

Agenda -Notice of Meeting
Polk City | City Council

August 23, 2021 | 6:00 pm

City Hall-Council Chambers | Electronic Meeting

Public Meeting participation via phone: Call in local 515-329-8019 Participant Code 593054

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

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

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

Jason Morse | Mayor

Mandy Vogel | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Ron Anderson | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

- 4. 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 with your name and address for the record including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment during which time your line will be unmuted.*

5. Consent Items

- a. City Council Meeting Minutes for August 09, 2021
- b. City Council Work Session Meeting Minutes for August 09, 2021
- c. Receive and file P&Z Commission Meeting Minutes for August 16, 2021
- d. Claims listing August 23, 2021
- e. July 2021 Finance Report
- f. Receive and file July 2021 Water Report
- g. Twelve-month Class E Liquor License with Class B Native Wine Permit, Class C Beer Permit and Sunday Sales Privileges for Casey's General Store #1144 located at 1100 S 3rd Street effective August 9, 2021
- h. Twelve-month Class C Beer Permit with Class B Native Wine Permit, and Sunday Sales Privileges for Kwik Star #1089 located at 1090 Parker Boulevard effective October 11, 2021
- i. RVTV Special Event September 6, 2021
 - i. Street Closures 8a-12midnight
 - a. 2nd Street between the Alley north of Broadway and Van Dorn
 - b. Broadway between 3rd Street and 1st Street
 - ii. Extend noise ordinance until 10:30pm
 - iii. One-day Class B Beer Permit for the American Legion Polk City Post No. 232 with sales privileges on 2nd Street between Broadway and Van Dorn
- j. Receive and file the July 2021 Police Department Report
- k. Set part-time officer pay for Joel Hall and Kent Gries and Anna Ernst at \$23.72
- l. Acknowledge updated Police Policy Chapter 4.05 Uniform and Appearance
- m. Receive and file the July 2021 Fire Department Report
- n. Purchase budgeted water treatment plant generator replacement in the amount of \$35,750
- o. Resolution 2021-81 amending PA 39 Open Records Request
- p. Resolution 2021-82 updating certain City Fees

- q. Resolution 2021-83 approving Policy PA 45 City of Polk City Employee Handbook Amendment for COBRA Coverage
- r. Resolution 2021-84 approving a Development Agreement with TMMC Enterprises for property dedication

6. Business Items

- a. Resolution 2021-85 approving Preliminary Plat and Final Plat for Simmer Plat 1
- b. Second Reading of Ordinance 2021-1900 amending Chapter 69 parking regulations
- c. Snyder & Associates, Inc. Engineering invoice for June 2021 services in the amount of \$79,869.50

7. Reports & Particulars

Mayor recognition of Fire Department 2020 Award Recipients
Mayor, Council, City Manager, Staff, Boards, and/or Commissions

8. Adjournment

--next meeting date September 13, 2021

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., August 9, 2021
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., August 9, 2021. The Agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Vogel, Anderson, Sarchet | In attendance
3. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Consent Items**
 - a. City Council Meeting Minutes for July 26, 2021
 - b. City Council Work Session Meeting Minutes for July 26, 2021
 - c. Receive and file Parks Commission Meeting Minutes for August 2, 2021
 - d. Claims listing August 9, 2021
 - e. Set dates for Urban Deer Hunting from September 18, 2021 through January 30, 2022
 - f. Resolution 2021-76 authorizing and approving a certain Loan Agreement, providing for the issuance of \$2,930,000 General Obligation Corporate Purpose and Refunding Bonds, Series 2021 and providing for the levy of taxes to pay the same
 - g. Resolution 2021-77 approving a five (5) year agreement with the Iowa DOT for Maintenance and Repair of Primary Roads in Municipalities
 - h. Taylor Sauers pay rate adjustment for Paramedic certification, part-time rate of \$18.67 per hour and POC rate \$16.32 per hour effective July 27, 2021
 - i. Receive and file the Library Board Meeting Minutes for June 7, 2021
 - j. Receive and file the Library Stats Report for June & July 2021
 - k. Receive and file the Library 2021 Summer Reading Stats Report
 - l. Receive and file July 2021 Parks & Recreation Department Report
 - m. Receive and file the 2021 Q2 Parks & Recreation Program Summary
 - n. Resolution 2021-78 approving a Development Agreement with DYOWA LLC for additional City Right-of-Way
 - o. Resolution 2021-79 giving authorization to apply for the Resource Enhancement and Protection (REAP) for City Parks and Open Spaces in the amount of \$100,000
 - p. Resolution 2021-80 to prioritize funding from the American Rescue Plan**MOTION:** A motion was made by Walters and seconded by Vogel to approve the consent agenda items.
MOTION CARRIED UNANIMOUSLY
6. **Business Items**
 - a. **MOTION:** A motion was made by Dvorak and seconded by Vogel to authorize the purchase of a street sweeper not to exceed \$130,759
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the First Reading of Ordinance 2021-1900 amending Chapter 69 parking regulations
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the Snyder & Associates, Inc. Engineering Services invoice for May 2021 in the amount of \$60,590.20
YES: Dvorak, Vogel, Anderson, Sarchet
ABSTAIN: Walters
MOTION CARRIED
7. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions

- Mayor Morse recognized Officer Matt Untrauer for a complimentary letter received from an Ankeny resident regarding her father and the assistance he received from Officer Untrauer.
- Fire Chief Mitchell reported that 5 interested applicants came forward at the recent Fire Department Open House event
- Parks & Recreation Director Thraen thanked the Public Works crew for helping with the tree plantings at Lost Lakes Park
- Library Director Noack reported Kwik Star donated to both the Library program and the Parks & Rec program. She also reported that the Summer Reading counts were up from previous years.
- City Council Member Dvorak said he was impressed with how quickly the Police Department responded to a call regarding a reckless driving report and thanked the Department for keeping the City Streets safe.
- City Council Member Sarchet commended Fire Chief Mitchell for willingness to modify recruiting plans as needed to secure personnel. Sarchet said he was appreciative of Staff using new ways of thinking and focusing on the best path to get where the city wants to be and demonstrating how local government can work well.
- City Council Member Anderson said he feels Polk City is in as good of a place as it has ever been before thanks to the good leadership of City Manager Huisman.

8. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:20 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –August 23, 2021

Jason Morse, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, August 9, 2021
City Hall – Council Chambers

A Council Work Session was held on August 9, 2021 at 5:00 p.m. in the City Hall Council Chambers in Polk City, Iowa with public participation via phone.

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

Matt Carlile, Principal at Confluence Landscape Architecture presented an overview with renderings of the Regional Park Concept including a budget cost opinion and implementable phases.

City Manager Huisman provided a recap and follow up from the Council Work Session a few months ago discussing the rules and limitations issuing General Obligation Debt. Huisman asked the Council to focus on Phase I of Confluence’s Master Plan and provide some insight on best practices to gain momentum for this project. She also reviewed Grant Funding opportunities and other funding opportunities including general fund cash and the City’s operating tax levy. She discussed borrowing funds and the importance of public education and outreach.

Council discussed various funding options, potential build out timelines, willingness to utilize cash for grant matches and build momentum for the project. Huisman recommended Council allow the fundraising groups to be involved with public ed/outreach to ensure maximum amount of fundraising potential is reached.

Adjournment – Meeting adjourned at 5:58 p.m.

Jason Morse, Mayor

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, August 16, 2021

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on August 16, 2021 in the City Hall Council Chambers with public participation via phone. 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 | Sires called the meeting to order at 6:00 p.m.

2. Roll Call | Hankins, Triplett, Sires, Ohlfest, Vogel, Dietz | In attendance
Bowersox | Absent

3. Approval of Agenda

MOTION: A motion was made by Triplett and seconded by Ohlfest to approve the agenda.

MOTION CARRIED UNANIMOUSLY

4. Public Comments | None

5. Approval of Meeting Minutes

MOTION: A motion was made by Dietz and seconded by Ohlfest to approve the July 19, 2021, meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. Preliminary & Final Plat for Simmer Plat 1 |

MOTION: A motion was made by Hankins and seconded by Dietz to recommend Council approve the Preliminary & Final Plat for Simmer Plat 1 subject to staff and engineering comments dated August 11, 2021.

MOTION CARRIED UNANIMOUSLY

7. Reports & Particulars

- City Council Member Sarchet reported Council held a work session to review the mostly final park proposal from Confluence and then discussed financial funding options with the City Manager as the second part of the meeting.

8. Adjournment

MOTION: A motion was made by Triplett and seconded by Hankins to adjourn at 6:11 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, September 20, 2021

Attest:

Jenny Coffin - City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	8/23/2021
VENDOR	REFERENCE	AMOUNT
440-PRAXAIR DISTR. INC.	OXYGEN	\$ 295.98
911 CUSTOM	BULLET PROOF VESTS-BURDESS/HALL	\$ 1,961.00
Amazon	LIBRARY BOOKS	\$ 641.41
AMAZON BUSINESS	OFFICE SUPPLIES	\$ 180.58
AMERICAN HOME SERVICES	A/C MAINTENANCE/REPAIRS	\$ 670.00
ANKENY SANITATION	ROLLOFF DUMPSTER RENTAL	\$ 303.88
ARDICK EQUIPMENT CO.	STREET SIGNS	\$ 248.00
AT&T MOBILITY	MOBILE COMPUTERS DATA CARD	\$ 1,166.37
BAKER & TAYLOR	LIBRARY BOOKS	\$ 1,950.32
BURT DIRTWORKS	FIRE HYDRANT REPAIR - BOOTH	\$ 3,524.69
CAHOY PUMP SERVICE, INC	WELL #3 REPAIRS	\$ 7,975.00
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 42.54
CENTURY LINK	PHONE SERVICE	\$ 312.80
CHELSEA HUISMAN	METRO MANAGERS LUNCHEON	\$ 16.00
City of Ankeny	SERVICE FEE FOR TIER	\$ 200.00
CITY OF POLK CITY	UB ASSISTANCE AUG21-2662001	\$ 62.33
CIVICPLUS	ANNUAL SUB SITES FEE	\$ 250.00
CONFLUENCE, INC.	REGIONAL MASTER PLAN	\$ 4,619.60
CORE AND MAIN	HYDRANT REPAIRS	\$ 6,875.00
Crystal Clear Water Co	PURCHASED WATER	\$ 35.80
Custom Awards & Embroidery Inc	NAME PLATE - COFFIN	\$ 23.00
DANIELS FILTER SERVICE INC.	FURNESS FILTERS	\$ 84.48
Delta Dental	DENTAL INSURANCE	\$ 1,173.70
DES MOINES STAMP MFG. CO.	NOTARY STAMP - KINCART	\$ 32.40
DOCTORS NOW WALK IN CARE	COVID TEST - PARSONS	\$ 110.00
EMILY CARTER	SPORTS CAMP PROGRAM CANCELED	\$ 60.00
EMILY HUSS	SMART FOOTBALL PROGRAM REFUND	\$ 50.00
EMSLRC	CPR CERTIFICATION - BURDESS	\$ 23.00
ETECH SOLUTIONS LLC	FIREWALL SETUP/ACTIVATION	\$ 7,542.93
Ferguson Waterworks	RAW/BACKFLUSHING FLOW METER	\$ 5,997.55
Fire Service Training Bureau	FIREFIGHTER/HAZ MAT TESTING	\$ 100.00
FIRST BANKCARD	CITY CREDIT CARD	\$ 14,165.59
Gurnsey Electric Co	ELECTRICAL WORK	\$ 641.41
HAWKINS INC	CHLORINE	\$ 1,000.58
I.A.M.U.	SGCIS APRIL-JUNE 2021	\$ 2,203.33
Iowa Parks & Rec. Association	IPRA FY22 MEMBERSHIP	\$ 170.00
IOWA SIGNAL INC	RAPID FLASHING BEACON REPAIR	\$ 240.00
JOHNSON EXCAVATING, INC.	GRADING WORK	\$ 962.50
KARLA HOGREFE	NEW LOCK/KEY FOR MEDS	\$ 20.76
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 75.00
KIMBALL MIDWEST	SUPPLIES	\$ 560.64
LIFETIME TENNIS	TENNIS SESSIONS 3/4	\$ 969.60
MATT UNTRAUER	GTSB CONFERENCE 2021 PARKING	\$ 14.00

MEDIACOM	INTERNET SERVICE	\$ 136.90
MENARD'S	SUPPLIES	\$ 925.77
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 91.31
METRO WASTE AUTHORITY	CONTRACT MANAGEMENT - JUL 2021	\$ 16,448.64
MICROMARKETING, LLC	BOOK ON CD	\$ 50.99
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 6,830.16
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 743.64
NELSON AUTOMOTIVE	OILCHANGE/HEADLAMP #24	\$ 280.85
OVERDRIVE INC	DIGITAL AUDIO BOOKS	\$ 445.96
P & M APPAREL	TENT/TABLECLOTH	\$ 1,180.00
PC Print Center	BUSINESS CARDS	\$ 64.95
POLK CITY KIWANIS CLUB	KIWANIS CLUB MEMBERSHIP DUES	\$ 115.00
PRIMARY SOURCE, INC.	COMMUNITY OUTREACH - TATTOOS	\$ 175.18
RANGEMASTERS TRAINING CENTER	VEST POUCHES - BURDESS	\$ 314.94
Safety Kleen Systems Inc	PARTS WASHER SERVICE	\$ 137.66
SARAH BLAYLOCK	SPORTS CAMP PROGRAM CANCELED	\$ 60.00
SARAH BOELTS	UNICORN ART CLASS REFUND	\$ 60.00
SHIVE-HATTERY	FACILITY NEEDS ASSESSMENT	\$ 653.40
SPEER FINANCIAL, INC.	FY2020 CONTINUING DISCLOSURE	\$ 410.00
STAPLES	SUPPLIES	\$ 127.54
STATE STEEL OF DES MOINES	SAFETY RAILING	\$ 2,811.01
TROPHYDEPOT	ADULT SOFTBALL TROPHY	\$ 47.23
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 370.15
WEX	FIRE/POLICE/PUBLIC WORKS FUEL	\$ 5,229.20
Accounts Payable Total		\$ 105,262.25
GENERAL		\$ 45,455.76
ROAD USE		\$ 3,721.23
L.M.I		\$ 62.33
CAPITAL IMPROVEMENTS		\$ -
WATER		\$ 34,562.53
SEWER		\$ 5,011.76
SOLID WASTE/RECYCLING		\$ 16,448.64
TOTAL FUNDS		\$ 105,262.25



POLK CITY - A City For All Seasons -

Monthly Finance Report July 2021

Prepared By:

**Jenny Coffin
City Clerk/Treasurer**

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILTY	ENDING BALANCE
001 GENERAL	3,859,571.96	66,675.87	421,482.78	221.88-	3,504,543.17
110 ROAD USE	238,898.68	53,467.14	50,231.96	11.58-	242,122.28
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	.00	37,082.27	.00	.00	37,082.27
125 TIF	269,342.20	.00	.00	.00	269,342.20
135 L.M.I	1,446,759.95	.00	337.99	.00	1,446,421.96
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	1,685.81	.00	.00	.00	1,685.81
200 DEBT SERVICE	17,941.00	1,232.99	.00	.00	19,173.99
301 CAPITAL IMPROVEMENTS	215,428.01	33,628.00	6,671.29	.00	242,384.72
302 CAPITAL WATER PROJECT	288,186.39	.00	.00	.00	288,186.39
303 CAPITAL EQUIPMENT/VEHIC	.00	.00	.00	.00	.00
600 WATER	1,239,861.33	185,585.59	152,199.67	67.00-	1,273,180.25
610 SEWER	1,183,662.95	157,244.81	138,567.68	66.95-	1,202,273.13
670 SOLID WASTE/RECYCLING	29,467.03	23,907.71	28,422.60	.00	24,952.14
740 STORM WATER UTILITY	21,304.23	18,803.72	.00	.00	40,107.95
920 ESCROW	.00	.00	.00	.00	.00
Report Total	8,825,983.88	577,628.10	797,913.97	367.41-	8,605,330.60

BANK CASH REPORT
2021

BANK NAME FUND GL NAME	JUNE CASH BALANCE	JULY RECEIPTS	JULY DISBURSMENTS	JULY CASH BALANCE	OUTSTANDING TRANSACTIONS	JUL BANK BALANCE
Grinnell State Bank BK#1						
BANK Grinnell State Bank BK#1						4,015,233.75
001 CHECKING - GENERAL	207,590.65-	67,429.39	424,512.99	564,674.25-	110,322.04	
110 CHECKING - ROAD USE	238,898.68	55,536.72	52,313.12	242,122.28	8,088.92	
111 CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
112 CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
121 CHECKING - LOCAL OPTION	0.00	37,082.27	0.00	37,082.27		
125 CHECKING - TIF	269,342.20	0.00	0.00	269,342.20	19,509.65	
135 CHECKING - L.M.I.	727,717.09	0.00	337.99	727,379.10		
167 CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
177 CHECKING - FORFEITURE	1,685.81	0.00	0.00	1,685.81		
200 CHECKING - DEBT SERVICE	17,941.00	1,232.99	0.00	19,173.99		
301 CHECKING - CAPITAL PROJECT	215,428.01	33,628.00	6,671.29	242,384.72	6,671.29	
302 CHECKING - CAPITAL WATER PROJ	288,186.39	0.00	0.00	288,186.39		
303 CHECKING - CAP EQUIP/VEHICLE	0.00	0.00	0.00	0.00		
600 CHECKING - WATER UTILITY	1,239,860.33	196,717.33	163,398.41	1,273,179.25	18,190.49	
610 CHECKING - SEWER UTILITY	1,183,661.95	158,031.07	139,420.89	1,202,272.13	38,652.95	
670 CHECKING-SOLID WASTE/RECYCLING	29,467.03	24,013.26	28,528.15	24,952.14		
740 CHECKING	21,304.23	18,843.02	39.30	40,107.95		
920 CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
DEPOSITS					3,316.91	
WITHDRAWALS					47.00	
Grinnell State Bank TOTALS	4,039,776.41	592,514.05	815,222.14	3,817,068.32	198,165.43	4,015,233.75
LUANA SAV. BK MM BK#2						
BANK LUANA SAV. BK MM BK#2						3,248,919.05
001 Luana Savings Bank - M.M. Acco	2,528,009.02	1,868.17	0.00	2,529,877.19		
135 Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
LUANA SAV. BK MM TOTALS	3,247,050.88	1,868.17	0.00	3,248,919.05	0.00	3,248,919.05
GRINNELL STATE BK- C.D. BK#3						
BANK GRINNELL STATE BK- C.D. BK#3						1,084,567.26
001 GRINNELL STATE BANK CD	1,084,567.26	0.00	0.00	1,084,567.26		
GRINNELL STATE BK- C.D. TOTALS	1,084,567.26	0.00	0.00	1,084,567.26	0.00	1,084,567.26
GRINNELL STATE BK-MM BK#4						
BANK GRINNELL STATE BK-MM BK#4						454,336.97
001 SUPER MONEY MKT II	454,150.33	186.64	0.00	454,336.97		
GRINNELL STATE BK-MM TOTALS	454,150.33	186.64	0.00	454,336.97	0.00	454,336.97

BANK CASH REPORT 2021

BANK NAME FUND GL NAME	JUNE CASH BALANCE	JULY RECEIPTS	JULY DISBURSMENTS	JULY CASH BALANCE	OUTSTANDING TRANSACTIONS	JUL BANK BALANCE
LUANA SAVINGS BANK CD BK#6						

BANK LUANA SAVINGS BANK CD BK#6						
001 LUANA BANK C.D.-1.85%	0.00	0.00	0.00	0.00		
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LUANA SAVINGS BANK CD TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
=====						
TOTAL OF ALL BANKS	8,825,544.88	594,568.86	815,222.14	8,604,891.60	198,165.43	8,803,057.03
=====						

REVENUE REPORT
CALENDAR 7/2021, FISCAL 1/2022

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,985,659.00	66,675.87	66,675.87	1.67	3,918,983.13
	ROAD USE TOTAL	729,600.00	53,467.14	53,467.14	7.33	676,132.86
	LOCAL OPTION SALES TAX TOTAL	721,221.00	37,082.27	37,082.27	5.14	684,138.73
	TIF TOTAL	673,450.00	.00	.00	.00	673,450.00
	L.M.I TOTAL	75,218.00	.00	.00	.00	75,218.00
	DEBT SERVICE TOTAL	638,990.00	1,232.99	1,232.99	.19	637,757.01
	CAPITAL IMPROVEMENTS TOTAL	918,855.00	33,628.00	33,628.00	3.66	885,227.00
	CAPITAL EQUIPMENT/VEHICLE TOTAL	368,000.00	.00	.00	.00	368,000.00
	WATER TOTAL	1,390,100.00	185,585.59	185,585.59	13.35	1,204,514.41
	SEWER TOTAL	1,737,000.00	157,244.81	157,244.81	9.05	1,579,755.19
	SOLID WASTE/RECYCLING TOTAL	283,500.00	23,907.71	23,907.71	8.43	259,592.29
	STORM WATER UTILITY TOTAL	79,000.00	18,803.72	18,803.72	23.80	60,196.28
	TOTAL REVENUE BY FUND	11,600,593.00	577,628.10	577,628.10	4.98	11,022,964.90

BUDGET REPORT
CALENDAR 7/2021, FISCAL 1/2022

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,927,956.00	421,482.78	421,482.78	10.73	3,506,473.22
	ROAD USE TOTAL	729,600.00	50,231.96	50,231.96	6.88	679,368.04
	LOCAL OPTION SALES TAX TOTAL	563,610.00	.00	.00	.00	563,610.00
	TIF TOTAL	698,450.00	.00	.00	.00	698,450.00
	L.M.I TOTAL	205,880.00	337.99	337.99	.16	205,542.01
	PC COMM. LIB TRUST TOTAL	4,000.00	.00	.00	.00	4,000.00
	DEBT SERVICE TOTAL	638,990.00	.00	.00	.00	638,990.00
	CAPITAL IMPROVEMENTS TOTAL	866,975.00	6,671.29	6,671.29	.77	860,303.71
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	.00	.00	500,000.00
	CAPITAL EQUIPMENT/VEHICLE TOTA	193,000.00	.00	.00	.00	193,000.00
	WATER TOTAL	1,186,494.00	152,199.67	152,199.67	12.83	1,034,294.33
	SEWER TOTAL	1,677,087.00	138,567.68	138,567.68	8.26	1,538,519.32
	SOLID WASTE/RECYCLING TOTAL	283,500.00	28,422.60	28,422.60	10.03	255,077.40
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		11,475,542.00	797,913.97	797,913.97	6.95	10,677,628.03
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 7/2021, FISCAL 1/2022

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,104,456.00	118,251.06	118,251.06	10.71	986,204.94
	CIVIL DEFENSE TOTAL	16,500.00	111.95	111.95	.68	16,388.05
	FIRE TOTAL	722,419.00	89,787.53	89,787.53	12.43	632,631.47
	BUILDING/HOUSING TOTAL	256,919.00	41,215.42	41,215.42	16.04	215,703.58
	DOG CONTROL TOTAL	2,795.00	2,695.00	2,695.00	96.42	100.00
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	2,103,089.00	252,060.96	252,060.96	11.99	1,851,028.04
	ROAD USE TOTAL	692,867.00	62,867.10	62,867.10	9.07	629,999.90
	STREET LIGHTING TOTAL	63,000.00	4,535.03	4,535.03	7.20	58,464.97
		-----	-----	-----	-----	-----
	PUBLIC WORKS TOTAL	755,867.00	67,402.13	67,402.13	8.92	688,464.87
	LIBRARY TOTAL	405,160.00	39,588.30	39,588.30	9.77	365,571.70
	PARKS TOTAL	355,952.00	39,910.88	39,910.88	11.21	316,041.12
	COMMUNITY CENTER TOTAL	20,863.00	2,027.63	2,027.63	9.72	18,835.37
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	781,975.00	81,526.81	81,526.81	10.43	700,448.19
	TIF/ECON DEV TOTAL	494,232.00	337.99	337.99	.07	493,894.01
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	494,232.00	337.99	337.99	.07	493,894.01
	MAYOR COUNCIL TOTAL	104,515.00	10,757.98	10,757.98	10.29	93,757.02
	POLICY ADMINISTRATION TOTAL	198,901.00	31,464.56	31,464.56	15.82	167,436.44
	ELECTIONS TOTAL	1,750.00	.00	.00	.00	1,750.00
	CITY ATTORNEY TOTAL	60,500.00	4,405.00	4,405.00	7.28	56,095.00
	CITY HALL TOTAL	91,850.00	16,792.44	16,792.44	18.28	75,057.56
	OTHER CITY GOVERNMENT TOTAL	168,800.00	7,304.86	7,304.86	4.33	161,495.14
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	626,316.00	70,724.84	70,724.84	11.29	555,591.16
	DEBT SERVICE TOTAL	638,990.00	.00	.00	.00	638,990.00
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	638,990.00	.00	.00	.00	638,990.00
	FIRE TOTAL	56,000.00	.00	.00	.00	56,000.00
	OTHER PUBLIC WORKS TOTAL	100,000.00	.00	.00	.00	100,000.00
	PARKS TOTAL	37,000.00	.00	.00	.00	37,000.00
	CAPITAL IMPROVEMENT TOTAL	866,975.00	6,671.29	6,671.29	.77	860,303.71
	WATER UTILITY TOTAL	500,000.00	.00	.00	.00	500,000.00
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	1,559,975.00	6,671.29	6,671.29	.43	1,553,303.71

BUDGET REPORT
CALENDAR 7/2021, FISCAL 1/2022

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,085,034.00	152,199.67	152,199.67	14.03	932,834.33
	SEWER UTILITY TOTAL	1,613,754.00	138,567.68	138,567.68	8.59	1,475,186.32
	RECYCLING TOTAL	283,500.00	28,422.60	28,422.60	10.03	255,077.40
	ENTERPRISE FUNDS TOTAL	2,982,288.00	319,189.95	319,189.95	10.70	2,663,098.05
	TRANSFER TOTAL	1,532,810.00	.00	.00	.00	1,532,810.00
	TRANSFER OUT TOTAL	1,532,810.00	.00	.00	.00	1,532,810.00
	TOTAL EXPENSES	11,475,542.00	797,913.97	797,913.97	6.95	10,677,628.03

BALANCE SHEET

CALENDAR 7/2021, FISCAL 1/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	357,083.60-	564,674.25-
001-000-1725	ACCUM.DEPR. - LIBRARY BLDG	.00	.00
001-000-1745	ACCUM.DEPR. - PWD EQUIPMENT	.00	.00
001-000-1755	ACCUM.DEPR. - POLICE	.00	.00
001-000-1756	ACCUM.DEPR. - FIRE DEPT.	.00	.00
001-000-1805	ACCUM.DEPR. - SIDEWALKS	.00	.00
001-000-1806	ACCUM.DEPR.- PARKER BLVD	.00	.00
110-000-1110	CHECKING - ROAD USE	3,223.60	242,122.28
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	37,082.27	37,082.27
125-000-1110	CHECKING - TIF	.00	269,342.20
135-000-1110	CHECKING - L.M.I.	337.99-	727,379.10
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	1,685.81
200-000-1110	CHECKING - DEBT SERVICE	1,232.99	19,173.99
301-000-1110	CHECKING - CAPITAL PROJECT	26,956.71	242,384.72
302-000-1110	CHECKING - CAPITAL WATER PROJ	.00	288,186.39
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	.00
600-000-1110	CHECKING - WATER UTILITY	33,318.92	1,273,179.25
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	18,610.18	1,202,272.13
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	4,514.89-	24,952.14
740-000-1110	CHECKING	18,803.72	40,107.95
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	222,708.09-	3,817,068.32
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	.00	.00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	.00	.00

BALANCE SHEET

CALENDAR 7/2021, FISCAL 1/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00
		-----	-----
	PETTY CASH TOTAL	.00	35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
		-----	-----
	PETTY CASH TOTAL	.00	100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
		-----	-----
	PETTY CASH-POLICE TOTAL	.00	300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
		-----	-----
	CHECKING TOTAL	.00	4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
		-----	-----
	SAVINGS TOTAL	.00	.00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
		-----	-----
	WATER TRUST INVESTMENT TOTAL	.00	.00
001-000-1160	SUPER MONEY MKT II	186.64	454,336.97
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
		-----	-----
	SUPER MONEY MKT II TOTAL	186.64	454,336.97
001-000-1161	GRINNELL STATE BANK CD	.00	1,084,567.26
610-000-1161	Polk County Bank CD	.00	.00
		-----	-----
	GRINNELL STATE BANK CD TOTAL	.00	1,084,567.26

BALANCE SHEET

CALENDAR 7/2021, FISCAL 1/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1162	LUANA BANK C.D. -1.85%	.00	.00
	TOTAL	.00	.00
001-000-1163	Luana Savings Bank - M.M. Acco	1,868.17	2,529,877.19
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
	LUANA MONEY MARKET TOTAL	1,868.17	3,248,919.05
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	220,653.28-	8,605,330.60

Polk City Water Department

Monthly Report

Month July

Year 2021

Total Water Pumped 21,510,892 Gallons
Monthly Daily Avg 693,899 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** about University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .7 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .69 mg/l Polk City Lab.
Fluoride in System- Monthly Average .69 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.24 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.42 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .54 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .92 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** 7.32 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .10 mg/l Polk City Lab.
Iron System Water- Monthly Average .09 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .25 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .14 mg/l Polk City Lab.
Manganese System Water- Monthly Average .05 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** 7.2 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.5 mg/l Polk City Lab.
pH System Water- Monthly Average 8.1 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 _____



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY

CASEY'S MARKETING
COMPANY

NAME OF BUSINESS(DBA)

CASEY'S GENERAL STORE
#1144

BUSINESS

(515) 984-6021

ADDRESS OF PREMISES

1100 S 3RD ST

CITY

Polk City

COUNTY

Polk

ZIP

50226

MAILING ADDRESS

PO Box 3001

CITY

Ankeny

STATE

Iowa

ZIP

50021-8045

Contact Person

NAME

JESSICA FISHER-COMSTOCK,
Store Operations

PHONE

(515) 446-6404

EMAIL

jessica.fisher@caseys.com

License Information

LICENSE NUMBER

LE0001958

LICENSE/PERMIT TYPE

Class E Liquor License

TERM

12 Month

EFFECTIVE DATE

Aug 9, 2021

EXPIRATION DATE

Aug 8, 2022

SUB-PERMITTS/PRIVILEGES

Class C Beer Permit, Class B Wine Permit, Sunday Service



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Publicly Traded Corporation

Ownership

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
42-0935283 Casey's General Stores, Inc.	ANKENY	Iowa	50021--804	OWNER	100.00	Yes
JULIA L. JACKOWSKI	URBANDALE	Iowa	50322	SECRETARY	0.00	Yes
James Pistillo	Urbandale	Iowa	50323	Treasurer	0.00	Yes
JOHN SOUPENE	ANKENY	Iowa	50023	VICE-PRESIDENT	0.00	Yes
MEGAN ELFERS	CLIVE	Iowa	50325	PRESIDENT	0.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY

KWIK TRIP, INC.

NAME OF BUSINESS(DBA)

Kwik Star #1089

BUSINESS

(608) 793-6262

ADDRESS OF PREMISES

1090 Parker Blvd

CITY

Polk City

COUNTY

Polk

ZIP

50226

MAILING ADDRESS

1626 Oak Street

CITY

La Crosse

STATE

Wisconsin

ZIP

54602

Contact Person

NAME

Deanna Hafner

PHONE

(608) 793-6262

EMAIL

dhafner@kwiktrip.com

License Information

LICENSE NUMBER

LICENSE/PERMIT TYPE

TERM

Class C Beer Permit

12 Month

EFFECTIVE DATE

EXPIRATION DATE

SUB-PERMITTS/PRIVILEGES

Class B Wine Permit, Sunday Service



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Privately Held Corporation

Ownership

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Donald Zietlow	Onalaska	Wisconsin	54650	President	100.00	Yes
Thomas Reinhart	Onalaska	Wisconsin	54650	Secretary	0.00	Yes
Jeffrey Wrobel	La Crosse	Wisconsin	54601	Treasurer	0.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

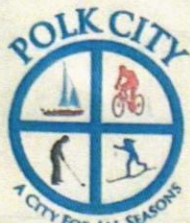
OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



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

Permit # 2021-0813

Application Fee* \$50

**application fee waived for 501(c)(3)*

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

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

Please check the following type of event:

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

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Brigett DeVOS, Go Polk City
Contact Mailing Address:	PO Box 226 Polk City, IA 50226
Contact Phone number:	712.730.5148
Contact Email Address:	admin@polkcitychamber.com
Sponsor Organization: <small>*(if applicable)</small>	Go Polk City

Event Information:

Name of Event:	RVTV	Requested event location:	Town Square
Event Date(s) & Time(s):	9-6-21 1100am 1030p	Event Setup & Teardown: (dates & times)	9-6-21 800a-100p setup 1030p-1200a teardown
Estimated Attendance:	500	Number of Vehicles:	
Will Event Fee Be Charged?	Y or <u>N</u>	Event Fee Amount: (if applicable)	
Product Sales on Site:	<u>Y</u> or N food vendors	Amplified sounds: (a noise waiver may be required)	<u>Y</u> or N
Tent and/or canopy:	<u>Y</u> or <u>N</u> Qty. _____	Inflatables: (valid State of Iowa permit required)	<u>Y</u> or <u>N</u> Qty. <u>1</u>
Access to water:	<u>Y</u> or <u>N</u>	Access to electricity:	<u>Y</u> or N
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	<u>Y</u> or N	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<u>Y</u> or N Qty. <u>2</u>
Street Closure:	<u>Y</u> or N Qty. <u>3</u>	On Street Parking Closure:	<u>Y</u> or N Qty. <u>4</u>

2nd St - Van Dorn to N 2nd alley access 8a-1200a
 Broadway - 3rd St to 1st St. 800a-1200a
 Van Dorn - 3rd to 2nd St. (N) Parking Spots

+ 3.3rd Street, EAST side
 Parking spots for RV parking

Event Description: (describe activities)

RVTV- WHO-13 News - activities in square 330-730p Band 7:30p-1030p on stage

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

Stage - corner Broadway & 2nd St.
Portable toilets - on square, trash receptacles, games, 1 inflatable

Barricades Required:	Qty. <u>12</u>	Security on site:	<u>Y</u> or N
Traffic Control:	Y or <u>N</u>	Emergency Services:	Y or <u>N</u>

Street or parking closures require barricades/setup & removal by maintenance staff. Applicant will be billed at a rate of \$115/hour per staff person/equipment.

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

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

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

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

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

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

Additional Remarks:

Extend noise ordinance until 10:30pm for band and end of WHO 13 10pm news cast.

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: Buggett Del'os

Date: 8 / 4 / 21

✓ If Provided

✓	Site Plan Illustration
N/A	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: _____
Parks & Rec Director: ✓





Polk City Police Department

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

Polk City, Iowa 50226

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

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

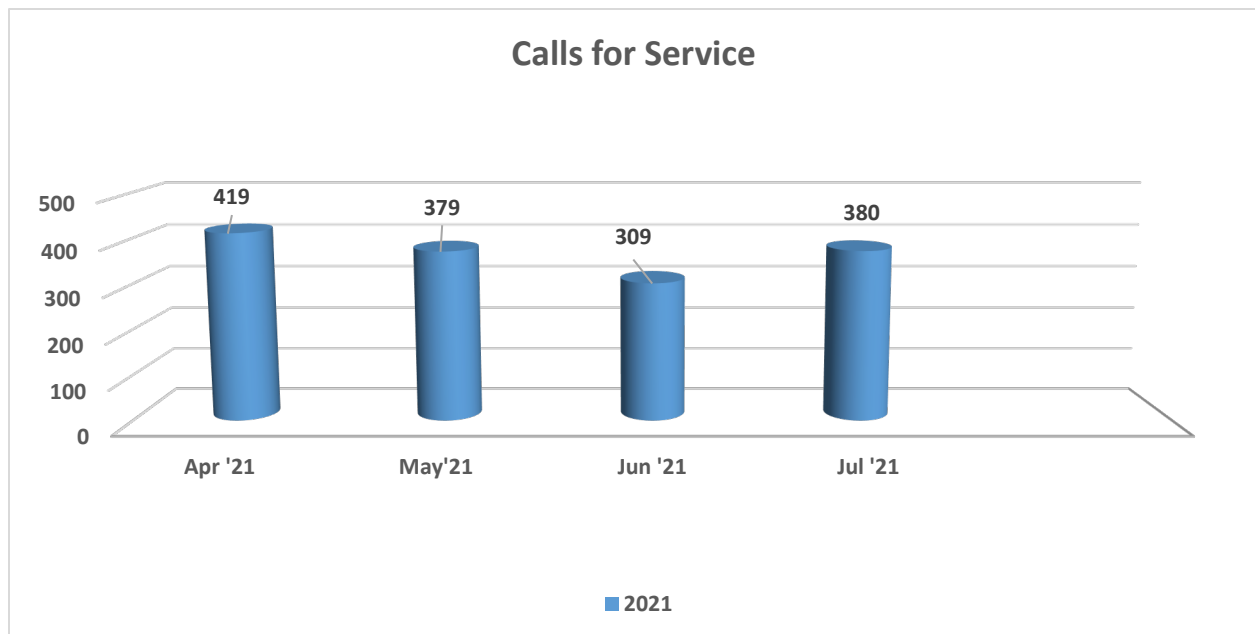
From: Lieutenant Aswegan

Date: August 10th, 2021

Re: July 2021 Monthly Report

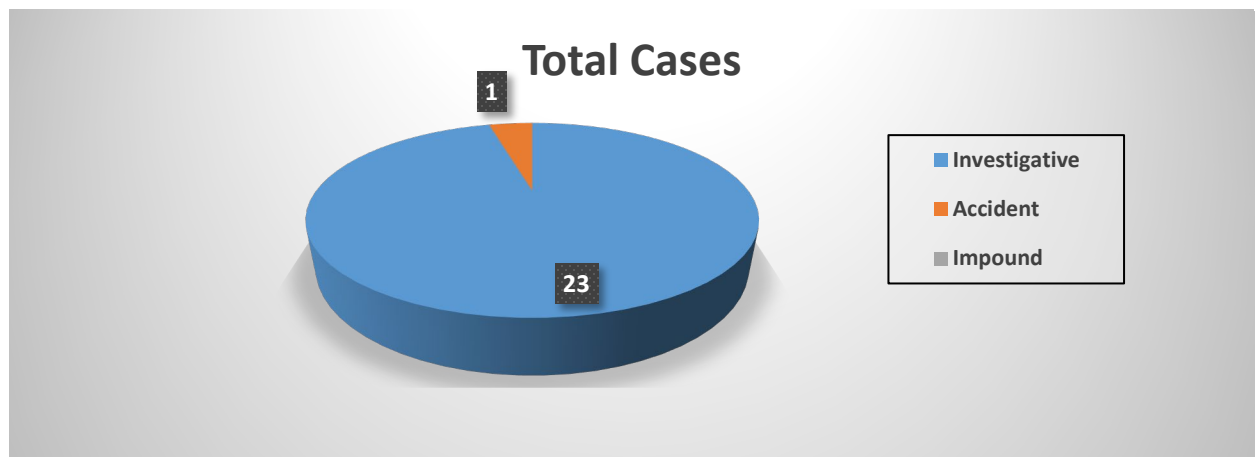
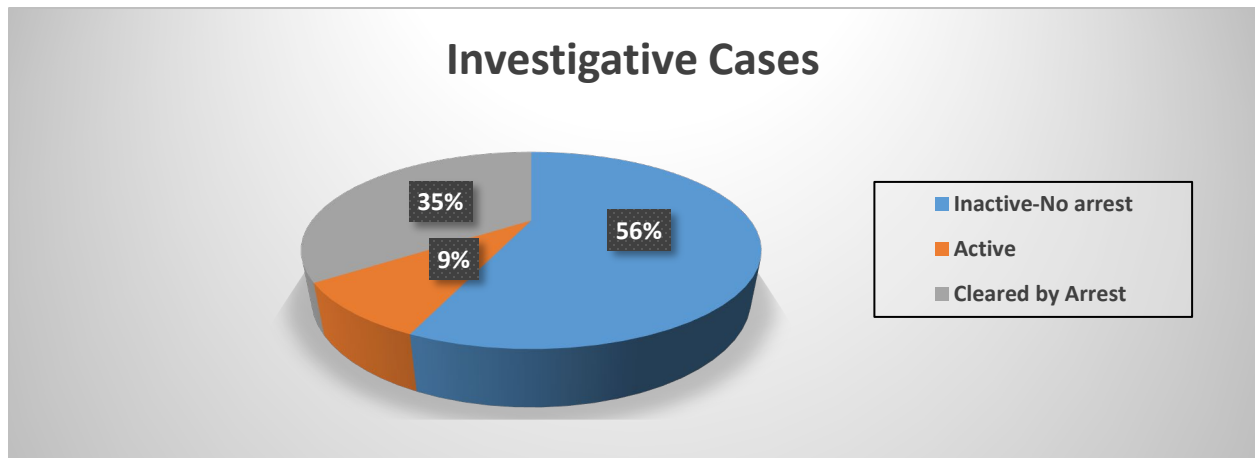
Calls for Service

The total calls for service for the month of July were **380**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **72** traffic stops.



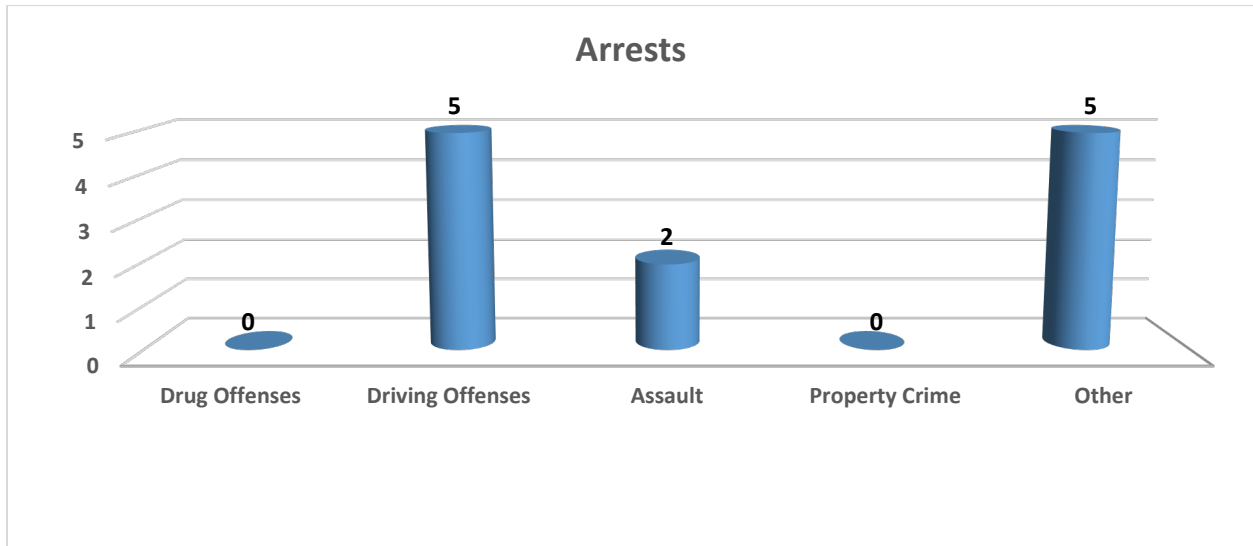
Cases Made

The Police Department had **24** total cases during the month of July. **23** of the cases were investigative incident reports and **1** was a traffic collision. There are **2** active investigations from this month. There was a **35%** rate of cases cleared by arrest, for investigative cases in July.



Arrests Made

The Police Department made **14** arrests and issued **24** citations and **70** warnings. The arrests consisted of **5** driving offenses (including 2 impaired driving arrests and 3 arrests for driving with a suspended, revoked, or barred license), **2** arrests for Assault (one for Domestic Abuse Assault and the other for Assault Causing Bodily Injury), and **5** arrests for other offenses including 2 for Public Intoxication, 1 for Harassment, 1 for Disorderly Conduct, and 1 for Interference with Emergency Communications.



Notable Incidents

During the early morning hours of July 15th, several vehicles were burglarized, and a vehicle was stolen from the area of Marina Cove Drive. The stolen vehicle was recovered in Des Moines that morning and returned to the owners. Numerous other metro communities have had similar incidents. We are jointly working on these cases with other law enforcement agencies in the area.

On July 25th, a Polk City Police Officer observed a vehicle knocking over cones in a construction area near W. Bridge and Parker. The officer stopped the vehicle and through an investigation determined the driver was intoxicated. The driver, a 33-year-old Waukee resident, was arrested and charged with Operating While Intoxicated-3rd Offense. He was booked into the Polk County Jail.

On July 16th, Polk City Police Officers were dispatched to 318 E Van Dorn Street Apartment Building for a report of a domestic disturbance. An investigation revealed that the suspect, a 35-year-old female Polk City resident, engaged in a verbal argument with her significant other resulting in the suspect striking the victim in the face and pepper spraying him. The suspect was charged with Domestic Abuse Assault Causing Bodily Injury.

Officer Training



Officer Jeremy Burdess completed the department's field training program in July. Our field training program is broken into 4 phases, with each phase placing increasingly more responsibilities on the trainee. The program is delivered by our Field Training Officer (FTO) Officer Lamfers. Officer Burdess is now working the night shift.

On July 12th, Lt. Aswegan attended a training seminar hosted at the Altoona Police Department. The guest speaker was Lt. Brian Murphy, who was the first responding officer to the active shooter at the Sikh Temple in 2012. Lt. Murphy engaged in a gun fight with the suspect, effectively drawing the suspect's efforts away from civilians. Lt. Murphy was shot over a dozen times during this gun fight. The suspect eventually killed himself as additional officers arrived on scene.

Officer Aicher conducted 16 hours of training with Eudoris, which focused on tracking, article searches, obedience, and suspect engagements.

In-Service Training

In-service training in July focused on annual weapons qualifications. Polk City Officers qualified on their pistol, shotgun, and patrol rifles. This is a state mandated annual requirement. Two officers were unable to attend training due to scheduled time off. They will be completing their weapons qualifications in August.

Training Hours: 30

Lamfers	2
Untrauer	0
Aicher	18
Siepkner	2
Wilson	0
Aswegan	6
Delaney	2
Burdess	2



Canine Program

Officer Aicher and Eudoris were deployed two times in July. One deployment was to investigate an unsecured door of a local business. The other deployment was to Des Moines to assist Des Moines PD on a traffic stop.



Community Outreach

During a heatwave in July, the Polk City Police Department erected a tent and supplied cold water for citizens. Several citizens used the resource. This will be something that we continue to do during the hottest days of the summer as a way of providing another service to our community.



The Police Department acquired 5 new AED's through the Iowa Department of Public Health & the Department of Public Safety Helmsley Charitable Trust Law Enforcement AED Grant. The AED's have been placed in newly developed medical response bags for each of the patrol cars.



City of Polk City, Iowa

City Council Agenda Communication

Date: August 16, 2021
To: Mayor & City Council
From: Chief Jeremy Siepker
Subject: Part-time Police Officer wage increase

BACKGROUND: Currently all part-time Police Officers for the department have a set wage of \$23.03/hr. This rate has been the same since the date of hire for all of our current part-time officers, some having been employed with the City since 2015. I am proposing the council approve a 3% pay wage increase for all part-time Police Officers. This will set a new pay rate of \$23.72/hr for part-time Police Officer staff.

ALTERNATIVES: Do not approve pay increase.

FINANCIAL CONSIDERATIONS: A 3% wage increase for part-time Police Officers was in the FY21-22 budget.

RECOMMENDATION: It is my recommendation that the Council approve the wage increase for part-time Police Officer staff.



City of Polk City, Iowa

City Council Agenda Communication

Date: August 16, 2021
To: Mayor & City Council
From: Chief Jeremy Siepker

Subject: Hiring of part-time Police Officer Anna Ernst

BACKGROUND: Anna Ernst applied with the Polk City Police Department to fill one of two vacant part-time Police Officer positions. Ms. Ernst is an Iowa Certified Police Officer and has previously worked for the Ames Police Department. Ms. Ernst is completing the final stages of the hiring process which includes the MMPI-2 psychological exam and a pre-employment physical. Once the final stages of the hiring process are complete, she will be eligible for a final offer of employment as a part-time Police Officer for the City of Polk City.

ALTERNATIVES: Do not approve the hiring or set pay for part-time Police Officer candidate.

FINANCIAL CONSIDERATIONS: The Police Department is authorized for four part-time officers. We currently only have two of those positions filled. The pay rate of all part-time Police Officers as been set by council.

RECOMMENDATION: It is my recommendation that the Council approves Anna Ernst's hiring at a pay rate of \$23.72/hr contingent upon the successful completion of the MMPI-2 psychological exam and pre-employment physical.



City of Polk City, Iowa

City Council Agenda Communication

Date: August 16, 2021
To: Mayor & City Council
From: Chief Jeremy Siepker
Subject: Police Department Policy and Procedures acknowledgement

BACKGROUND: The Police Department Policy and Procedures manual is a 10-chapter guide for departmental operations and standards. The Police Department has always had a Policy and Procedures manual in place and those documents undergo a full annual review by the Chief and updates are made throughout the year as needed based on changes within the department, trends in law enforcement and as required by case law and legislation.

Attached Policy 4.05 Uniform and Appearance. Updates were made to 4.05 section III(U).

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: N/A

RECOMMENDATION: It is my recommendation that the Council acknowledge and file the Police Department Policy and Procedure chapter 4.05 updated policy.

Title: Uniform and Appearance			Number: 4.05
Date Issued: 1 Oct. 2016	Date Effective: 1 October 2016	Updated: 15 Nov 2020	Page(s) 5

- I. PURPOSE:** To establish the guidelines for the uniforms and appearance of personnel in the Polk City Police Department.
- II. POLICY:** The Department will make available uniforms to be used by sworn police personnel according to regulations within.
- III. PROCEDURE:**
The uniform of the Department will consist of styles, materials, colors, and manufacturers that will be prescribed by the Chief of Police. Badges, decorations, hatbands, insignias, nameplates, medals, service bars and other items shall be specifically authorized by the Chief. Optional uniforms and assurance of uniformity will be the responsibility of the Chief of Police.
- A.** Any recognizable portion of the uniform will only be worn when acting in the official capacity of duty as set forth by administrative rules of the City of Polk City and this manual.
 - B.** Neither civilian attire, nor items not authorized will be worn with any recognizable portion of the formal uniform unless traveling to or from an assignment.
 - C.** The uniform will only be worn when traveling most directly to, from, and during Department assignments.
 - D.** Each fulltime uniformed officer shall maintain a minimum of four (4) complete uniforms in good serviceable condition with at least one uniform being Class A. Uniform trousers and shirts shall not be interchangeable between classes. One set of uniforms consists of one each of the following:
 - 1 – Pair Trousers
 - 1 – Long Sleeve Winter Shirt
 - 1 – Short Sleeve Summer Shirt
- 1. Class A: Traditional dress polyester and/or wool blend (such as Flying Cross or Horace Small)
 - 2. Patrol Uniform: Black or dark navy BDU style pant with polo or BDU shirt (S/S, L/S)

*Reserve Officers shall be issued one set of Patrol Uniforms. Supplemental uniforms will be added as needed.

E. Headgear (Class A 8 point dress hat):

Hat will be worn

Funerals and formal ceremony
Where formal dress is appropriate
Crowd or parade duty (optional)

Exceptions

In the car; inside buildings
When detrimental to expediency

3. Wearing of headgear other than during the above mentioned circumstances will be at the discretion of the individual officer.
4. Baseball caps may be worn with the Patrol Uniform or in conjunction with an outer vest carrier.

G. Neckties shall be worn with the long-sleeve formal Class A dress uniform and may be worn with the long sleeve Class A uniform.

H. The long sleeve uniforms shall be worn at the individual officer's discretion based on personal comfort with current weather conditions. Up to three "PCPD" embroidered turtlenecks shall be supplied by the Department for long sleeve use with Class A or Patrol Uniforms. Officer may also use other black undershirts in lieu of mock turtle necks.

I. Class A uniforms shall have police department patches sewn to both upper sleeves. Long-sleeve Class A may also have service stripes/ashes attached to the lower left sleeve as awarded to employees signifying each verifiable four (4) year grouping of tenured service in the law enforcement profession. Ribbons and medals associated with Policy 2.20 shall only be worn with the formal dress Class A uniform.

J. Patrol Uniforms may have a badge holder (utilize issued metal badge) or an embroidered badge on the left chest and "POLICE" embroidered on the right chest. A police department patch will be sewn on each shoulder. No collar brass, additional insignias or other patches shall be worn with the polo patrol uniform.

K. Outer bullet resistant vest carriers are authorized but must be preapproved and season/assignment appropriate. They may be worn with the Class A, or Patrol Uniform, but shall not be worn with the formal dress Class A uniform. The same parameters shall be set for jackets, pullovers, and parkas.

L. Bicycle patrol uniforms shall consist of the following:

- a. Patrol Uniform shirt as outlined in 4.05-III(J) and BDU style pants or shorts
- b. Black shorts with cargo pockets

- c. Solid black athletics shoes or as approved by the Chief
 - d. Bicycle helmet
 - e. Black bicycle gloves (optional)
 - f. Black full length PDU style pant (optional)
 - g. Officer's equipment shall consist of the following: (nylon items are optional and purchase is the officer's responsibility).
 - i. Duty belt (black nylon optional)
 - ii. Duty weapon and holster (black nylon optional)
 - iii. ASP and holder (black nylon optional)
 - iv. Portable radio and holder (black nylon optional)
 - v. Flashlight and holder (black nylon optional)
 - vi. Magazines and holder (black nylon optional)
 - vii. Handcuffs and carrier(s) (black nylon optional)
- M.** Uniformed officers assigned to the Patrol Division shall wear bullet resistant vests. Non-uniformed officers, command personnel not covering patrol duty, and administrative special assignments shall have the option of wearing their bullet resistant vest.
- N.** Safety Traffic Vests shall be worn when officers are on foot when duties place them within the right-of-way to handle emergency operations for extended periods of time according to ANSI regulation 107-2004.
- a. Employees of the Polk City Police Department will wear the class 2 compliant safety vest over their outermost clothing anytime they are actively involved in activity that places them immediately adjacent to or directly within the right of way of any local, state or federal roadway and they are engaged traffic direction, pro-longed accident investigation, lane closures, roadway obstructions or environmental disasters.
 - b. Officers may also utilize an ANSI compliant coat or jacket when necessary.
- O.** All uniforms items will be kept clean and in good repair. The Chief or Lieutenant may direct an officer to replace a uniform due to wear and tear.
- P.** Uniform pockets will be kept buttoned when practical and will not be overfilled or bulging.
- Q.** T-shirts when worn and visible with the uniform shall be white, navy or black in color and will be in good condition; shirts will not be an open weave or fishnet design.
- R.** All shoes, metal insignia, leather and leather accessories will be kept clean and polished.

S. Slappers, saps, blackjacks, bludgeons, sandbags, loaded gloves, or any piece of equipment of similar nature will not be permitted, carried, or used.

T. Utility uniforms when authorized by the Chief of Police may be worn.

U. Male officer – Haircut

- a. The hair will be well groomed at all times except those of adverse conditions.
- b. The hair will be tapered or styled on the sides and back and will not present a ragged or unkempt appearance.
- c. The hair will not cover more than the upper half of the ear when the cap is worn, nor will it extend over the collar when standing erect.
- d. The hair in front will not extend over the eyebrows when no headgear is worn, nor be visible below the front of the headgear when worn.
- e. The bulk or depth of the hair will not interfere with the wearing of the headgear, but in no case will it be more than 1 ½” deep on the sides or 2” deep on the top of the head.
- f. Sideburns will be trimmed straight (not angled) at the bottom and a horizontal line across the bottom of the sideburns will not extend below the ear. The sideburns will not be more than 1 ½” wide at the widest point.
- g. Mustaches will be well kept and may extend below the mouth to encompass the chin in the formation of a neatly groomed goatee. Mustaches shall not extend over the upper-most lip and mustaches shall not be bushy in appearance.
- h. Beards may be worn by personnel in any assignment. Beards shall be kept neatly trimmed with straight lines and shall not be bushy in appearance. Beards shall not exceed ½ inch in length and shall be well groomed and maintained. The Chief of Police reserves the right to make the final decision as to the appropriateness of any beard worn by members of the department. Any member instructed to address issues related to a beard shall comply immediately.

V. Female officer – Haircut

- a. The hair will be well groomed and shall not present a ragged or unkempt appearance, except under adverse conditions.
- b. The hair will not extend below the tops of the eyebrows when no headgear is worn.
- c. The bulk of the hair will not be so extreme as to interfere with the wearing of the headgear.
- d. Long hair may be worn but must be worn above the collar; neatly kept ponytails and braids are acceptable. Pigtales are prohibited.

W. Non-uniformed Duty Attire

- a. When on duty, in a non-uniform capacity, officers will wear a business or business casual dress attire except when such attire would be detrimental to the accomplishment of the assignment.

Jeans are prohibited unless the Chief of Police approves special circumstances.

- b. Non-uniform personnel hairstyle is at the discretion of the Chief of Police, but in no case will the length be extreme unless necessary in the accomplishment of a specific assignment.
- c. Civilian personnel shall be allowed to wear business casual attire unless more formal dress is appropriate.

X. All required and necessary equipment will be provided by the Department

IV. Tattoos/Piercings/Intentional Scarring/Other Body Art

- A. Any tattoos, piercings, intentional scarring, or other forms of self-expression through body art visible above the uniform collar is prohibited. Two small studded piercings worn in each ear is permitted while on duty.
- B. Any body art visible on exposed arms and legs while in uniform is subject to approval on a case-by-case basis by the Chief of Police. As a general rule, if the artwork is not deemed to be in poor taste or unnecessarily detracts from the professional image of the City of Polk City Police Department, then it will be allowable. Examples of poor taste include, but are not limited to: morally objectionable, racially oriented, or sexually explicit.
- C. The reasonable concealment of prohibited body art through the use of flesh colored bandages or cosmetics may be acceptable on a case-by-case basis as approved by the Chief.
- D. The Police Chief reserves the right to dictate other circumstances where employees will be required to cover their tattoos, piercings, intentional scarring, or body art.



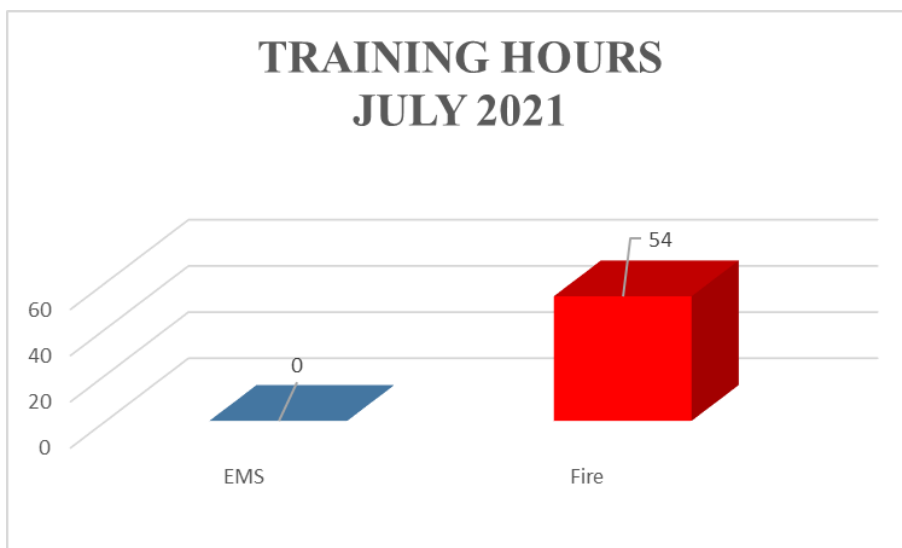
City of Polk City, Iowa City Council Agenda Communication

Date: August 23, 2021
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: July 2021 Monthly Report

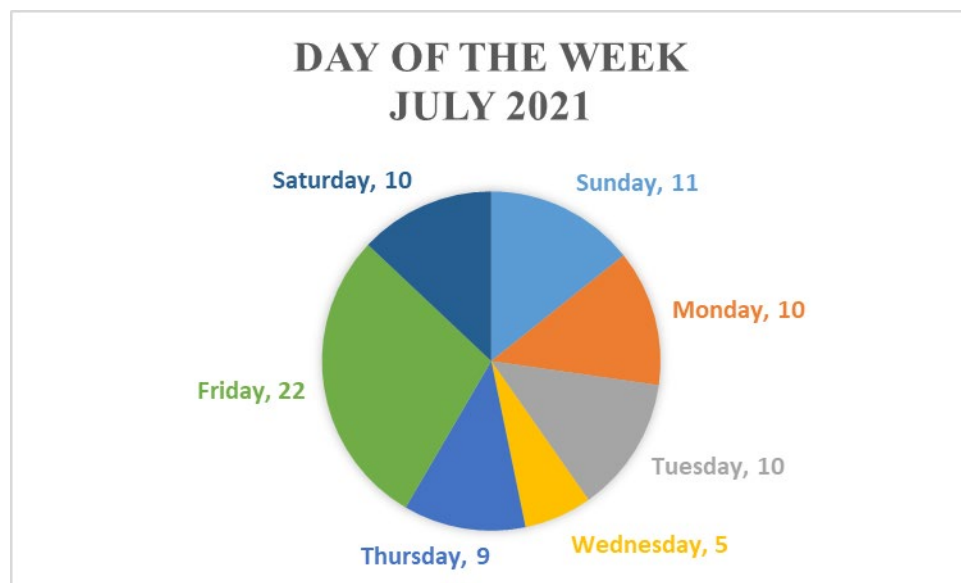
BACKGROUND: July is always a difficult month for staffing with the 4th of July and everyone on vacation. Our call volume was average, so to speak, but we had some unusual calls. We responded to 2 calls with the boat and yet only 2 fire calls. That is unusual due to the dry conditions!

We had 2 people resign from the department this month. Landon Slagle was a part-time employee that resigned to change careers and work as a Deputy Sheriff in Scott County. Landon's family lives in the Scott County area. The other was Shawn Boots, a paid-on-call member, sold his house and moved to Ankeny. Shawn was with PCFD for 6 years and felt he was ready for a change. We wish Landon and Shawn well with their new endeavors! As you are aware, we hired Ciara Davis as a new paid-on-call member.

The training topics presented was "Scene Size-up Training" and "NFPA 1410 Drills". We conducted a department meeting that involved a presentation from an insurance agent regarding accidental death policies. We decided to take off July 6th due to several members being on vacation. All in person training and meeting this month.

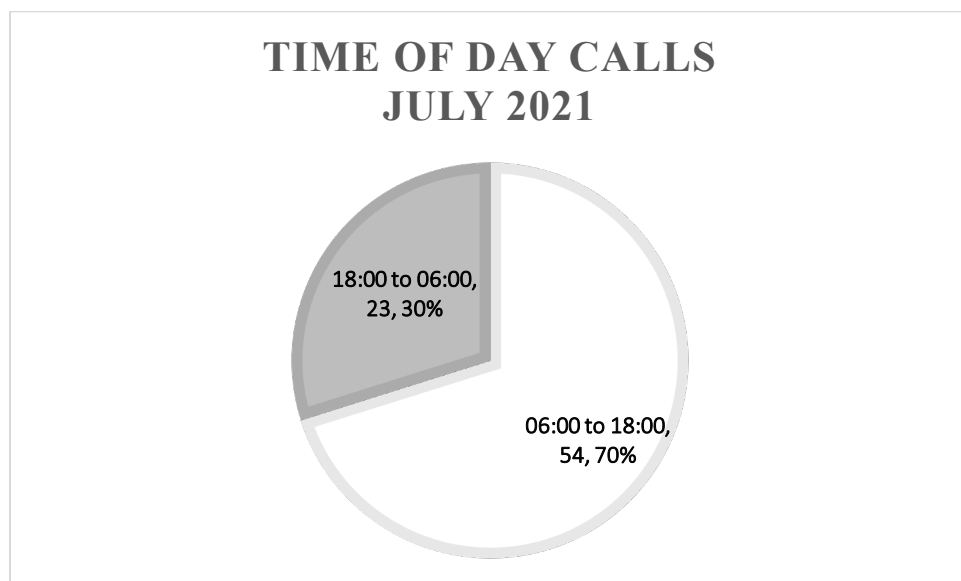


The busiest call volume day, in July, was Friday at 22 calls per day:

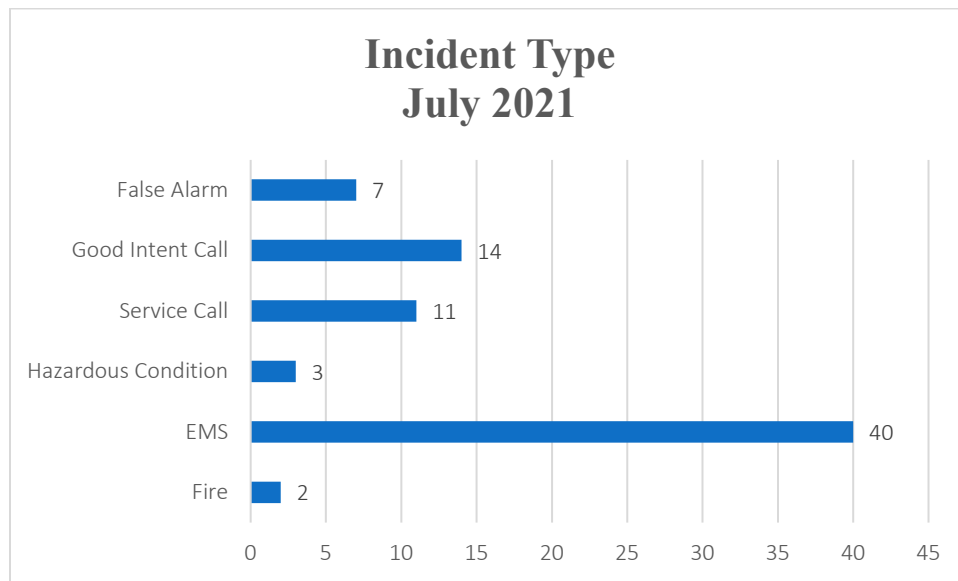


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
11	10	10	5	9	22	10	77

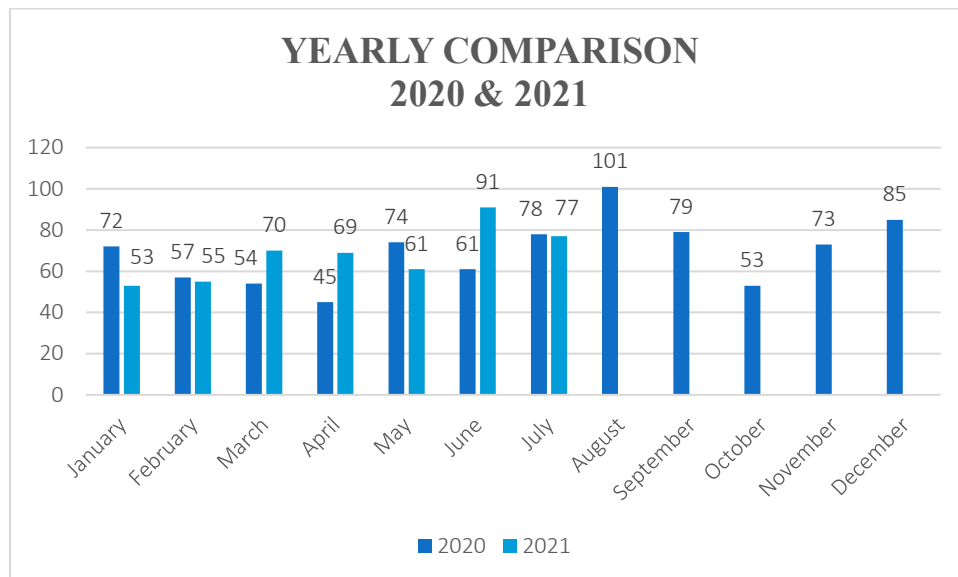
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 77 calls for service for July:



As you can see, July 2021 provided one fewer calls than previous year. Year-to-date we are 35 calls for service above last year.



The month of July 2021 was not as busy as June. As you may have noticed, 77 calls for service in a month is fairly busy for the PCFD. Also, having 4 days of the month that averaged 10 and above calls for service and Friday being double. We have had several smoke detector battery changes and a few installations. We was present at the mini Four Seasons Festival.



City of Polk City, Iowa

City Council Agenda Communication

Date: 8/09/2021
To: Mayor and Council
From: Mike Schulte

Subject: Budgeted Water Treatment Plant Generator Replacement

BACKGROUND: Public Works has budgeted \$44,500 in the current budget to replace the electrical generator at the water treatment plant. If we have a power failure in the area, this generator runs the entire water treatment plant and well number #3. This generator is very important for the emergency operations of our water treatment facility, and we felt it was time to replace it due to the number of repairs we've made over the last couple of years.

Also included in this budget number was the relocation of the old generator from the water treatment plant to the public works facility. We feel that even though the generator has become non-dependable for something as important as the water treatment plant it could still have a use at our public works shop facility to run that entire complex. At this time, we are only asking for the water plant generator to be replaced and when we know what parts we can save, we will come back and get further council approval for the relocation of the existing generator to the shop.

We received two quotes for this replacement: one from Kohler Power Systems for \$36,213.14 and another from Interstate Power in the amount of \$35,750.00

ALTERNATIVES: None

FINANCIAL CONSIDERATIONS: \$35,750.00

RECOMMENDATION: Staff would recommend that Council approve the budgeted purchase of a replacement generator for the water treatment plant from Interstate Power in the amount of \$35,750.



City of Polk City, Iowa

City Council Agenda Communication

Date: August 23, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Open Records Request Policy-amended

BACKGROUND: For the Council's consideration on Monday is an amended City records request policy. Iowa Code allows municipalities to charge for open records. Most of the time, requests are minimal, and we do not charge, however, when there is a large request, the City does charge. This policy outlines what those charges are.

The proposed amendment to the existing policy includes no longer charging for electronic copies and charging for the costs of placing electronic copies on a flash drive.

ALTERNATIVES: Do not approve the amended policy

FINANCIAL CONSIDERATIONS: None

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

RESOLUTION NO. 2021-81

**A RESOLUTION AMENDING POLICY PA-39
OPEN RECORDS REQUEST POLICY**

WHEREAS, the City of Polk City adopted a policy that outlines the city's procedures for requests for information July 27, 2020; and

WHEREAS, the policy outlines how the city handles requests for open records, costs involved for retrieval, examination, and copying; and

WHEREAS, the City no longer wishes to charge for electronic copies and instead would charge for the costs of placing electronic copies on a flash drive.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to amend Policy PA-39 effective August 23, 2021.

PASSED AND APPROVED, this the 23rd day of August 2021.

Jason Morse, Mayor

ATTEST:

Jenny Coffin, City Clerk

P&A – 39
CITY OF POLK CITY

City Open Records Request Policy

Goals, Policies, Criteria and Procedure Goals: The City of Polk City strives to ensure that its activities are transparent to the public it represents. It is the City's policy to comply with all requests within the constraints required under Iowa law. The City recognizes that the public has the right to examine and copy public records while the records are in the City's possession in accordance with Iowa Code. However, the City also recognizes that certain records held by the City may not be public records or may be confidential public records that are not subject to disclosure.

Policy: The City requests that all open records requests are provided to the City in writing. Residents may make a request by 1) Emailing the appropriate contact person, 2) Mailing an open records request to the appropriate contact person, or 3) Visiting City Hall and filing a request in person. All requests should be as thorough and clear as possible. If the request is unclear, the City may request clarification from the requester. The City's custodian for all records requests other than police-related requests is the City Clerk (City Manager in City Clerk's absence):

City Clerk-Jenny Gibbons jgibbons@polkcityia.gov

City Manager-Chelsea Huisman chuisman@polkcityia.gov

The City's custodian for all records requests for police-related information is the Police Chief:

Police Chief-Jeremy Siepker jsiepker@polkcityia.gov

Upon receipt of an open records request, the City will review the request to determine if the City has any of the records that have been requested. The City shall not be required to compile information or create reports related to requested public records. The City will follow the timeline requirements as set out in the Iowa Code for compliance with all open records requests to the best of its ability. If the City has to review the request with legal counsel or research whether the records are confidential public records, the City may seek a good-faith reasonable delay in complying with the open records request as allowed under Iowa law.

After determining whether the City has any of the records that have been requested, the City will provide the record requester with an estimate of the costs of the retrieval, examination and copying of the records requested. If an individual is interested in examination of open records,



they must exam records in the City Clerk's presence. Pursuant to Iowa law, the City shall charge all requestors the actual cost of the expenses of the retrieval, examination, and copying of the requested records. The City reserves the right to invoice for actual costs of open records requests, and an estimate may not provide true costs for the retrieval. Each Polk City resident will be allocated one monthly request at no charge, where the work involves 15 minutes or less. The charges for producing the records are as follows:

Records Retrieval:

- 0-15 minutes-No charge
- 15-minute intervals thereafter-\$8.75

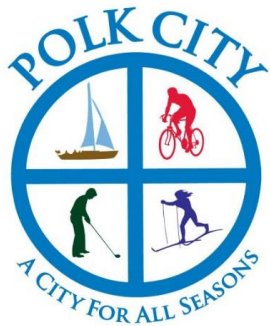
Records Cost:

- \$1.00 per page for black and white copies
- ~~-\$1.00 per page for electronic copies~~
- \$1.50 per page for color copies
- \$10 for flash drive with electronic records**
- \$15.00 for C.D. of City Code of Ordinances

Examination of public records:

- 15-minute intervals-\$8.75

The City accepts cash, check, or credit card as appropriate forms of payment. Payment must be received before the City will provide the records to the requester. Once payment for charges is received, the City will make the public records available for examination and/or copying. The examination and copying of the public records shall be done under the supervision of the lawful custodian of the records or the custodian's authorized designee.



City of Polk City Public Records Request Form

Date of request: _____

Person requesting open records:

Name _____

Address _____

Contact information (phone, email): _____

Records Requested: Please be as specific as possible:

Inclusive Dates of Records Requested: _____

Pursuant to your request for information, included is a breakdown of the fees associated to complete this request.

Further, a final bill will be sent once all documentation is compiled and all appropriate fees have been paid. Payment less deposit will be due immediately before the City will provide the electronic copies as requested.

Please confirm you agree via signature _____

Description	Cost
<i>City Labor Reimbursement - \$35 per hour</i>	
<i>Records Retrieval - No charge for the first 15 minutes or any part thereof. Thereafter, \$8.75 for each 15 minutes or fraction thereof.</i>	
<i>\$50 Deposit - required for any records retrieval involving 1 hour or more and is due before work commences.</i>	\$50
<i>Balance Due less Deposit</i>	

Office Use Only

Total Copies Provided: _____ Amount Due: _____ Request filled by & date: _____

Payment Received (method): Check _____ Cash _____ Credit Card _____

RESOLUTION NO. 2021-82

**A RESOLUTION UPDATING CERTAIN FEES CHARGED BY
THE CITY OF POLK CITY**

WHEREAS, the City Council of the City of Polk City, Iowa approved Resolution No. 2021-09 amending certain fees charged by the City of Polk City for City services; and

WHEREAS, the City Council of the City of Polk City, Iowa has determined that a current fee needs updated.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that the attached Exhibit “A” fee schedule be effective September 1, 2021.

PASSED AND APPROVED the 23rd day of August 2021.

Jason Morse, Mayor

Attest:

Jenny Coffin, City Clerk

CITY FEES AS OF September 1, 2021

Name	Description	Amount
P&A	Labor Cost per hour	\$ 35.00
	CD for Municipal Code	\$ 15.00
	Color Copy	\$ 1.50
	Black & White Copy	\$ 1.00
	Flash drive with electronic records	\$ 10.00
	Records Retrieval:	
	- Deposit required for any records retrieval which involves 1 or more hour	\$ 50.00
	- No charge for the first 15 minutes or any part thereof. Thereafter, \$8.75 for each 15 minutes or fraction thereof.	\$ 8.75
PETS	Pet License (prior to March 31) *effective 8.1.17	\$ 10.00
	Pet License (after March 31) *effective 8.1.17	\$ 25.00
	Administration Fee for the Seizure	\$ 50.00
	- Additional cost if cat or dog isn't licensed	\$ 45.00
	Seizure - 1st Seizure in Calendar Year	\$ 50.00
	Seizure - 2nd Seizure in Calendar Year	\$ 75.00
	Seizure - 3rd Seizure in Calendar Year	\$ 100.00
	Seizure - 4th + each subsequent seizure in Calendar Year	\$ 125.00
POLICE	Labor per hour	\$ 50.00
	Video/DVD Copy	\$ 25.00
	Color Copy	\$ 1.50
	Fingerprints	\$ 10.00
	Crash Report	\$ 10.00
	Vehicle Impound Release	\$ 20.00
	Parking Violation	\$ 45.00
	Parking Violation - unpaid after 30 days	\$ 50.00
	Parking Violation - Improper Use of Disability Parking Permit	\$ 100.00
PUBLIC WORKS	Equipment Cost per hour (plus City Labor Reimbursement Cost)	\$ 65.00
	Labor per hour	\$ 50.00
	Street Signs 6 inch	\$ 32.00
	Street Signs 8 inch	\$ 46.00
	No Parking Sign	\$ 24.75
	Stop Sign	\$ 49.00
	Speed Limit Sign 24x30	\$ 49.75
	Speed Limit Sign 18x24	\$ 39.75
	Telspar post	\$ 39.00
	Base anchor	\$ 17.00
	Curb Cap - In Grass	\$ 20.00
	Riser Extension - In Grass	\$ 45.00
UTILITIES	Water Hookup	\$ 1,100.00
	Sewer Hookup	\$ 1,100.00
	Irrigation Meter	\$ 470.00
	Water Rates:	
	- Service Availability Charge (minimum bill)	\$ 9.37
	- Usage Charge (per 1,000 gallons)	\$ 6.27
	Irrigation Rates:	
	- All usage/1,000 gallons (minimum bill)	\$ 10.70
	Sewer Rates:	
	- Service Availability Charge (minimum bill)	\$ 18.43
	- Usage Charge (per 1,000 gallons)	\$ 12.09
	Solid Waste Rate per container per month	\$ 8.34
	Recycling Rate per container per month	\$ 3.89
	Stormwater per ERU	\$ 3.00

<i>Name</i>	<i>Description</i>	<i>Amount</i>
RENTAL COMMUNITY ROOM	M-Thur Full Day Rental(7am-12am) - Resident	\$ 90.00
	F-Su Half Day Rental(7am-3pm) or (4pm-12am) - Resident	\$ 90.00
	F-Su Full Day Rental(7am-12am) - Resident	\$ 180.00
	M-Thur Full Day Rental(7am-12am) - Non-Resident	\$ 125.00
	F-Su Half Day Rental(7am-3pm) or (4pm-12am) - Non-Resident	\$ 125.00
	F-Su Full Day Rental(7am-12am) - Non-Resident	\$ 250.00
	Damage Deposit - No Alcohol (not cashed) - Resident/Non-Resident	\$ 100.00
	Damage Deposit - Beer/Wine (not cashed) - Resident/Non-Resident	\$ 200.00
	Police Officer Required while serving beer/wine - hourly rate	\$ 50.00
RENTAL MILLER PARK	M-Thur Full Day Rental(7am-10pm) - Resident	\$ 75.00
	F-Su Half Day Rental(7am-2pm) or (3pm-10pm) - Resident	\$ 75.00
	F-Su Full Day Rental(7am-10pm) - Resident	\$ 150.00
	M-Thur Full Day Rental(7am-10pm) - Non-Resident	\$ 105.00
	F-Su Half Day Rental(7am-2pm) or (3pm-10pm) - Non-Resident	\$ 105.00
	F-Su Full Day Rental(7am-10pm) - Non-Resident	\$ 210.00
	Damage Deposit - No Alcohol (not cashed) - Resident/Non-Resident	\$ 100.00
	Damage Deposit - Beer/Wine (not cashed) - Resident/Non-Resident	\$ 200.00
	Police Officer Required while serving beer/wine - hourly rate	\$ 50.00
OPEN AIR SHELTER	Full Day Rental (7am-10pm) - Resident	\$ 25.00
	Full Day Rental (7am-10pm) - Non-Resident	\$ 35.00
	Damage Deposit	NA



City of Polk City, Iowa

City Council Agenda Communication

Date: August 23, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Cobra Health Insurance-Amendment to Polk City Employee Handbook

BACKGROUND: Under Iowa Code, section 509A.13 Cities in Iowa are required to provide COBRA for early retirees to stay on the City health insurance plan until age 65. Retirees are required to pay for the full costs of the premium, and a City can also charge an additional administrative fee. Polk City has allowed this in the past, but there has been no clear or consistency amongst those that utilized this benefit.

I believe this is an important policy for the City to adopt to provide clear guidance for future retirees. Currently the City handbook is vague, and I would propose more specific guidelines for continued coverage. Current language and new proposed language can be found under Exhibit A in the Council packet.

ALTERNATIVES: Do not approve the updated Cobra health insurance coverage

FINANCIAL CONSIDERATIONS: No financial considerations. Retirees interested in utilizing this benefit are responsible for 100% of the costs of the premium.

RECOMMENDATION: It is my recommendation that the Council approve the resolution amending the section titled COBRA within the City of Polk City Employee Handbook.

RESOLUTION NO. 2021-83

**A RESOLUTION ADOPTING POLICY PA-45
AMENDING THE CITY OF POLK CITY EMPLOYEE HANDBOOK**

WHEREAS, the City of Polk City has allowed extended health insurance (COBRA) for certain retirees and spouses in the past, on a case-by-case basis; and

WHEREAS, Iowa Code 509A.13 does mandate this be allowed for employees, but not for spouses; and

WHEREAS, the City wishes to state this policy more clearly, in the interest of fairness and equity.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa:

Section 1. The City Council directs that the Polk City Employee Handbook be revised as attached in Exhibit "A" to allow for extended COBRA eligibility for early retirees and spouses.

Section 2. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED, this 23rd day of August 2021.

Jason Morse, Mayor

ATTEST:

Jenny Coffin, City Clerk

PA-45
Exhibit A
City of Polk City Employee Handbook Amendment
CITY OF POLK CITY

COBRA Coverage (Page 17)

Existing wording:

By law the City must offer continuation of group health coverage to employees and covered dependents under certain termination of employment situations. Please contact the Human Resources Department for a summary of your rights and obligations under the law.

Proposed wording:

By law the City must offer continuation of group health coverage to employees and covered dependents under certain termination of employment situations. Please contact the Human Resources Department for a summary of your rights and obligations under the law.

Polk City employees who retire from regular full-time employment with the City will be provided an opportunity at the time of retirement to opt for extended COBRA health insurance coverage for employee and/or spouse under the City's available medical plan. The opt-in will be a one-time opportunity only at the time of retirement.

The retiree will be responsible for 100% of the required premium on a monthly basis, plus any applicable administrative charges. The premium payment shall be paid in advance of the first of each month for that month's coverage. Retiree health insurance coverage may remain in effect until the first day of the month of the retiree's 65th birthday, at which time COBRA health insurance coverage shall end for the retiree. A covered retiree's spouse may continue coverage until the earlier of the first day of the month of the spouse's 65th birthday, or for a total of 18 months, at which time COBRA health insurance coverage shall end for the retiree's spouse.



City of Polk City, Iowa

City Council Agenda Communication

Date: August 23, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Development Agreement with TMMC Enterprises for additional easements

BACKGROUND: For the Council's consideration on Monday is a development agreement between the City and TMMC Enterprises for additional easements for the roundabout project at 3rd & E. Vista Lake Dr. The development agreement describes that TMMC Enterprises will dedicate additional easements and temporary construction easements at no cost to the City and the City agrees to forgo any special assessments for the project.

ALTERNATIVES: Do not approve the development agreement

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the Development Agreement with TMMC Enterprises.

RESOLUTION NO. 2021-84

**A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE
CITY OF POLK CITY AND TMMC ENTERPRISES FOR PROPERTY
DEDICATION FOR THE NORTH 3RD STREET & EAST VISTA LAKE DRIVE
INTERSECTION IMPROVEMENTS**

WHEREAS, the City of Polk City, Iowa desires to enter into an agreement with TMMC Enterprises for property dedication for the intersection improvements including a roundabout at North 3rd Street & E. Vista Lake Drive; and

WHEREAS, an agreement has been reached between the City of Polk City and TMMC Enterprises concerning this matter as shown on the attached agreement.

BE IT, THEREFORE, RESOLVED by the City Council of the City of Polk City, Iowa, that the agreement in the form attached hereto as Exhibit "A" for the property dedication for the intersection improvements at North 3rd Street & E. Vista Lake Drive.

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

DATED this 23rd day of August 2021.

Jason Morse, Mayor

Attest:

Jenny Coffin, City Clerk

DEVELOPMENT AGREEMENT

This Agreement, entered into among the City of Polk City, an Iowa municipal corporation in the State of Iowa (hereinafter referred to as "City") and TMMC Enterprises L.L.C., an Iowa limited liability company (hereinafter referred to as "Property Owner").

WHEREAS, Property Owner owns Property legally described as:

Lot 3 in BIG CREEK TECHNOLOGY CAMPUS PLAT 1, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa, and;

WHEREAS, the Property Owner Property is located directly adjacent to an Intersection upon which the City is constructing a roundabout as part of the N. 3rd Street and Vista Lake Avenue Intersection Improvements Project ("Improvements");

WHEREAS, the City is responsible for the construction of the Improvements, but will need to acquire a portion of the Property from the Property Owner; and

WHEREAS, the City of Polk City intends to set the date of the bid letting for the Improvements on or before November 8, 2021, with construction commencing as soon as possible thereafter; and

WHEREAS, the City and Property Owner intend to agree upon their respective obligations in this Agreement.

NOW, THEREFORE, in consideration of the Recitals, which are a part of this Agreement, and the mutual covenants and Agreements herein contained, the City and Property Owner hereby agree as follows:

1. Property Dedication. On or before October 1, 2021, the Property Owner will dedicate to the City, free and clear of any encumbrances or liens, the following:
 - A. Property by deed and permanent easements necessary to accommodate the proposed roundabout. The conceptual location for the public improvements is indicated on Exhibit A attached hereto.
 - B. Temporary construction easement as necessary for the City and their contractors to perform grading operations and to seed the easement area. The conceptual grading limits for the improvements project are indicated on Exhibit A attached hereto.
 - C. As part of the dedication process, the City will prepare and the Property Owner agrees to execute all necessary documents including, but not limited to the Warranty Deed and Groundwater Hazard Statement for the purpose of effectuating the transfer to the City. The City will further prepare and

the Property Owner agrees to execute the Temporary Construction Easement Agreement.

- D. The City will prepare and the Property Owner agrees to execute an Easement Agreement for the proposed Public Utility Easement (PUE), an Easement Agreement for the Public Storm Sewer and an Easement Agreement for the Public Water Main prior to October 1, 2021.
 - E. The City will prepare and present to the Property Owner an Agreement to Defer Sidewalks along E. Vista Lake Avenue based on City Laundry's request to eliminate the sidewalks in front of its property to avoid children using sidewalks next to truck traffic.
- 2. Assessment. Based on the foregoing, the City agrees not to assess the Property Owner for any of the costs associated with the City's N. 3rd Street / Vista Lake Avenue Intersection Improvements Project.
 - 3. City Approval. This Agreement, is subject to the prior approval of the City Council of the City, as well as the officers of Property Owner and thereafter all parties shall be bound by this Agreement.
 - 4. Liens. Property Owner represents and warrants that there is no mortgage lien on its property as of the date this Agreement is recorded in the land records of Polk County, Iowa, or, if there is a mortgage lien on any property, that Party shall have its lender execute a Mortgagee's Consent to Development Agreement in substantially the form as set out on Exhibit B attached hereto. Any lender with a mortgage lien as of the date of this Agreement agrees by its consent to this Agreement that it shall file a partial release of that mortgage to release their interest in that portion of the property described in Section 1 above, as requested by the City.
 - 5. Power and Authority. Each Party to this Agreement represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized by all required corporation, limited liability company, or regulatory authority, and when executed and delivered, this Agreement constitutes the valid and binding obligation of such Party, enforceable in accordance with its terms.
 - 6. Binding Effect. This agreement shall inure to the benefit of and be binding upon all parties their successors and interests or assigns, if any.
 - 7. Jurisdiction. The parties agree that this Agreement and amendments hereto, if any, shall be governed by the laws of the State of Iowa. The parties consent and agree that the proper venue and jurisdiction relative to the enforcement of the terms, conditions and provisions of this Agreement and amendments hereto, if any, is the Iowa District Court in and for Polk County, Iowa.

8. Running of the Benefits and Burdens. The terms and conditions of this Agreement are binding upon Property Owner and the City, and any future owners, lenders, developers, lessees or occupants. All provisions of this instrument, including benefits and burdens, run with the land and are binding upon and inure to the benefit of the heirs, assigns, successors, tenants and personal representatives of the Private Parties hereto.

Dated: _____, 2021

TMMC ENTERPRISES, L.L.C.
an Iowa limited liability company

By: _____

Name (Print): _____

Its: _____

ACKNOWLEDGEMENTS

STATE OF IOWA)
)ss.
COUNTY OF POLK)

On this _____ day of _____, 2021, before me, the undersigned, a Notary Public in and for said County and State personally appeared _____ of TMMC Enterprises, L.L.C., an Iowa limited liability company, to me personally known, who being by me duly sworn, did say that they executed the within and foregoing instrument as their voluntary act and deed.

Notary Public in and for the State of Iowa

CITY OF POLK CITY

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this _____ day of _____, 2021, before me, the undersigned, a Notary Public in and for said County and the State of Iowa, personally appeared Jason Morse and Jenny Gibbons, to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Polk City, Iowa, a municipal corporation, executing the within and foregoing instrument and acknowledged that they executed the same as their voluntary act and deed of the City of Polk City, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

MORTGAGEE'S CONSENT TO DEVELOPMENT AGREEMENT

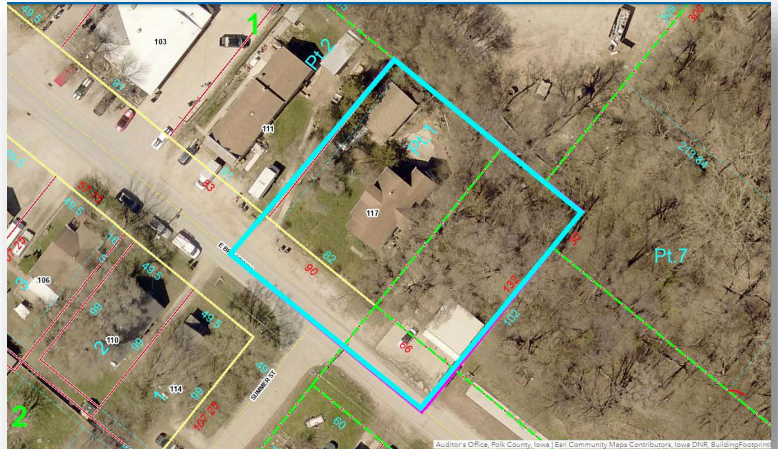
PRELIMINARY & FINAL PLAT REVIEW

Date: August 19, 2021
 Project: Simmer Plat 1

Compiled by: Kathleen Connor, Planner
 Project No.: 121.0758.01

GENERAL INFORMATION:

Applicant:	First Choice Renovations
Owner:	First Choice Renovation
Requested Action:	Approval of Preliminary & Final Plats
Location	117 E. Broadway and the adjoining lot to the southeast
Size:	0.545 acres
Zoning:	P.U.D.
Proposed Use:	4 bi-attached SF lots



PROJECT BACKGROUND:

First Choice Renovations recently rezoned the subject property to PUD to accommodate construction of new homes on smaller lots. The PUD Master Plan included two options for developing the property. The first option was for three lots to accommodate single-family detached homes. The second option was for four lots to accommodate two bi-attached structures for four residential dwellings. The requirements of the PUD Master Plan for both options were incorporated into the ordinance rezoning these properties.

The developer has now selected the four lot, bi-attached option. The 117 E. Broadway PUD Master Plan therefore requires these lots to be a minimum of 39' wide and 5,000 sf in area. Front yard setbacks shall be 30' minimum, rear yards shall be 30' minimum, and side yards shall be 6' minimum.

PROJECT DESCRIPTION:

This plat includes four bi-attached single-family lots fronting on E. Broadway in conformance to the 117 E. Broadway PUD Master Plan. The old home at 117 E. Broadway and commercial building on the adjoining property have already been demolished.

A 10' recreational trail, with a crosswalk connecting to the existing ramp on the south side of Broadway. The bi-attached dwellings will have one shared driveway for each structure. The developer is required to install a CBU on the northwest side of this plat.

The existing fire hydrants provide sufficient coverage per the Fire Code. The existing water service line and sanitary sewer service lines that served the original structures may be utilized and additional services will be installed with the building permit.

The parkland dedication for this 4-lot plat is equal to 3,984 square feet of park land. The developer proposes to fulfill the parkland dedication through a cash donation based on a fair market value of \$25,000 per acre, in an amount equal to \$2,286 which will need to be paid to the city prior to Final Plat approval.

The requirement for trip generation calculations and sanitary sewer calculations have been waived for this 4-lot plat.

PRELIMINARY PLAT REVIEW COMMENTS:

All of staff's review comments were addressed on the August 19th submittal.

FINAL PLAT REVIEW COMMENTS:

- A. **Final Plat.** All of staff's review comments were addressed on the August 12th submittal.
- B. **Legal Documents.** Prior to City Council consideration of this Final Plat, all legal documents, shall be approved by the City Attorney prior to this item being placed on the Council agenda. These documents include:
1. *Easement documents*, including legal descriptions, will need to be provided for review by the City Attorney for the following easements:
 - a. Sanitary Sewer Easement
 - b. Recreational Trail Easement
 2. *Platting legal documents* including Title Opinion, Consent to Plat, and Certificate of Treasurer.

RECOMMENDATIONS:

- P&Z and staff recommend approval of the Preliminary Plat for Simmer Plat 1.
- P&Z and staff recommend approval of the Final Plat for Simmer Plat 1 subject to the following:
 1. City Attorney approval of the Final Plat and legal documents, including Recreational Trail Easement and Sanitary Sewer Easement, prior to Council action on the Final Plat.
 2. Payment in full of all fees, including park land dedication fee, to the City of Polk City prior to Council action.

RESOLUTION NO. 2021-85

**A RESOLUTION APPROVING THE PRELIMINARY PLAT AND FINAL PLAT
FOR SIMMER PLAT 1**

WHEREAS, First Choice Renovations, 117 E Broadway St., Polk City, Iowa, submitted a Preliminary Plat for Simmer Plat 1; and

WHEREAS, First Choice Renovations, 117 E Broadway St., Polk City Iowa submitted a Final Plat including Public Sanitary Sewer Easement and Recreational Trail Easement and all platting legal documents for Simmer Plat 1; and

WHEREAS, on August 16, 2021, the Polk City Planning and Zoning Commission met and recommended approval of the Preliminary Plat and Final Plat for Simmer Plat 1, subject to all review comments being satisfactorily addressed; and

WHEREAS, the City Engineer and the City Attorney have reviewed the Final Plat and all necessary legal documents and recommend approval of said preliminary and final plat.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, the City Engineer and the City Attorney and deems it appropriate to approve the Preliminary Plat and the Final Plat for Simmer Plat 1.

PASSED AND APPROVED the 23rd day of August 2021.

Jason Morse, Mayor

ATTEST:

Jenny Coffin, City Clerk

INDEX LEGEND

LOCATION: XXXXX
REQUESTOR: KYLE HOUT
PROPRIETOR: KYLE HOUT
SURVEYOR: KEVEN J. CRAWFORD
COMPANY: COOPER CRAWFORD & ASSOCIATES
475 S 50th ST., STE. 800,
WDM, IA 50265
RETURN TO: COOPER CRAWFORD & ASSOCIATES

FD. 1/2" I.R.
CAP # 12846
S COR. RTM PLAT 1

111 E. BROADWAY
W. 83' OF THE S 132'
LOT 2 BLOCK 1
BEEBES ADDITION
TO POLK CITY
OWNER: NICK SIMMER

W. LINE
LOT 1 BLOCK 1
BEEBES ADDITION
TO POLK CITY

206 N. 2ND STREET
LOT 1, RTM PLAT 1
OWNER: RTM PROPERTIES, LLC

VICINITY SKETCH

NORTH
SCALE: 1"=1500'

FINAL PLAT
SIMMER
PLAT 1

Sheet 1 of 1
OWNER/APPLICANT

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

LEGAL DESCRIPTION

THE SOUTH 132 FEET OF LOT 1 AND THE SOUTH 132 FEET OF THE EAST 8 FEET OF LOT 2, AL IN BLOCK 1 IN BEEBEE'S ADDITION TO POLK CITY, POLK COUNTY, IOWA

AND

THE SOUTH 132 FEET FO THE WEST 66 FEET OF LOT 7 OF THE OFFICIAL PLAT OF THE NW 1/4 AND N 1/2 OF THE SW 1/4 OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK CITY, POLK COUNTY, IOWA

ZONING

EXISTING: P.U.D.

BULK REGULATIONS

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

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

UTILITIES

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

NOTES

1. NO MORE THAN ONE DRIVEWAY SHALL SERVE EACH TWO-FAMILY STRUCTURE, WITH THE SHARED DRIVEWAY SERVING BOTH OF THE DWELLING UNITS WITHIN THE STRUCTURE. SHARED DRIVEWAYS SHALL BE NO MORE THAN 30 FEET WIDE ACROSS THE TRAIL AND RIGHT-OF-WAY.
2. A 10' RECREATIONAL TRAIL SHALL BE CONSTRUCTED ALONG THE E. BROADWAY FRONTAGE IN CONJUNCTION WITH THE BUILDING PERMIT.
3. THE ONLY PERMITTED USE ON LOTS 1-2 AND LOTS 3-4 IS BI-ATTACHED SINGLE FAMILY DWELLINGS.
4. ALL UTILITY SERVICES SHALL BE UNDERGROUND IN ACCORDANCE WITH CITY CODE.
5. THE PROPOSED WATER AND SANITARY SEWER SERVICE LINES SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER AND SHALL BE REQUIRED IN CONJUNCTION WITH THEE BUILDING PERMIT FOR THE APPLICABLE LOT. ALL PROPOSED SERVICES WILL BE DESIGNED AND CONSTRUCTED AS REQUIRED BY THE PUBLIC WORKS DIRECTOR AND SHALL BE BORED UNDER THE STREET. OPEN CUTTING OF THE STREET, IF PERMITTED, REQUIRES THE STREET TO BE REPLACED WITH PCC PAVEMENT.
6. ABANDONMENT OF EXISTING SERVICE LINES SHALL BE REVIEWED BY THE POLK CITY PUBLIC WORKS AND IN CONFORMANCE WITH THE PRELIMINARY PLAT.
7. INDIVIDUAL MAILBOXES SHALL NOT BE PERMITTED FOR ANY LOT WITHIN THIS PLAT.
8. THE 10' TRAIL SHALL BE PAVED WITH 5" THICK PCC PAVEMENT AND SHALL BE LOCATED SUCH THAT THE SOUTHWEST EDGE OF THE TRAIL IS 1.0' INSIDE THE PROPERTY AND THE NORTHEAST EDGE OF THE TRAIL IS 11.0' INSIDE THE PROPERTY. THE CROSS-SLOPE OF THE TRAIL SHALL BE 1.5% DRAINING TOWARD E. BROADWAY STREET.

BENCHMARK

THE NORTHWESTERLY CORNER OF BROADWAY AND WALKER. SOUTH QUAD BOLT HEAD ON TOP OF HYDRANT

ELEVATION @ NAVD 88 DATUM _____ 881.24

LEGEND

- PLAT BOUNDARY
- SECTION CORNER
- FOUND CORNER, AS NOTED
- SET CORNER 5/8" I.R. W/ YELLOW CAP #13156
- IRON ROD
- GAS PIPE
- DEEDED DISTANCE
- MEASURED DISTANCE
- PREVIOUSLY RECORDED DISTANCE
- PUBLIC UTILITY EASEMENT
- ADDRESS
- BUILDING SETBACK LINE
- MINIMUM OPENING ELEVATION
- MINIMUM PROTECTION ELEVATION
- NOT RADIAL

SUMMER STREET
(PUBLIC STREET)

EXISTING P.U.E.
BOOK 18127 PAGE 902

OWNER: UN ITED STATES OF AMERICA

LOT A, DEER HAVEN
PLAT 3
OWNER: CITY OF POLK CITY

REGISTERED PROFESSIONAL ENGINEER
KEVEN J. CRAWFORD
13156
IOWA

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

KEVEN J. CRAWFORD, P.E. IOWA LICENSE NO. 13156
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2022
PAGES OR SHEETS COVERED BY THIS SEAL:
SHEETS 1-3

COOPER CRAWFORD
& ASSOCIATES, L.L.C.
CIVIL ENGINEERS

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

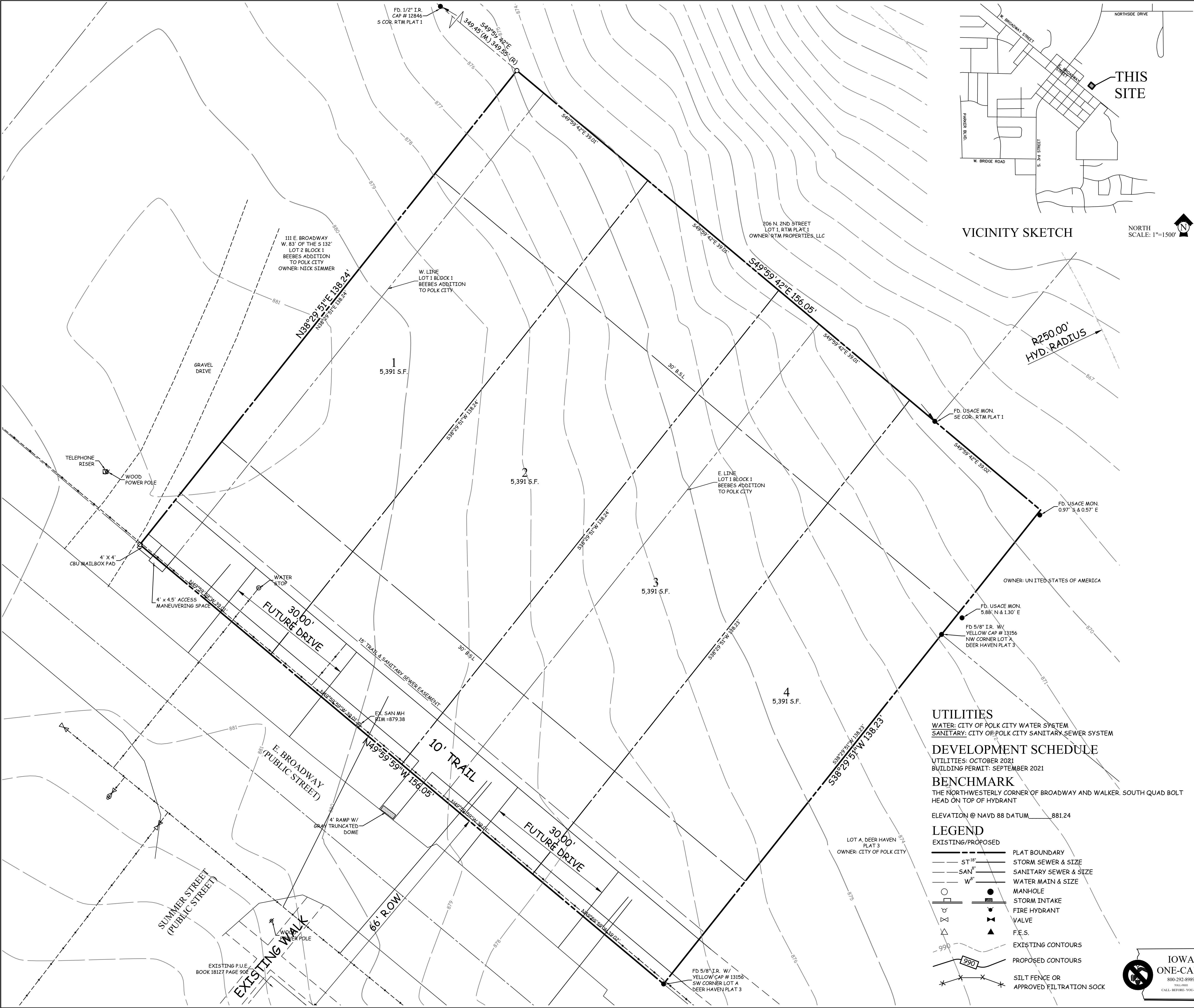
DATE: 7-19-2021
REVISIONS: 8-06-2021
8-11-2021

APPROVED: --- INITIALLED: --- AS-BUILT: ---
SCALE: 1"=10'

FINAL PLAT
SIMMER PLAT 1

SHEET
1 OF 1





PRELIMINARY PLAT
SIMMER
PLAT 1

Sheet 1 of 1
OWNER/APPLICANT

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

LEGAL DESCRIPTION

THE SOUTH 132 FEET OF LOT 1 AND THE SOUTH 132 FEET OF THE EAST 8 FEET OF LOT 2, AL IN BLOCK 1 IN BEEBEE'S ADDITION TO POLK CITY, POLK COUNTY, IOWA

AND

THE SOUTH 132 FEET FO THE WEST 66 FEET OF LOT 7 OF THE OFFICIAL PLAT OF THE NW ¼ AND N ½ OF THE SW ¼ OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK CITY, POLK COUNTY, IOWA

ZONING
EXISTING: P.U.D.

BULK REGULATIONS

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

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

NOTES

1. NO MORE THAN ONE DRIVEWAY SHALL SERVE EACH TWO-FAMILY STRUCTURE, WITH THE SHARED DRIVEWAY SERVING BOTH OF THE DWELLING UNITS WITHIN THE STRUCTURE. SHARED DRIVEWAYS SHALL BE NO MORE THAN 30 FEET WIDE ACROSS THE TRAIL AND RIGHT-OF-WAY.
2. PROPERTY SHALL BE FINAL PLATTED IN ACCORDANCE WITH THE CITY CODE PRIOR TO ISSUANCE OF ANY BUILDING PERMITS.
3. A 10' RECREATIONAL TRAIL SHALL BE CONSTRUCTED ALONG THE E. BROADWAY FRONTAGE IN CONJUNCTION WITH THE BUILDING PERMIT.
4. THE ONLY PERMITTED USE ON LOTS 1-2 AND LOTS 3-4 IS BI-ATTACHED SINGLE FAMILY DWELLING.
5. ALL UTILITY SERVICES SHALL BE UNDERGROUND IN ACCORDANCE WITH CITY CODE. UTILIZE EXISTING SERVICES WHERE POSSIBLE.
6. THE PROPOSED WATER AND SANITARY SEWER SERVICE LINES SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER AND SHALL BE REQUIRED IN CONJUNCTION WITH THEE BUILDING PERMIT FOR THE APPLICABLE LOT. ALL PROPOSED SERVICES WILL BE DESIGNED AND CONSTRUCTED AS REQUIRED BY THE PUBLIC WORKS DIRECTOR AND SHALL BE BORED UNDER THE STREET. OPEN CUTTING OF THE STREET, IF PERMITTED, REQUIRES THE STREET TO BE REPLACED WITH PCC PAVEMENT.
7. ABANDONMENT OF EXISTING SERVICES:
 - A. CAP EXISTING SANITARY SEWER SERVICE AT THE MAIN AND REMOVE A PORTION OF THE PIPE. ANY ABANDONED PIPE UNDER EXISTING STREETS SHALL BE ABANDONED IN PLACE AN FILLED WITH FLOWABLE MORTAR. SUCH ABANDONMENT SHALL BE REVIEWED AND DOCUMENTED BY THE POLK CITY PUBLIC WORKS.
 - B. WHEN AN EXISTING WATER SERVICE LINE IS ABANDONED, CONNECTIONS AT THE MAINS SHALL BE TURNED OFF AT THE CORPORATION STOP, MADE ABSOLUTELY WATERTIGHT, AND REVIEWED AND DOCUMENTED BY POLK CITY PUBLIC WORKS. THE SERVICE LINE WITHIN THE PUBLIC RIGHT-OF-WAY AND CURB STOP MUST BE REMOVED.
 - C. WHEN AN EXISTING SUMP SERVICE LINE IS ABANDONED, CAP EXISTING SERVICE AT THE MAIN. PLUG SERVICE FITTING WHERE IT TIES INTO THE SUMP LINE. WHERE SERVICE TIE INTO AN RCP MAIN, LEAVE A SMALL STUB AT THE MAIN AND PLUG. SUCH ABANDONMENT SHALL BE REVIEWED AND DOCUMENTED BY POLK CITY PUBLIC WORKS.
8. ALL SUMP PUMP DISCHARGE LINES SHALL BE CONNECTED TO A FRENCH DRAIN PIT IN CONJUNCTION WITH THE BUILDING PERMIT AS REQUIRED BY THE BUILDING INSPECTOR.
9. THE 10' TRAIL SHALL BE PAVED WITH 8" THICK PCC PAVEMENT AND SHALL BE LOCATED SUCH THAT THE SOUTHWEST EDGE OF THE TRAIL IS 10' INSIDE THE PROPERTY AND THE NORTHEAST EDGE OF THE TRAIL IS 110' INSIDE THE PROPERTY. THE CROSS-SLOPE OF THE TRAIL SHALL BE 1.5% DRAINING TOWARD E. BROADWAY STREET.
10. THE CBU MAILBOX PAD WILL BE INSTALLED WITH THE BUILDING PERMIT FOR LOT 1.

UTILITIES

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

DEVELOPMENT SCHEDULE

UTILITIES: OCTOBER 2021
BUILDING PERMIT: SEPTEMBER 2021

BENCHMARK

THE NORTHWESTERLY CORNER OF BROADWAY AND WALKER. SOUTH QUAD BOLT HEAD ON TOP OF HYDRANT

ELEVATION @ NAVD 88 DATUM 881.24

LEGEND

EXISTING/PROPOSED	
— PLAT BOUNDARY	— ST-18" STORM SEWER & SIZE
— SAN" SANITARY SEWER & SIZE	— W" WATER MAIN & SIZE
— MANHOLE	● FIRE HYDRANT
— VALVE	▲ F.E.S.
— EXISTING CONTOURS	— PROPOSED CONTOURS
— SILT FENCE OR APPROVED FILTRATION SOCK	

COOPER CRAWFORD
& ASSOCIATES, L.L.C.
CIVIL ENGINEERS

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

DATE: 4-19-2021
REVISIONS: 3-12-2021
3-06-2021
8-11-2021

APPROVED: --- INITIALLED: --- AS-BUILT: ---
SCALE: 1"=10'

PRELIMINARY PLAT
SIMMER PLAT 1

SHEET
1 OF 1

ORDINANCE NO. 2021-1900

**AN ORDINANCE AMENDING
CHAPTER 69, PARKING REGULATIONS, SECTION 69.08, NO PARKING ZONES**

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

Section 1. Chapter 69, of the Polk City Code of Ordinances; Parking Regulations, Section 69.08, No Parking Zones, is hereby amended by the following:

- a) adding sections #152, #153, #154:
 - #152 Edgewater Drive on the south side from Parker Boulevard to a point 150' east
 - #153 Bridgeview Street on the south side from Parker Boulevard to a point 150' west
 - #154 Ledgestone Court on the south and easterly sides from Boulder Pointe through the cul-de-sac
- b) deleting section #16, #51, #110, #114 and inserting the following:
 - #16 Roosevelt Street on the west side from Washington Street to Edgewater Drive
 - #51 Edgewater Drive on the north side beginning at 831 Edgewater Dr. to Parker Boulevard
 - #110 Bridgeview Street on the westerly side from Edgewater Street through the cul-de-sac
 - #114 Pelican Drive on the north and westerly side from Parker Boulevard through the cul-de-sac

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 _____ 2021.

Jason Morse, Mayor

ATTEST:

Jenny Coffin, City Clerk

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



Date August 17, 2021

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

INVOICE SUMMARY - JUNE SERVICES

Services from June 1, 2021 through June 30, 2021

GENERAL ENGINEERING

<u>2021 General Engineering</u>	121.0001	\$ 2,385.25
<i>Work sessions, Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i>		
<u>Building and Development issues:</u>	121.0001	\$ 3,146.50
<i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects, and building</i>		
<u>Water Dept:</u>	121.0001	\$ 203.00
<i>Coordinate with staff on hydrant coverage, requested relocation of public fire hydrant, and fire department connections.</i>		
<u>Sanitary Sewer Dept:</u>	121.0001	\$ 725.50
<i>Research service line inspection requirements, sanitary sewer pipe slope and depth, service areas for future trunk sewer to serve development, and manhole settlement.</i>		
<u>Miscellaneous Projects:</u>	121.0001	\$ 1,908.50
<i>Miscellaneous projects include coordination with staff and developers re: design requirements for driveways, sidewalks, CBUs, ADA ramp, and streetlights; review of ROW permit applications; and GIS services.</i>		

SUBTOTAL		\$ 8,368.75
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CAPITAL IMPROVEMENT PROJECTS

2021 I & I Study - Phase 1	121.0300	\$ 4,466.50
N. 3rd Street & Vista Lake Avenue Intersection Improvements	121.0455	\$ 36,193.00
Twelve Oaks Plat 1 Survey Services	121.0596	\$ 897.75
W. Bridge Road Water Main	121.0378	\$ 4,673.75
SUBTOTAL		\$ 46,231.00

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Big Creek Commons: Prelim Plat, SWMP, Const. Drawings, Final Plat	121.0433	\$ 5,670.50
Bridgeview Plat 2: Construction Phase Services	119.0294	\$ 1,881.75
Creekview Estates Plat 2: Construction Phase Services	121.0195	\$ 1,772.00
Four Seasons Polk City Plat 1: Construction Phase Services	121.0138	\$ 1,376.00
HyVee Dollar Fresh: Rezoning, Site Plan, Plat of Survey, TIS, SWMP	121.0436	\$ 1,908.00
Kwik Star: Construction Phase	119.0816	\$ 2,110.25
Lakes Early Learning Center: SWMP review	121.0562	\$ 2,442.00
Lakewoods Plat 2: Construction Phase Services, change orders	119.1107	\$ 3,996.00
Ledgestone Ridge: Construction Phase Services, change orders	121.0204	\$ 1,873.75
Wolf Creek TH Plat 13: Amended Dev. Plan, Prelim Plat, Site Plan	121.0581	\$ 2,239.50
SUBTOTAL		\$ 25,269.75

TOTAL		\$ 79,869.50
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