
9.2	Surface Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
11.2	Additional Removals (3)	1	LS	\$ 2,000.00	\$ 2,000.00
Subtotal:					\$ 118,075.00
Contingency (~20%):					\$ 23,925.00
CONSTRUCTION TOTAL:					\$ 142,000.00
Engineering, Construction, and Administration (~20%):					\$ 29,000.00
TOTAL PROJECT COST (FY 2020):					\$ 171,000.00
TOTAL PROJECT COST (FY 2023):					\$ 182,000.00

Notes

- (1) Assumes 1' of excavation under all sidewalk area. Additional excavation may be necessary following completion of future topographic survey.
- (2) Price may vary depending on landscaping selected. Estimate should be consider an order of magnitude cost.
- (3) Includes removal of existing fencing, railing, and concrete block retaining wall to the east of existing City Hall parking.

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS

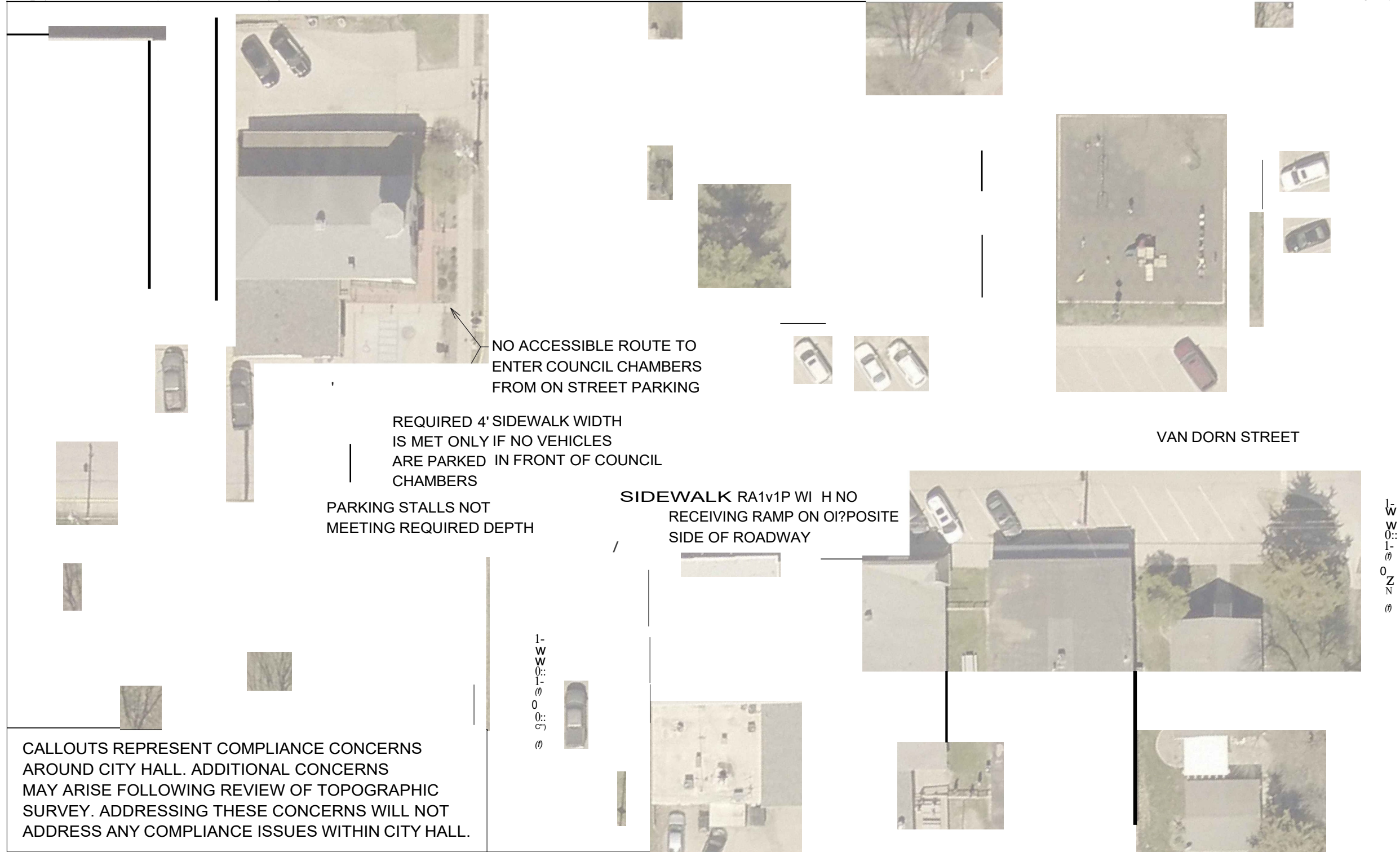


3RD STREET AND VAN DORN STREET INTERSECTION IMPROVEMENTS
 INTERSECTION AND CITY HALL PLAZA CONCEPT PLAN
 POLK CITY, IOWA
 120.0001.01
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Excavation, Class 10 (1)	100	CY	\$ 35.00	\$ 3,500.00
STRUCTURES FOR SANITARY AND STORM					
6.1	Intake, SW-508, Top Only	1	EA	\$ 3,000.00	\$ 3,000.00
STREETS AND RELATED WORK					
7.1	Sidewalk, PCC, 4"	105	SY	\$ 65.00	\$ 6,825.00
7.2	Sidewalk, PCC, 6"	50	SY	\$ 80.00	\$ 4,000.00
7.3	Detectable Warning	60	SF	\$ 50.00	\$ 3,000.00
7.4	Removal of Pavement	375	SY	\$ 20.00	\$ 7,500.00
7.5	Removal of Sidewalk	150	SY	\$ 15.00	\$ 2,250.00
7.6	Curb and Gutter, 2.5' Width, 6" Standard	400	LF	\$ 45.00	\$ 18,000.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
8.2	Painted Pavement Markings, Solvent/Waterborne	10	STA	\$ 250.00	\$ 2,500.00
8.3	Painted Symbols and Legends	1	EA	\$ 500.00	\$ 500.00
8.4	Remove Existing Pedestrian Signal and Install Rectangular Rapid Flashing Beacon	1	LS	\$ 40,000.00	\$ 40,000.00
SITE WORK AND LANDSCAPING					
9.1	Plaza Landscaping (2)	1	LS	\$ 5,000.00	\$ 5,000.00
9.2	Surface Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
11.2	Additional Removals (3)	1	LS	\$ 2,000.00	\$ 2,000.00
Subtotal:					\$ 118,075.00
Contingency (~20%):					\$ 23,925.00
CONSTRUCTION TOTAL:					\$ 142,000.00
Engineering, Construction, and Administration (~20%):					\$ 29,000.00
TOTAL PROJECT COST (FY 2020):					\$ 171,000.00
TOTAL PROJECT COST (FY 2023):					\$ 182,000.00

Notes

- (1) Assumes 1' of excavation under all sidewalk area. Additional excavation may be necessary following completion of future topographic survey.
- (2) Price may vary depending on landscaping selected. Estimate should be consider an order of magnitude cost.
- (3) Includes removal of existing fencing, railing, and concrete block retaining wall to the east of existing City Hall parking.

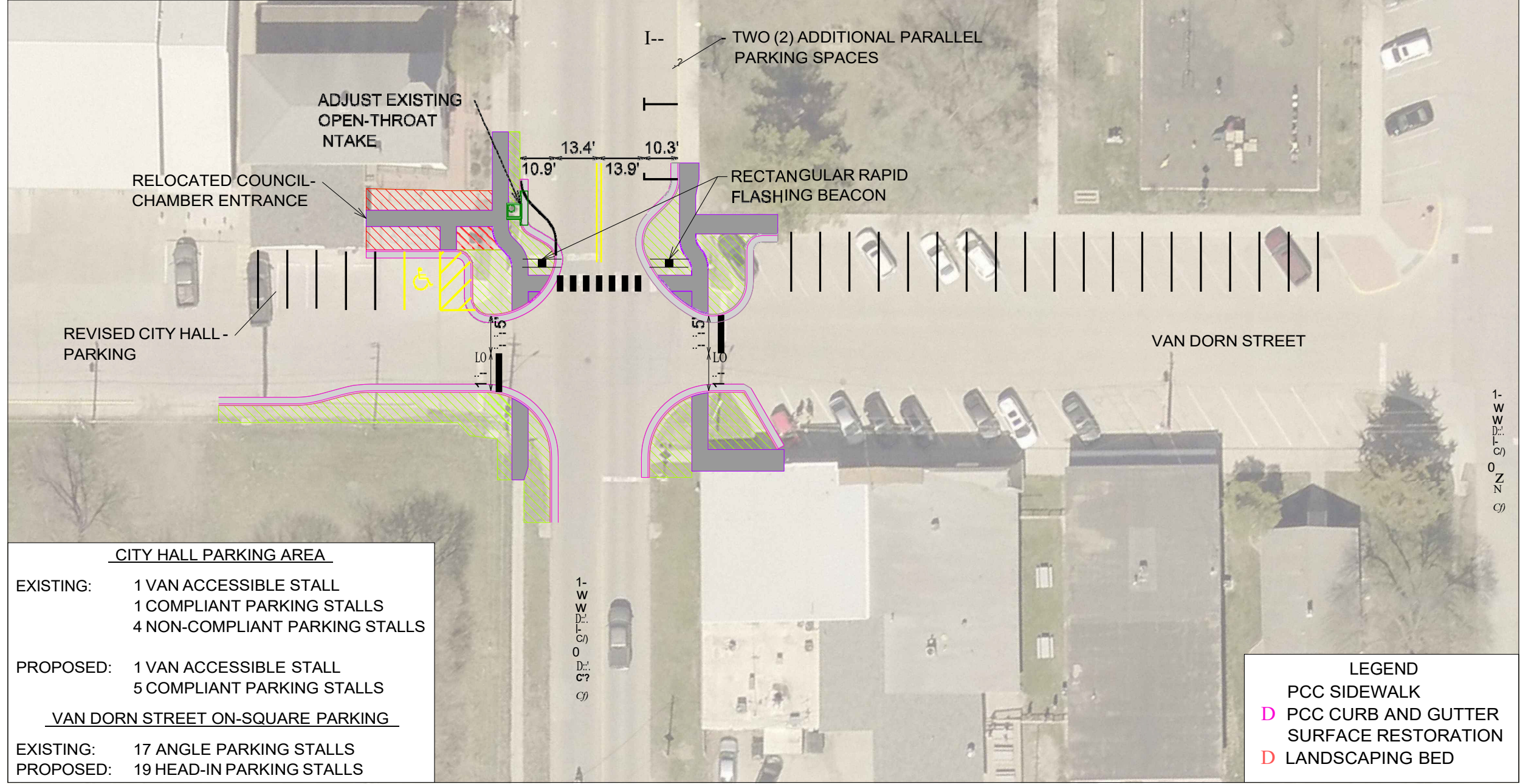


CALLOUTS REPRESENT COMPLIANCE CONCERNS AROUND CITY HALL. ADDITIONAL CONCERNS MAY ARISE FOLLOWING REVIEW OF TOPOGRAPHIC SURVEY. ADDRESSING THESE CONCERNS WILL NOT ADDRESS ANY COMPLIANCE ISSUES WITHIN CITY HALL.



THIS EXHIBIT REPRESENTS A CONCEPTUAL LAYOUT TO ADDRESS ADA COMPLIANCE CONCERNS. ADDITIONAL MODIFICATIONS MAY BE REQUIRED FOLLOWING COMPLETION OF TOPOGRAPHIC SURVEY AS PART OF A FUTURE ENGINEERING CONTRACT.

OPTION 1



CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Streets

PROJECT: Project #34 East Broadway Street improvements

COUNCIL RANKING: D/15 points

PROPOSED DATE FOR CONSTRUCTION: FY23-24 July 1, 2023-June 30, 2024

SOURCE OF REVENUE: LOST

Description of Project: This project includes a recreational trail only, from the City square to the Deerhaven trail.

Cost Estimate:

Item	Total
Construction Costs	\$210,550
Construction Contingency	\$53,450
Engineering & Project Administration	<u>\$40,000</u>
	\$304,000
 Cost to construct in FY23-24:	 \$323,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The justification for this project is to connect the DeerHaven trail to the town square.

Project #34 East Broadway Street improvements

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



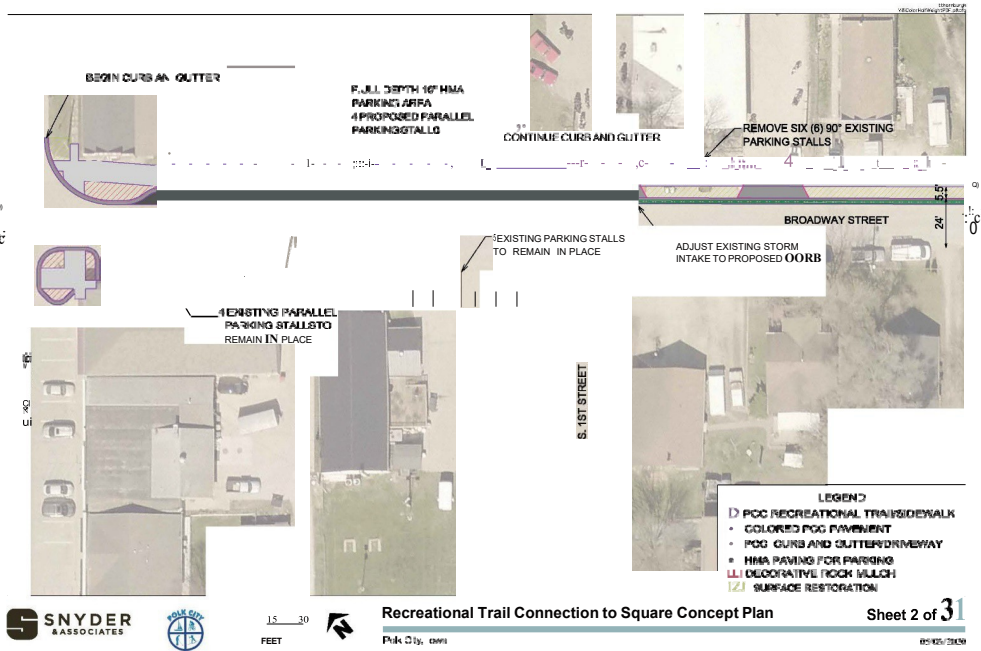
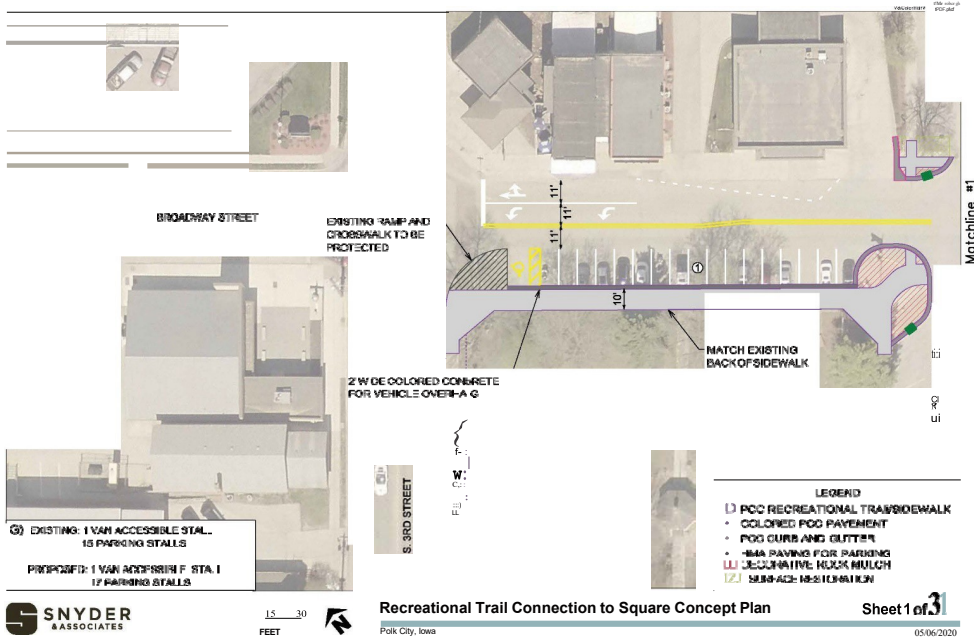
**RECREATIONAL TRAIL CONNECTION TO CITY SQUARE
CITY SQUARE TO EXISTING DEER HAVEN TRAIL**

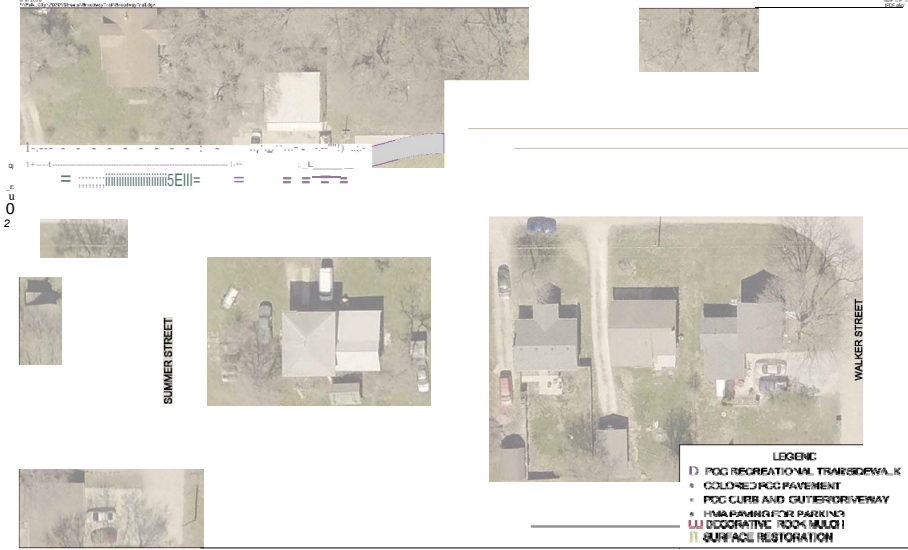
Polk City, Iowa
120.0001.00
June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Special Shaping for Trail Placement	1	LS	\$ 5,000.00	\$ 5,000.00
SEWERS AND DRAINS					
4.1	Intake Adjustment, Minor	2	EA	\$ 1,250.00	\$ 2,500.00
4.2	Intake Adjustment, Major	1	EA	\$ 2,500.00	\$ 2,500.00
4.3	Intake, SW-501	2	EA	\$ 5,000.00	\$ 10,000.00
4.4	Storm Sewer, 15" RCP	400	LF	\$ 80.00	\$ 32,000.00
STREETS AND RELATED WORK					
7.1	Shared Use Path, PCC, 5"	795	SY	\$ 45.00	\$ 35,775.00
7.2	Shared Use Path, PCC, 6"	220	SY	\$ 75.00	\$ 16,500.00
7.3	Shared Use Path, Colored PCC, 5"	50	SY	\$ 250.00	\$ 12,500.00
7.4	Detectable Warning	120	SF	\$ 50.00	\$ 6,000.00
7.5	Driveway, Paved, PCC, 7"	165	SY	\$ 75.00	\$ 12,375.00
7.6	Pavement, HMA, 8"	75	SY	\$ 90.00	\$ 6,750.00
7.7	Curb and Gutter, 2' Width, 6" Standard	380	LF	\$ 30.00	\$ 11,400.00
7.8	Curb and Gutter, 3' Width, 6" Standard	470	LF	\$ 40.00	\$ 18,800.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
8.2	Painted Pavement Markings, Solvent/Waterborne	15	STA	\$ 250.00	\$ 3,750.00
8.3	Painted Symbols and Legends	4	EA	\$ 300.00	\$ 1,200.00
SITE WORK AND LANDSCAPING					
9.1	Surface Restoration	1	LS	\$ 6,000.00	\$ 6,000.00
9.2	Rock Mulch (2)	50	TON	\$ 300.00	\$ 15,000.00
SITE WORK AND LANDSCAPING					
11.1	Mobilization	1	LS	\$ 7,500.00	\$ 7,500.00
Subtotal:					\$ 210,550.00
Contingency (~25%):					\$ 53,450.00
CONSTRUCTION TOTAL:					\$ 264,000.00
Engineering, Construction, and Administration (~15%):					\$ 40,000.00
TOTAL PROJECT COST (FY 2020):					\$ 304,000.00
TOTAL PROJECT COST (FY 2023):					\$ 323,000.00

Notes

- (1) Item used to install additional parking area. Includes 4" of base course, 2" of intermediate course, and 2" of surface course, 5% asphalt binder.
- (2) Assumes rock mulch is to be installed at 12" depth and a density of 75 pounds per cubic feet.





CITY OF POLK CITY
CAPITAL IMPROVEMENT
PROJECT

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DEPARTMENT: Streets

PROJECT: Project #43 2023 Street Repairs Project

COUNCIL RANKING:

PROPOSED DATE FOR CONSTRUCTION: FY23-24, July 1, 2023 – June 30, 2024

SOURCE OF REVENUE: Local Option Sales Tax (LOST)/Road Use Tax (RUT)

Description of Project: This project consists of addressing streets in need of repairs.

Cost Estimate:

<u>Item</u>	<u>Total</u>
<u>Construction Costs</u>	<u>\$170,000</u>
<u>Construction Contingency</u>	<u>\$</u>
<u>Right of Way costs</u>	<u>\$</u>
<u>Engineering & Project Administration</u>	<u>\$30,000</u>
	<u>\$</u>
<u>Cost to construct in FY23-24:</u>	<u>\$200,000</u>

Justification for Project: This project is an ongoing project. The City identified multiple concrete streets in town that needed to be repaired. Each year the City designates a dollar amount to repair as many streets as possible to increase the longevity of the City's streets.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #19 West Bridge Trail Parker to Neal Smith (Trail)

COUNCIL RANKING: F/14 points

PROPOSED DATE FOR CONSTRUCTION: FY24-25 July 1, 2024-June 30, 2025

SOURCE OF REVENUE: LOST

Description of Project: This project consists of installing a trail connection from KwikStar (once their project takes place) to the Neal Smith Trail/Sports Complex facility. The City will need to seek approval from the USA-CE to install this trail on their property.

Cost Estimate:

Item	Total
Construction Costs	\$65,125
Construction Contingency	\$13,875
Engineering & Project Administration	<u>\$12,000</u>
	\$91,000
 Cost to construct in FY24-25:	 \$99,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The overall intent of this project is to fill in a gap along Bridge Road to the Neal Smith Trail/Sports Complex. Completing this trail gap project will provide a complete trail connection from Bridge Road to the Neal Smith Trail.

Project #19 West Bridge Trail Parker to Neal Smith (Trail)
ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS

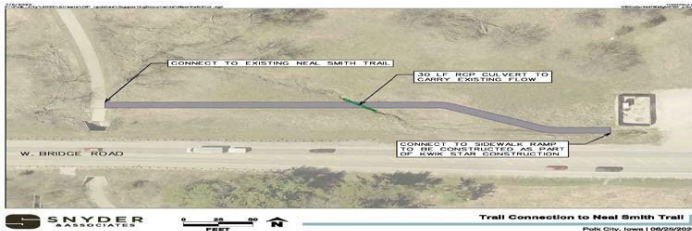


**TRAIL CONNECTION TO NEAL SMITH TRAIL
 FROM KWIK STAR TO NEAL SMITH TRAIL**
 POLK CITY, IOWA
 120.0001.01
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Excavation, Class 10 (1)	285	CY	\$ 35.00	\$ 9,975.00
2.2	Special Subgrade Preparation for Shared Use Path (2)	570	SY	\$ 5.00	\$ 2,850.00
2.3	Clearing and Grubbing (3)	0.25	ACRE	\$ 5,000.00	\$ 1,250.00
SEWERS AND DRAINS					
4.1	Pipe Culvert, Trenched, RCP, 15-24"	30	LF	\$ 150.00	\$ 4,500.00
4.2	Pipe Apron, RCP, 15-24"	2	EA	\$ 1,750.00	\$ 3,500.00
STREETS AND RELATED WORK					
7.1	Shared Use Path, PCC, 5"	475	SY	\$ 70.00	\$ 33,250.00
7.2	Concrete Washout	1	LS	\$ 1,000.00	\$ 1,000.00
TRAFFIC CONTROL					
8.1	Sidewalk Closure Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
SITE WORK AND LANDSCAPING					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching, Type 1 (4)	0.25	ACRE	\$ 7,000.00	\$ 1,750.00
9.2	Filter Sock, 8" (5)	425	LF	\$ 4.00	\$ 1,700.00
9.3	Filter Sock, Removal (5)	425	LF	\$ 2.00	\$ 850.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 3,500.00	\$ 3,500.00
Subtotal:					\$ 65,125.00
Contingency (~20%):					\$ 13,875.00
CONSTRUCTION TOTAL:					\$ 79,000.00
Engineering, Construction, and Administration (~15%):					\$ 12,000.00
TOTAL PROJECT COST (FY 2020):					\$ 91,000.00
TOTAL PROJECT COST (FY 2024):					\$ 99,000.00

Notes

- (1) Assumes 1.5' of excavation over trail width and one (1) additional foot on each side.
- (2) Assumes subgrade preparation under trail and one (1) additional foot on each side.
- (3) Assumes clearing and grubbing width of 20' along trail length.
- (4) Assumes seeding will be required for 5' on each side of shared use path.
- (5) Assumes filter sock to be placed along downhill side of shared use path.



CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Storm Sewer

PROJECT: Project #29 Sump Pump collector lines

COUNCIL RANKING: F/14 points

PROPOSED DATE FOR CONSTRUCTION: FY24-25 July 1, 2024-June 30, 2025

SOURCE OF REVENUE: Special Assessment, General Fund, Stormwater fee

Description of Project: This project consists of installing pipe at the edge of the curb to allow a neighborhood to connect their sump pump line into the storm sewer. The sump pump lines for this project consist of the following streets: Roosevelt Street, Sunset Drive, Lyndale Drive, and Oaklyn Drive.

Cost Estimate:

Item	Total
Construction Costs	\$209,450
Construction Contingency	\$42,550
Preparation of Assessment documents	\$20,000
Bond Council	\$8,000
Engineering & Project Administration	<u>\$31,000</u>
	\$311,000
 Cost to construct in FY24-25:	 \$344,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The City has identified certain areas of town that need sump pump collector lines. There is a problem in these areas with water flow across the sidewalk and onto the street. This causes a mossy film in the summer and icing in the winter on the sidewalks and the city streets. It also saturates the subgrade of the roadbed and causes soft spots which causes the road to be less supported.

Project #29 Sump Pump collector lines

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



SUMP COLLECTOR LINES
 ROOSEVELT STREET, SUNSET DRIVE, LYNDAL DRIVE, OAKLYN DRIVE
 POLK CITY, IOWA
 120.0001.01
 June 25, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
SEWERS AND DRAINS					
4.1	Sump Collector, PVC, 6", Trenched (1)	3100	LF	\$ 20.00	\$ 62,000.00
4.2	Sump Collector, PVC, 6", Trenchless (2)	1900	LF	\$ 35.00	\$ 66,500.00
4.3	Sump Collector Cleanout, Type A-1, 6" (3)	20	EA	\$ 600.00	\$ 12,000.00
4.4	Sump Collector Outlets and Connections	14	EA	\$ 500.00	\$ 7,000.00
4.5	Connect Existing Sump Lines (4)	63	EA	\$ 650.00	\$ 40,950.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
SITE WORK AND LANDSCAPING					
9.1	Surface Restoration (5)	1	ACRE	\$ 6,000.00	\$ 6,000.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 10,000.00	\$ 10,000.00
Subtotal:					\$ 209,450.00
Contingency (~20%):					\$ 42,550.00
CONSTRUCTION TOTAL:					\$ 252,000.00
<u>Other Project Costs</u>					
Preparation of Assessment Documents:					\$ 20,000.00
Bond Council:					\$ 8,000.00
Engineering, Construction, and Administration (~12%):					\$ 31,000.00
TOTAL PROJECT COST (FY 2020):					\$ 311,000.00
TOTAL PROJECT COST (FY 2025):					\$ 344,000.00

Notes

- (1) Includes footing drain collector installation on both sides of all four streets.
- (2) Includes 63 trenchless driveway crossings with an average width length of 30'.
- (3) Assumes cleanouts will be placed with an average spacing of 250'.
- (4) Assumes each impacted parcel will require a connection of the existing sump pump line.
- (5) Assumes an approximate trench width of 10' will be disturbed and restored along all trenched collector line installation.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Sewer

PROJECT: Project #28 TCI Lift Station upgrade

COUNCIL RANKING: F/14 points

PROPOSED DATE FOR CONSTRUCTION: FY24-25 July 1, 2024-June 30, 2025

SOURCE OF REVENUE: Sewer Fund

Description of Project: Replace the existing pumps with larger pumps.

Cost Estimate:

Item	Total
Construction Costs	\$71,000
Construction Contingency	\$12,100
Engineering & Project Administration	<u>\$11,000</u>
	\$82,000
 Cost to construct in FY24-25:	 \$96,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: This project is needed due to increased sewer flows from the Whitetail Ridge and Big Creek Valley developments as they build out to completion. Smaller flow pumps were initially installed because the sewer flows received by this lift station were too low for larger flow pumps to operate properly. The flows have increased to accommodate the higher flow pumps.

ENGINEER'S PRELIMINARY BUDGETARY OPINION OF PROBABLE PROJECT COSTS



TCI LIFT STATION UPGRADE

Polk City, Iowa
120.0001.01
July 2, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1.0	Install 1 Additional Pump	(1)	1	LS \$ 25,000.00	\$ 25,000.00
2.0	Parallel 6" Force Main	(2)	620	LF \$ 45.00	\$ 27,900.00
3.0	Connection to Existing Force Main		2	EA \$ 3,000.00	\$ 6,000.00
Subtotal:					\$ 58,900.00
Contingency (~20%):					\$ 12,100.00
CONSTRUCTION TOTAL:					\$ 71,000.00
Engineering, Construction, and Administration (~15%):					\$ 11,000.00
TOTAL PROJECT COST (FY 2020):					\$ 82,000.00
TOTAL PROJECT COST (FY 2024):					\$ 96,000.00

Notes

- (1) Overall lift station capacity required and sizing for new pump should be verified during preliminary design.
- (2) Includes one creek crossing installed by directional drilling. Exact length of proposed force main required is approximate due to uncertainty regarding location of the end of the existing force main it must connect to.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #10 Twelve Oaks Park-Phase II (Parks)

COUNCIL RANKING: F/13 points

PROPOSED DATE FOR CONSTRUCTION: FY24-25 July 1, 2024-June 30, 2025

SOURCE OF REVENUE: LOST

Description of Project: This project consists of additional improvements in Twelve Oaks Park. This project consists of some site improvements and a sidewalk connection.

Cost Estimate:

Item	Total
Construction Costs	\$166,250
Construction Contingency	<u>\$15,000</u>
	181,250

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The City completed a Master Park Plan for this proposed park. Implementation of that plan is slated to occur to finish building out the park facility.



ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
Earthwork					
1.1	Strip/Stockpile/Respread Topsoil	300	CY	\$ 11.00	\$ 3,300.00
1.2	Excavation	1,500	CY	\$ 11.00	\$ 16,500.00
1.3	Earthwork Fill	1,500	CY	\$ 11.00	\$ 16,500.00
1.4	Rip Rap and Filter Fabric, 20"	750	SF	\$ 80.00	\$ 60,000.00
1.5	Dewatering	1	LS	\$ 15,000.00	\$ 15,000.00
				Subtotal:	\$ 111,300.00
PCC Pavement					
2.1	5" PCC Sidewalk	610	SY	\$ 55.00	\$ 33,550.00
				Subtotal:	\$ 33,550.00
Miscellaneous					
3.1	Pond Fountain w Elec Services and Panel	1	LS	\$ 15,000.00	\$ 15,000.00
3.2	Safety Signage	4	EA	\$ 350.00	\$ 1,400.00
3.3	Park Entry Sign	1	EA	\$ 5,000.00	\$ 5,000.00
				Subtotal:	\$ 21,400.00
				CONSTRUCTION TOTAL:	\$ 166,250.00
				Contingency (10%):	\$ 15,000.00
				TOTAL PROJECT COST:	\$ 181,250.00

Notes

- (1) This opinion of probable cost was completed using conceptual site layout. Snyder & Associates, Inc. is not responsible for any discrepancies between this assumed layout and quantities and the actual bids of the final plans and final quantities
- (2) This opinion of probable cost includes only those items related to site development known by Snyder & Associates, Inc. pertaining to this project; and does not include engineering, legal items, abstracting, appraisal fees, architectural fees, bonds, park site dedication, marketing soils geotechnical and or utility testing, administration, land costs, buildings, off-street parking, walls, and landscaping



Twelve Oaks Park
Polk City, Iowa

Concept Plan
5/23/2017

CITY OF POLK CITY
CAPITAL IMPROVEMENT
PROJECT

DEPARTMENT: Streets

PROJECT: Project #43 2024 Street Repairs Project

COUNCIL RANKING:

PROPOSED DATE FOR CONSTRUCTION: FY24-25, July 1, 2024 – June 30, 2025

SOURCE OF REVENUE: Local Option Sales Tax (LOST)/Road Use Tax (RUT)

Description of Project: This project consists of addressing streets in need of repairs.

Cost Estimate:

<u>Item</u>	<u>Total</u>
<u>Construction Costs</u>	<u>\$170,000</u>
<u>Construction Contingency</u>	<u>\$</u>
<u>Right of Way costs</u>	<u>\$</u>
<u>Engineering & Project Administration</u>	<u>\$30,000</u>
	<u>\$</u>
<u>Cost to construct in FY24-25:</u>	<u>\$200,000</u>

Justification for Project: This project is an ongoing project. The City identified multiple concrete streets in town that needed to be repaired. Each year the City designates a dollar amount to repair as many streets as possible to increase the longevity of the City's streets.

CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #21 North Broadway sidewalks

COUNCIL RANKING: F/12 points

PROPOSED DATE FOR CONSTRUCTION: FY24-25 July 1, 2024-June 30, 2025

SOURCE OF REVENUE: Special Assessment, General Fund

Description of Project: This project consists of installing sidewalks on the north side of Broadway to fill in sidewalk gaps. The range of this project varies as it is unknown at this time whether the City would like to initiate this project, pay for a portion of it, or complete a special assessment project.

Cost Estimate:

Item	Total
Construction Costs	\$312,105
Construction Contingency	\$44,895
Preparation of Assessment documents	\$20,000
Bond Council	\$8,000
Engineering & Project Administration	<u>\$54,000</u>
	\$439,000
 Cost to construct in FY24-25:	 \$476,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The overall intent of this project is to connect to 2 existing trail systems and have a completed sidewalk system on Broadway Street.

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



**SIDEWALKS ALONG BROADWAY STREET
FALCON DRIVE TO 3RD STREET**
POLK CITY, IOWA
120.0001.01
August 6, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Excavation, Class 10	(1) 2000	CY	\$ 20.00	\$ 40,000.00
2.2	Clearing and Grubbing	1	LS	\$ 5,000.00	\$ 5,000.00
STREETS AND RELATED WORK					
7.1	Sidewalk, PCC, 4"	1700	SY	\$ 50.00	\$ 85,000.00
7.2	Sidewalk, PCC, 6"	105	SY	\$ 75.00	\$ 7,875.00
7.3	Driveway, Paved, PCC, 6"	230	SY	\$ 60.00	\$ 13,800.00
7.4	Detectable Warning	144	SF	\$ 45.00	\$ 6,480.00
7.5	Removal of Pavement	(2) 500	SY	\$ 15.00	\$ 7,500.00
TRAFFIC CONTROL					
8.1	Sidewalk Safety Closures	20	EA	\$ 500.00	\$ 10,000.00
SITE WORK AND LANDSCAPING					
9.1	Combined Concrete Sidewalk and Retaining Wall	60	CY	\$ 1,300.00	\$ 78,000.00
9.2	Conventional Seeding, Seeding, Fertilizing, and Mulching	(3) 1.5	ACRE	\$ 5,000.00	\$ 7,500.00
9.3	Filter Sock, 8"	(4) 4500	LF	\$ 2.00	\$ 9,000.00
9.4	Filter Sock, Removal	(4) 4500	LF	\$ 1.00	\$ 4,500.00
9.5	Chain Link Fence, Vinyl Coated, 48"	(5) 415	LF	\$ 30.00	\$ 12,450.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 25,000.00	\$ 25,000.00
Subtotal:					\$ 312,105.00
Contingency (~15%):					\$ 44,895.00
CONSTRUCTION TOTAL:					\$ 357,000.00
<u>Other Project Costs</u>					
Preparation of Assessment Documents:					\$ 20,000.00
Bond Council:					\$ 8,000.00
Engineering, Construction, and Administration (~15%):					\$ 54,000.00
TOTAL PROJECT COST (FY 2020):					\$ 439,000.00
TOTAL PROJECT COST (FY 2024):					\$ 476,000.00
POTENTIAL SPECIAL ASSESSMENT TO PROPERTY OWNERS:					\$ 238,000.00

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



**SIDEWALKS ALONG BROADWAY STREET
FALCON DRIVE TO 3RD STREET**
POLK CITY, IOWA
120.0001.01
August 6, 2020

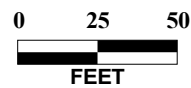
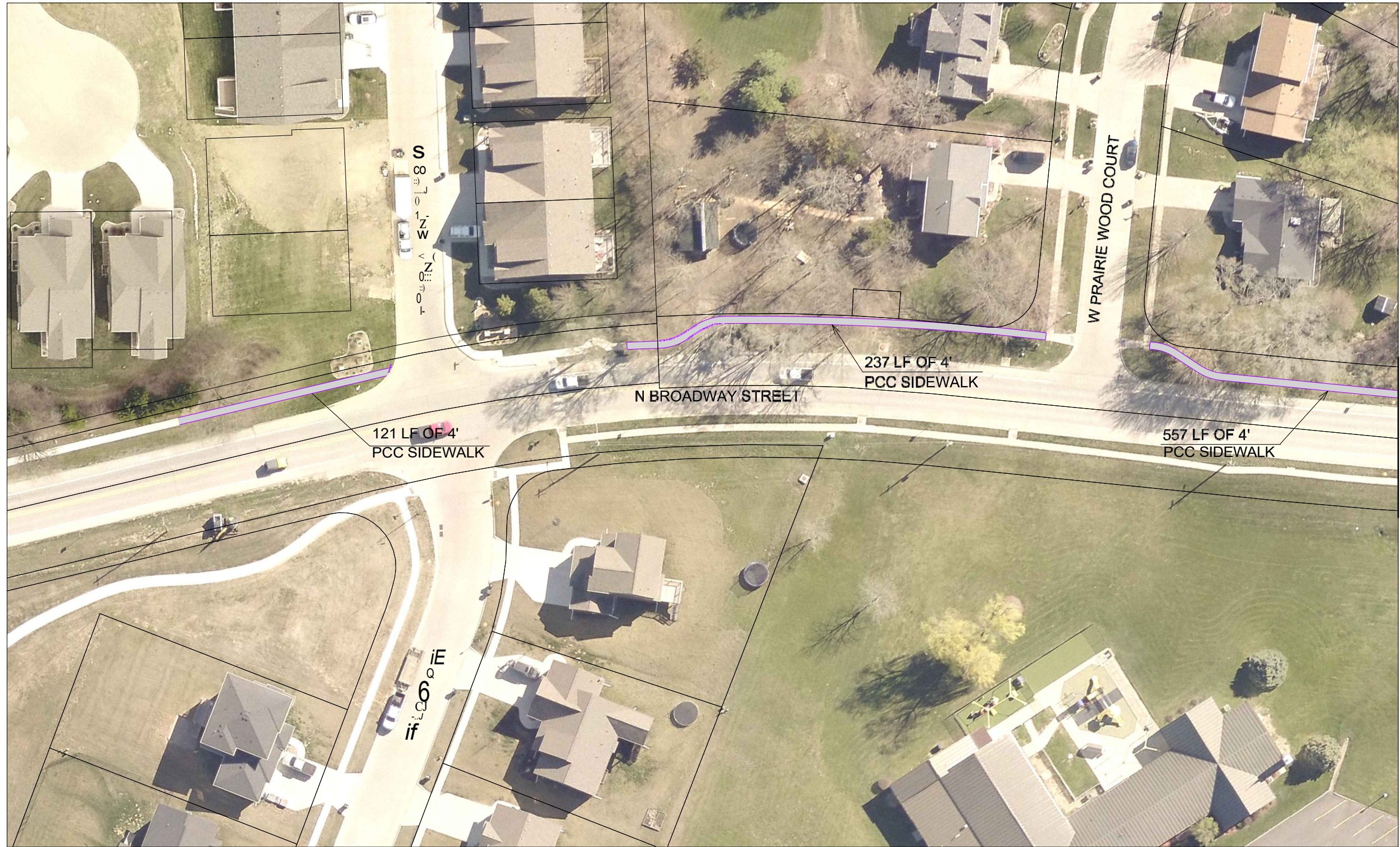
Notes

- (1) Assumes 2' of excavation over sidewalk width and one (1) additional foot on each side.
- (2) Quantity includes removal of existing sidewalk and driveway pavement as required to construct improvements.
- (3) Assumes seeding between the back of curb and Right of Way.
- (4) Assumes filter sock to be placed along downhill side of sidewalk.
- (5) Fence to be installed along the top of retaining walls as fall protection.

All modifications to irrigation systems present in Public Right of Way will be the responsible of the property owners.

Estimate does not include costs associated with acquisition of easements for sidewalk construction.

Estimate includes installation of sidewalk along United Methodist Church frontage. If these improvements are completed as part of Site Plan Amendment, reduce this estimate by \$13,000.





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N BROADWAY STREET

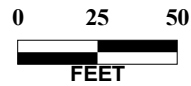
557 LF OF 4'
PCC SIDEWALK

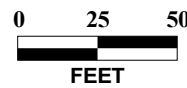
228 LF OF 4'
PCC SIDEWALK

CD

W JESTER PARK DRIVE

NOTE:
1: SIDEWALK CONSTRUCTED AS SITE PLAN IMPROVEMENT







MATCHLINE #4

MATCHLINE #5

180 LF OF 4'
PCC SIDEWALK

223 LF OF 4'
PCC SIDEWALK

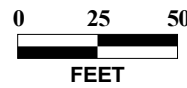
W BROADWAY STREET

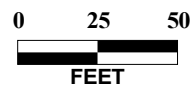
Sidewalk Along Broadway Street

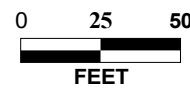
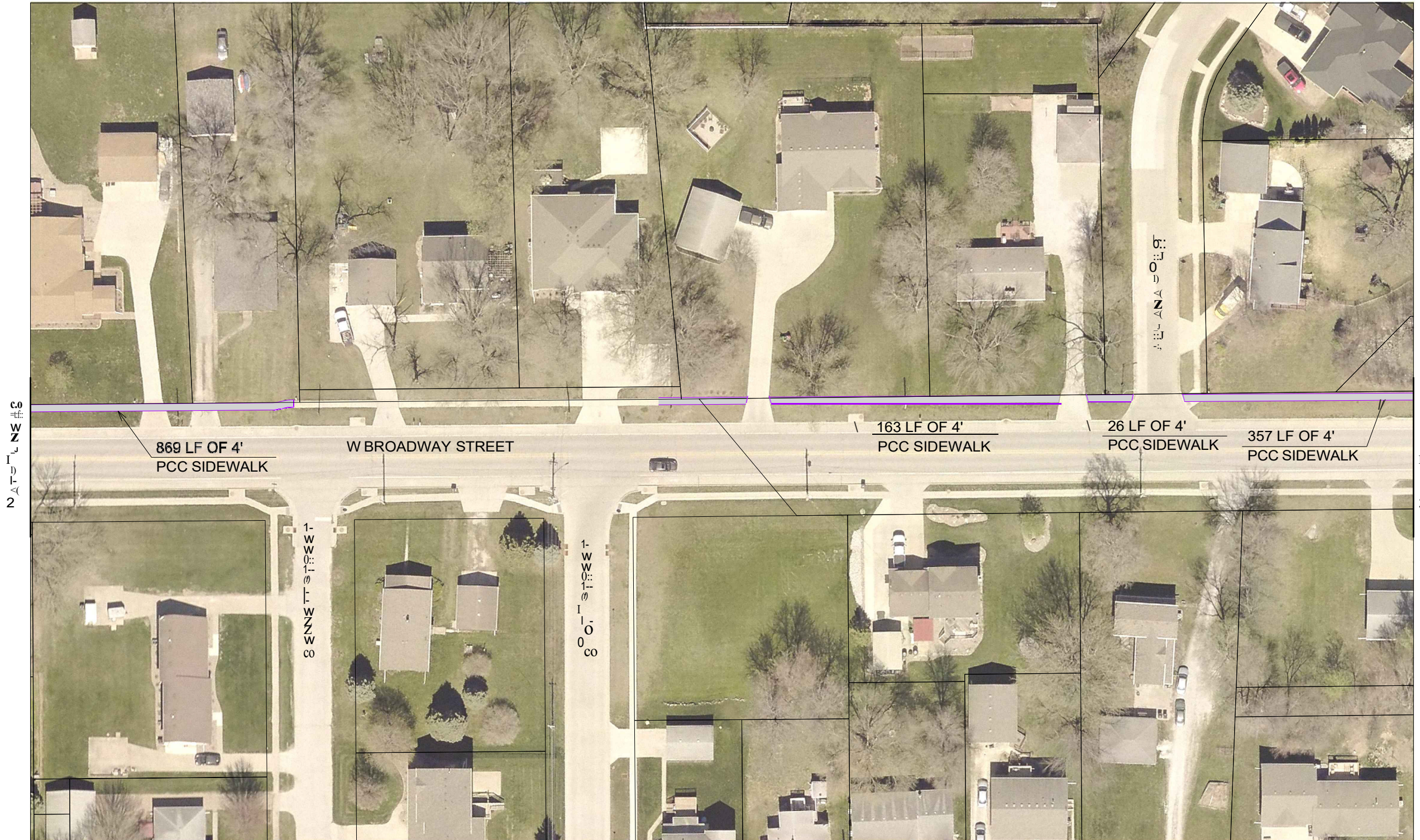
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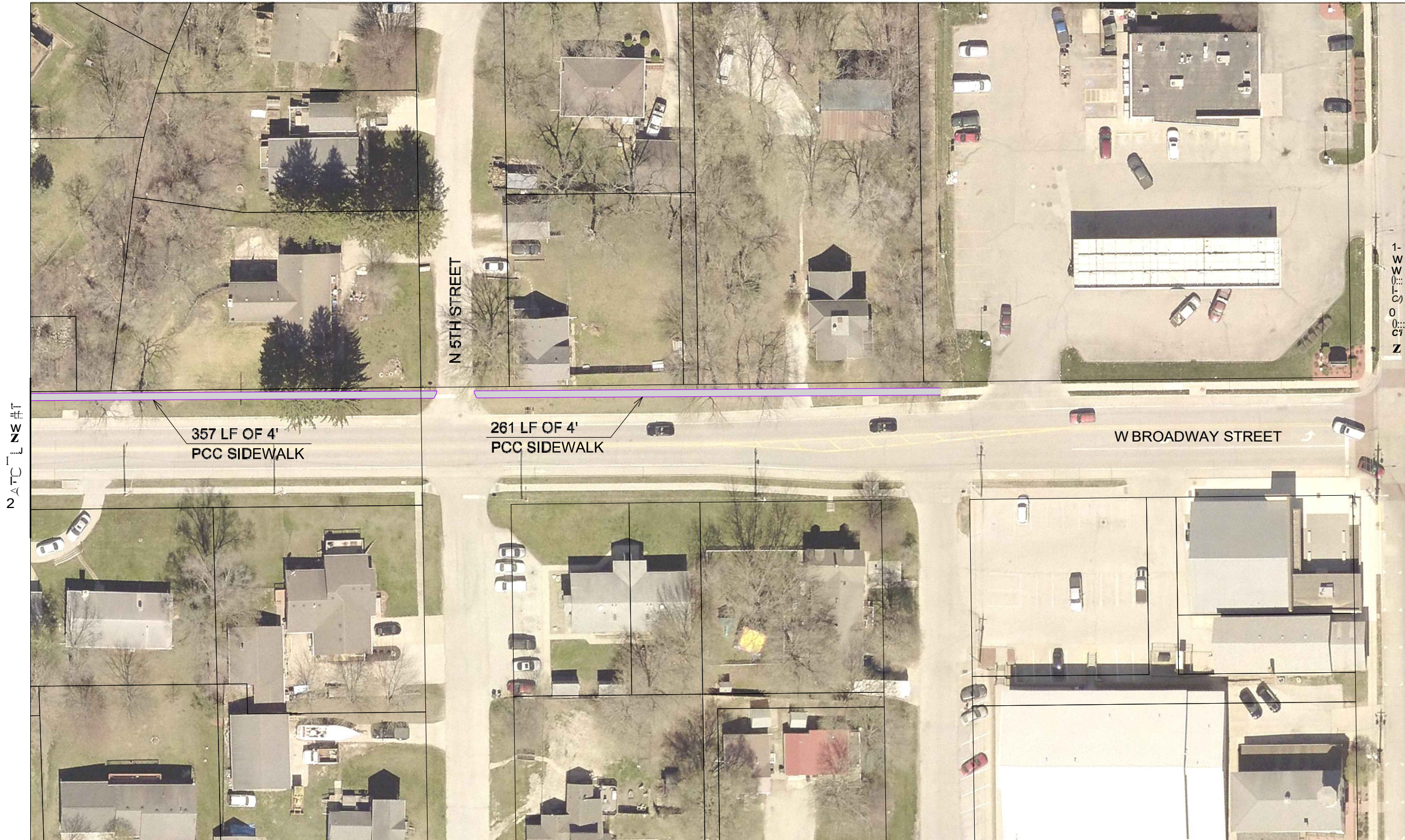
Polk City, Iowa

08/04/2020



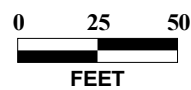






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CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Buildings

PROJECT: Project #2 City Hall/Police/Fire Station Remodel/rebuild

COUNCIL RANKING: F/12

PROPOSED DATE FOR CONSTRUCTION: ~~FY24-25 July 1, 2024 - June 30, 2025~~ FY22-23 July 1, 2022 – June 30, 2023

SOURCE OF REVENUE: General Obligation Loan/~~LOST~~/General Fund Reserves

Description of Project: This project consists of the remodeling/rebuilding the 3 departments. ~~The decision to remodel vs. rebuild will be up to the City Council and will be determined at a later date. A new City Hall/Community Center will be built property owned by the City at S 3rd and W Van Dorn. The Fire Department will remodel the current Fire Station and Community Room for expansion. The Police Station location has not yet been determined, however the City is actively looking for property to purchase for the new Police Station, construction start TBD. The Fire Department will expand into the existing Police Station once the new Police Station is completed.~~

Cost Estimate:

Item	Total
Construction Costs	\$1,600,000
Architecture/Design (15%)	\$240,000
Construction Contingency (10%)	\$160,000
	\$2,000,000

City Hall Construction \$4,500,000

Fire Department Remodel \$700,000

Police Department Land Purchase \$650,000

Justification for Project: The justification for this project is due to facility spacing needs. The departments located at and near City Hall need more space, and the City will need to address the facility needs. A facility needs assessment ~~is slated to occur in~~ has been completed FY20-21, and that assessment ~~will assist with a future decision~~ determined the future needs of the Community. ~~Once that assessment is complete, the City will implement a project estimate into this CIP. For this CIP, the City has included \$2,000,000 worth of improvements to the facilities.~~

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CITY OF POLK CITY
CAPITAL IMPROVEMENT PROJECT

DEPARTMENT: Parks & Rec

PROJECT: Project #20 Woodhaven Linear Park trail connection

COUNCIL RANKING: F/11 points

PROPOSED DATE FOR CONSTRUCTION: FY24-25 July 1, 2024-June 30, 2025

SOURCE OF REVENUE: LOST

Description of Project: This project consists of installing a trail connector from Parker Boulevard to Woodhaven Drive. The connection would consist of 225 LF of trail.

Cost Estimate:

Item	Total
Construction Costs	\$39,500
Construction Contingency	\$6,500
Engineering & Project Administration	<u>\$10,000</u>
	\$56,000
 Cost to construct in FY24-25:	 \$64,000

A detailed cost estimate from Snyder & Associates is attached.

Justification for Project: The overall intent of this project is to connect to 2 existing trail systems and have a completed system in the Woodhaven development.

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



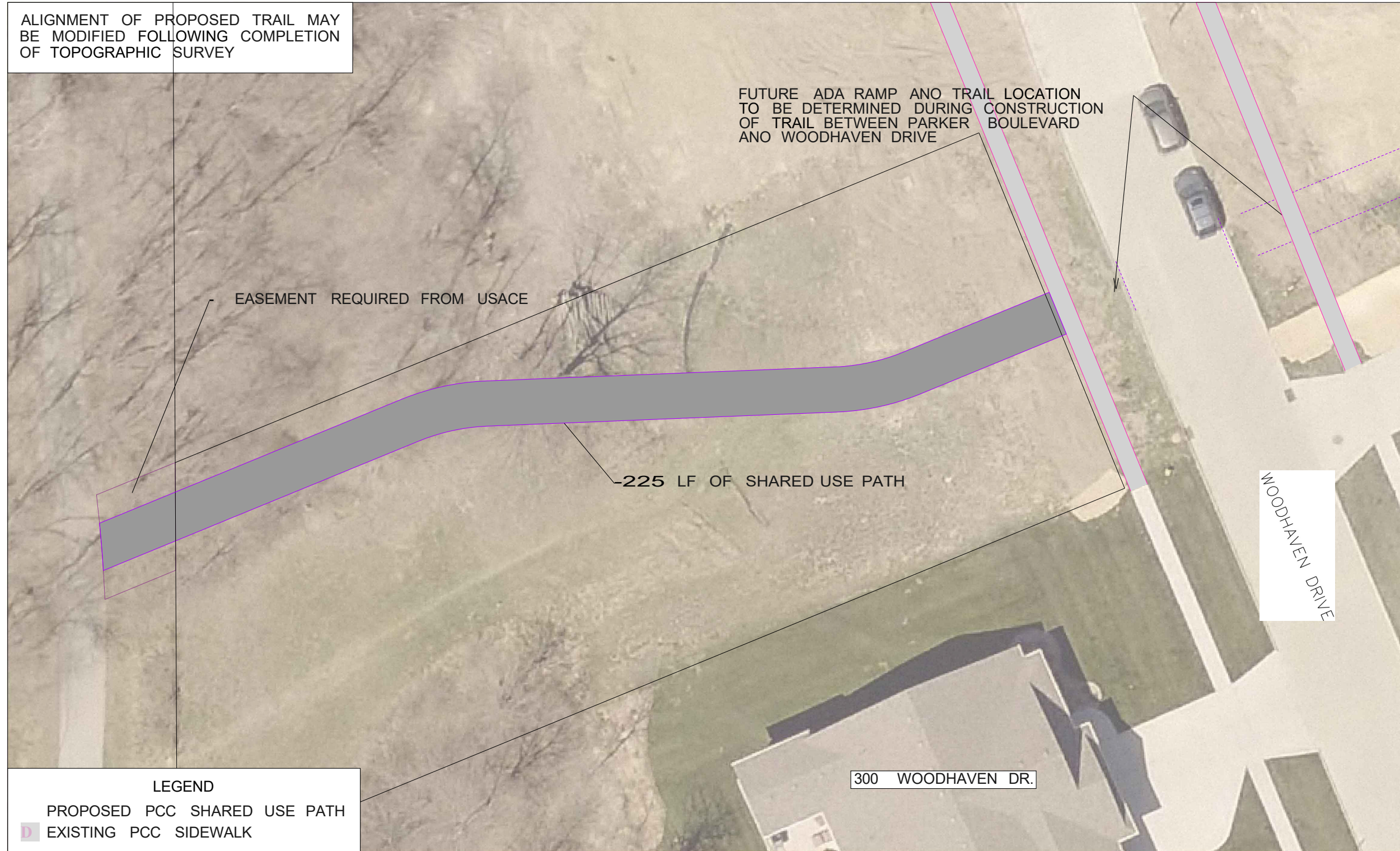
WOODHAVEN TRAIL CONNECTION
 WOODHAVEN DRIVE TO NEAL SMITH TRAIL
 POLK CITY, IOWA
 120.0001.01
 August 4, 2020

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Excavation, Class 10 (1)	300	CY	\$ 40.00	\$ 12,000.00
2.2	Special Subgrade Preparation for Shared Use Path (2)	300	CY	\$ 5.00	\$ 1,500.00
STREETS AND RELATED WORK					
7.1	Shared Use Path, PCC, 5'	275	SY	\$ 70.00	\$ 19,250.00
TRAFFIC CONTROL					
8.1	Sidewalk Closure Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
SITE WORK AND LANDSCAPING					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching, Type 1	0.2	ACRE	\$ 7,000.00	\$ 1,400.00
9.2	Filter Sock, 8"	225	LF	\$ 4.00	\$ 900.00
9.3	Filter Sock, Removal	225	LF	\$ 2.00	\$ 450.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 3,000.00	\$ 3,000.00
Subtotal:					\$ 39,500.00
Contingency (~15%):					\$ 6,500.00
CONSTRUCTION TOTAL:					\$ 46,000.00
<u>Other Project Costs</u>					
Engineering, Construction, and Administration (~20%):					\$ 10,000.00
TOTAL PROJECT COST (FY 2020):					\$ 56,000.00
TOTAL PROJECT COST (FY 2025):					\$ 64,000.00

Notes

- (1) Assumes 3' of excavation over trail width and on (1) additional foot on each side.
- (2) Assumes subgrade preparation under trail and one (1) additional foot on each side.
- (3) Assumes seeding will be required for 10' on each side of shared use path.
- (4) Assumes filter sock to be placed along downhill side of shared use path.
- (5) **Alignment may be modified following completion of a topographic survey and determination of sidewalk ramp locations.**

ALIGNMENT OF PROPOSED TRAIL MAY BE MODIFIED FOLLOWING COMPLETION OF TOPOGRAPHIC SURVEY



LEGEND
PROPOSED PCC SHARED USE PATH
EXISTING PCC SIDEWALK

RESOLUTION NO. 2022-45

**A RESOLUTION SETTING DATES FOR A PUBLIC HEARING ON THE PROPOSED
AMENDMENT OF THE CITY OF POLK CITY, IOWA
5-YEAR CAPITAL IMPROVEMENT PLAN**

WHEREAS, the City of Polk City, Iowa, is adopted a 5-year Capital Improvement Plan (CIP) September 14, 2020; and

WHEREAS, the City Council needs to amend the CIP for adjustments of priorities and projects; and

WHEREAS, the State of Iowa law requires City Council to set a time and place for a public hearing and publish a summary of the proposed CIP prior to formally amending the plan.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on April 25, 2022 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on the proposed amendment of the City of Polk City Iowa 5 Year Capital Improvement Plan

PASSED AND APPROVED the 11th day April 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: 04/11/2022
To: Mayor and Council
From: Mike Schulte
Subject: N. 3rd Street Speed Zone Change

BACKGROUND: With the reconstruction of the intersection of N. 3rd Street and E. Vista Lake Drive, I have had discussions with Chief Siepker on the 45-mph zone in that area. It is the consensus that 45 mph in that area is not warranted any longer. With more traffic using Hugg Drive and a future road intersecting with N. 3rd Street from Creekview Estates, as well as the new intersection that was designed for 35 mph, we felt it was necessary to lower the Speed limit to 35 mph. Currently the speed limit is 35 mph from Northside Dr to Madison Street and will be extended to the intersection of N. 3rd Street and Hugg Drive.

A portion of N. 3rd Street is in Polk County's jurisdiction, and they have agreed to change their zone to 35 mph as well.

I have provided a map to show the area in question.

ALTERNATIVES: Do not approve the change.

FINANCIAL CONSIDERATIONS: \$300 for signs and posts.

RECOMMENDATION: I recommend that Council approve the speed zone change from 45 mph to 35 mph on N. 3rd street.

ORDINANCE NO. 2022-1400

AN ORDINANCE AMENDING CHAPTER 63, SPEED REGULATIONS, SECTION 63.04, SPECIAL SPEED RESTRICTIONS

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

Section 1. Chapter 63, of the Polk City Code of Ordinances; Speed Regulations, Section 63.04, Special Speed Restrictions, is hereby amended by deleting subsection 1.A and inserting the following:

- a) On N. 3rd Street, from 1,350 feet north of Broadway to the intersection of N. 3rd Street and Hugg Drive

Section 2. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

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

PASSED AND APPROVED this _____ day of _____ 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading:
Second Reading:
Third Reading:
Date Adopted:
Date of Publication by posting:

ORDINANCE NO. 2022-1300

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY AMENDING THE ZONING RESTRICTIONS ON PROPERTY LOCATED AT 302 S 2ND STREET

WHEREAS, on the 13th day of June 2016, the City Council approved the rezoning of the property described in the attached Exhibit “A” from R- 2 One and Two-Family Residential District to C-1(R) Central Business District with principal permitted use of the property restricted to allow only a Funeral Home; and

WHEREAS, on the 21st day of February 2022, the Planning & Zoning Commission recommended that the City Council amend the zoning restrictions such that the principal permitted use of the property described in the attached Exhibit “A” be restricted to only allow private clubs, lodges, youth centers, or veterans organizations, except those holding a beer permit or liquor license; and

WHEREAS, on the _____ day of _____, 2022, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to amend the zoning restrictions on said property.

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

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by amending the zoning restrictions for as such that the principal permitted use of the property described in the attached Exhibit “A” is restricted to only allow private clubs, lodges, youth centers, or veterans organizations, except those holding a beer permit or liquor license to the property described above.

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

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

PASSED AND APPROVED this _____ day of _____ 2022

Steve Karsjen Mayor

ATTEST:

Jenny Coffin, City Clerk

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

EXHIBIT "A":

Legal Description for the C-1 (R) Central Business District:

LOTS 1 AND 2 IN BLOCK 17, IN THE TOWN OF POLK CITY, POLK COUNTY, IOWA

AND

ALL OF THE 16.5 FOOT WIDE NORTH AND SOUTH ALLEY RUNNING IN A NORTHEASTERLY AND SOUTHWESTERLY DIRECTION IN THE CENTER OF BLOCK 17, TOWN OF POLK CITY (FORMERLY DESCRIBED AS POLK CITY ADDITION), NOW INCLUDED IN AND FORMING A PART OF THE TOWN OF POLK CITY, IOWA, EXCEPT THE EASTERLY 8.00 FEET OF A NORTHEAST AND SOUTHWEST ALLEY LYING ADJACENT TO LOT 4 IN BLOCK 17, THE EASTERLY 8.00 FEET OF SAID NORTHEAST TO SOUTHWEST ALLEY IN BLOCK 17 EXTENDED 8.00 FEET NORTHEAST OF THE NORTHEASTERLY LINE OF SAID LOT 4.

AND

THE 16.5 FOOT WIDE ALLEY BETWEEN LOTS 1 AND 4 OF BLOCK 17, TOWN OF POLK CITY (FORMERLY DESCRIBED AS POLK CITY ADDITION), NOW INCLUDED IN AND FORMING A PART OF THE TOWN OF POLK CITY, POLK COUNTY, IOWA, EXCEPT THE SOUTHERLY 8.00 FEET OF A NORTHWEST TO SOUTHEAST ALLEY IN SAID BLOCK 17 LYING ADJACENT TO SAID LOT 4.

AND

THE 16.5 FOOT WIDE EAST AND WEST ALLEY IN THE CENTER OF LOT 17, BETWEEN LOTS 2 AND 3 OF BLOCK 17, TOWN OF POLK CITY (FORMERLY DESCRIBED AS POLK CITY ADDITION), NOW INCLUDED IN AND FORMING A PART OF THE TOWN OF POLK CITY, IOWA.

AND

THAT PART OF THE SOUTHEASTERLY HALF OF S 3RD STREET LYING SOUTHWESTERLY OF THE CENTERLINE OF W WOOD STREET AND NORTHEASTERLY OF THE NORTHWESTERLY EXTENSION OF THE NORTHEASTERLY LINE OF LOT 3, BLOCK 17, TOWN OF POLK CITY, POLK COUNTY, IOWA

AND

THAT PART OF THE NORTHWESTERLY HALF OF S 2ND STREET LYING SOUTHWESTERLY OF THE CENTERLINE OF W WOOD STREET AND NORTHEASTERLY OF THE SOUTHEASTERLY EXTENSION OF THE SOUTHWESTERLY LINE OF THE NORTHEASTERLY 8.00 FEET OF THE VACATED ALLEY ADJACENT TO THE SOUTHWESTERLY LINE OF THE LOT 1, BLOCK 17, TOWN OF POLK CITY, POLK COUNTY, IOWA

AND

THAT PART OF THE SOUTHWESTERLY HALF OF W WOOD STREET LYING SOUTHEASTERLY OF S 3RD STREET AND NORTHWESTERLY OF S 2ND STREET

CONTAINING 0.88 ACRES (38,406 SQUARE FEET).



Date March 29, 2022

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

INVOICE SUMMARY - FEBRUARY SERVICES

Services from February 1, 2022 through February 28, 2022

GENERAL ENGINEERING

<u>2021 General Engineering</u>	121.0001.01	\$	2,131.50
<i>Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes and precinct maps/ordinance.</i>			
<u>Building and Development issues:</u>	121.0001.01	\$	2,726.75
<i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects, and building permits.</i>			
<u>Water Dept:</u>	121.0001.01	\$	-
 <u>Sanitary Sewer Dept:</u>	 121.0001.01	 \$	 -
 <u>Miscellaneous Projects:</u>	 121.0001.01	 \$	 -
<i>Projects include research USACE easement, SWMP for Home State Bank, franchise agreements, sidewalk connectivity along NW Hugg Drive, and options for E. Southside Drive.</i>			

SUBTOTAL		\$	4,858.25
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CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

2021 I & I Study - Phase 1	121.0300.01	\$	1,218.00
N. 3rd Street & Vista Lake Avenue Intersection Improvements	121.0455.01	\$	4,376.50
SE Trunk Sewer Study	122.0001.01A	\$	2,766.50
SUBTOTAL		\$	8,361.00

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Antler Ridge Concept Plans	122.0178.01	\$	836.00
Big Creek Commons Plat 1	121.0433.01	\$	333.00
Four Seasons Polk City Plat 1: Construction Phase Services	121.0138.01	\$	904.75
Harmon ETJ Plat of Survey	122.0149.01	\$	731.50
HyVee Dollar Fresh: Rezoning, Site Plan, Plat of Survey, TIS, SWMP	121.0436.01	\$	2,754.00
Ledgestone Ridge: Construction Phase Services	121.0204.01	\$	228.50
Move Community Center Rezoning	122.0159.01	\$	1,903.00
Schlfe Property Conceptual Preliminary Plat	122.0207.01	\$	418.00
SUBTOTAL		\$	8,108.75

TOTAL		\$	21,328.00
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*** 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 30, 2022, 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 11th day of April 2022

Mayor, Steve Karsjen