

Agenda -Notice of Meeting
Polk City | City Council

February 22, 2021 | 6:00 pm
City Hall | Electronic Meeting

Due to Covid-19 Mayor and Council will meet via ZOOM
Public Meeting participation is via phone only
Call in local 515-329-8019 Toll-Free 833-329-8019
Participant Code 593054

Public can also provide comments directly to support@polkcityia.gov
***any comments received before the time of the meeting will be made a part of the public hearing**
Broadcast playback will be available at <https://www.youtube.com/c/polkcityiagovchannel>

Jason Morse | Mayor
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 Hearing

- a. Public Hearing for the Maximum Proposed Property Tax Levy Rate for FY 21.22
 - i. Resolution 2021-11 approving the Maximum Property Tax Levy Rate

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

6. Consent Items

- a. City Council Meeting Minutes for February 08, 2021
- b. City Council Work Session Meeting Minutes for February 22, 2021
- c. Receive and file P&Z Commission Meeting Minutes for February 15, 2021
- d. Claims listing February 22, 2021
- e. Receive and file January 2021 Finance Report
- f. Approve letter of support for Polk County Conservation TAP application
- g. Receive and file the January 2021 Police Department Report
- h. Receive and file the 2020 Annual Police Department Report
- i. Resolution 2021-12 approving address changes along NW Hugg Drive
- j. Receive and file the January 2021 Fire Department Report
- k. Set pay for the following Fire Department Personnel that have voluntarily changed to non-officer positions: Dan Gubbins, part-time rate \$19.88 per hour and POC rate \$16.37, effective 1.1.21
Matt Guerdet, part-time rate \$15.57 per hour and POC rate \$14.26, effective 1.1.21
Ryan Moore, part-time rate \$15.57 per hour and POC rate \$14.26, effective 2.15.21

7. Business Items

- a. Resolution 2021-13 approving Pay App No. 6 (final – retainage release) for the 3rd Street and bridge Road Intersection Improvements Project in the amount of \$15,179.55
- b. First Reading of Ordinance 2021-1200 amending Chapter 155 Building Codes

- c. Snyder & Associates December 2020 Engineering Services Invoice in the amount of \$22,454.00
- d. Third and Final Reading of Ordinance 2021-1000 amending Sewer Rates
- e. Third and Final Reading of Ordinance 2021-1100 amending Water Rates

8. Reports & Particulars

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

9. Adjournment

--next meeting date March 8, 2021



City of Polk City, Iowa City Council Agenda Communication

Date: February 22, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Public Hearing for Maximum Proposed Property Tax Levy

BACKGROUND: On Monday, the City Council will have a public hearing for the Maximum Proposed Property tax levy, as required by State Code. Once the public hearing is closed, the City Council will take action on a resolution approving the maximum property tax levy in the amount of \$8.69880 per \$1,000 assessed, which is a change of 5.17% from last year. A City's debt service levy is not included in the maximum property tax levy, so this is why this levy rate is used (City's overall levy minus the debt service levy).

If a City is expected to exceed 2% on an annual basis, the public hearing and resolution approval is required. Growth is not a factor that is considered in the equation, and Polk City is a growing community, with growing valuations, therefore an increase of that size are not surprising.

ALTERNATIVES: Do not approve the maximum proposed property tax levy.

FINANCIAL CONSIDERATIONS: None; the Council is simply authorizing the maximum property tax levy. The actual City budget must still be approved (March 8, 2020 meeting).

RECOMMENDATION: It is my recommendation that the Council approve the maximum property tax levy at a rate of \$8.69880 per \$1,000 assessed.

RESOLUTION NO. 2021-11

**A RESOLUTION APPROVING FISCAL YEAR FY 21/22
MAXIMUM PROPERTY TAX DOLLARS**

WHEREAS, the City Council of the City of Polk City have considered the proposed FY 21/22 city maximum property tax dollars for the affected levy total; and

WHEREAS, a notice concerning the proposed city maximum property tax dollars was published as required and posted on the city website and city Facebook page; and

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on February 22, 2021.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa, that the maximum property tax dollars for the affected tax levies for FY 21/22 shall not exceed the following total:

Total maximum levy for affected property tax levies – \$2,469,833

The Maximum Property Tax dollars required in the total maximum levy for affected property tax levies for FY 2021/2022 does represent greater than 102% of the Maximum Property Tax dollars requested for the current FY 2020/2021 but only due to the increase in taxable valuations.

PASSED AND APPROVED the 22nd day February 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., February 8, 2021
City Hall – VIA ZOOM

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on February 8, 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 6:01 p.m.
2. **Roll Call** | Walters, Vogel, Anderson, Sarchet, Dvorak | In attendance via zoom
3. **Approval of Agenda**
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**
MOTION: A motion was made by Vogel and seconded by Dvorak to approve the consent agenda items.
 - a. City Council Meeting Minutes for January 25, 2021
 - b. Receive and file Parks Commission Meeting Minutes for February 1, 2021
 - c. Claims listing February 8, 2021
 - d. Resolution 2021-08 setting hearing for the FY 21/22 Budget Adoption on March 8, 2021 at 6pm
 - e. Receive and file January 2021 Water Department Report
 - f. Receive and file the Library Board Meeting Minutes for January 4, 2021
 - g. Receive and file the Library Board Special Meeting Minutes for January 5, 2021
 - h. Receive and file the January Library Director Report
 - i. Acknowledge the 2021 Library Closings schedule
 - j. Resolution 2021-09 amending fee(s) for certain City Services
 - k. Receive and file the December 2020 Police Department Report
 - l. Receive and file the January 2021 Parks & Recreation Department Report**MOTION CARRIED UNANIMOUSLY**
6. **Business Items**
 - a. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2021-10 approving contract & bond with Caliber Concrete, LLC in the amount of \$144,525.60 for the 2021 Street Repairs Project
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the Second Reading of Ordinance 2021-1000 amending Sewer Rates
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the Second Reading of Ordinance 2021-1100 amending Water Rates
MOTION CARRIED UNANIMOUSLY
7. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions
 - Council Member Dvorak thanked Public Works crew for keeping up with the snow removal.
 - Council Member Sarchet shared his appreciation for the snow removal efforts. He said he passed along some concerns about speed on North Broadway to Chief Siepker and is confident it will be handled appropriately.
8. **Adjournment**
MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:13 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –February 22, 2021

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
4:30 p.m., Monday, February 8, 2021
City Hall – VIA ZOOM

A Council Work Session was held on February 8, 2021 at 4:30 p.m. via ZOOM in Polk City, Iowa.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Mayor and City Council Members Present:</u></p> <p>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</p> | <p><u>Staff Members Present:</u></p> <p>Chelsea Huisman City Manager Jenny Gibbons City Clerk/Treasurer Kathleen Connor City Engineering Rep</p> <p><u>Planning & Zoning Commission Members Present:</u></p> <p>Ron Hankins Dennis Dietz Krista Bowersox Justin Vogel Doug Sires</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Minutes

Local Government Field Specialist, Eric Christensen, with ISU Outreach, facilitated a discussion about increasing future commercial areas in Polk City. Best practices and increased communication were focused topics as well as future steps that would include reviewing the Comp Plan to do list and updating accordingly.

City Manager, Chelsea Huisman suggested that P&Z Commission review the future land use map at the next P&Z meeting and start discussing ideas about identifying future commercial areas.

Adjournment – Meeting adjourned at 5:46 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, February 15, 2021

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on February 15, 2021 via ZOOM. 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** | Chair Dietz called the meeting to order at 6:02 p.m.
2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel, Sires | In attendance via ZOOM
Bowersox | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Ohlfest and seconded by Hankins to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Hankins and seconded by Vogel to approve the October 19, 2020 meeting minutes.
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Comprehensive Plan to-do list review** | Commission members and Staff discussed the items on the list that the P&Z members were to be involved with. Confirmation was provided on items that have been completed and items that are still outstanding. The Commission prioritized the outstanding items and asked Staff to put together some information and bring back to the Commission at the next meeting.
7. **Confirm Chairperson for 2021**
MOTION: A motion was made by Hankins and seconded by Ohlfest to confirm Vice Chair Bowersox to be 2021 Planning and Zoning Commission Chairperson
MOTION CARRIED UNANIMOUSLY
8. **Confirm Vice-Chair for 2021** | Commission Member Sires expressed his concern for the way the Chair and Vice-Chair are determined, especially new members being confirmed in those roles. The Commission discussed creating a rotation schedule and new members being added to the end of the rotation.
MOTION: A motion was made by Ohlfest and seconded by Vogel to confirm Sires as Vice Chair for 2021
YES: Vogel, Hankins, Triplett, Dietz, Ohlfest
ABSTAIN: Sires
MOTION CARRIED
9. **Reports & Particulars**
 - Council Member Sarchet said he appreciated the joint work session between Council and P&Z last week. He wants to continue to encourage larger dialogue between the two groups. Sarchet shared some of the highlights he said that Council has been working on since P&Z last met in October. Some of those items included: Confluence had been awarded the Parks Master Plan project, Water and Sewer Rate increases directly caused by increases from the WRA and Des Moines Water Works, the addition of a Stormwater Fee, the adoption of the Subdivision Ordinance, approval of the extension of Edgewater Drive and the launch of the Citizen Academy that will be held Fall of 2021.
 - City Manager Huisman said that the next meeting should involved one or two development items and the review of what Staff comes up with from the to-do list review.
 - City Clerk Gibbons reminded the Commission of the new and improved City Website, and encouraged the members to visit and have a look around and be sure to E-subscribe for City updates.

10. Adjournment

MOTION: A motion was made by Hankins and by Ohlfest to adjourn at 7:23 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, March 15, 2021

Attest:

Jenny Gibbons - City Clerk

| CLAIMS REPORT | | |
|-------------------------------|---------------------------------|--------------|
| CITY OF POLK CITY | DATED | 2/22/2021 |
| VENDOR | REFERENCE | AMOUNT |
| 440-PRAXAIR DISTR. INC. | OXYGEN | \$ 291.83 |
| ACCUJET LLC | SEWER JETTING | \$ 1,236.52 |
| Amazon | LIBRARY BOOKS | \$ 332.23 |
| AMAZON BUSINESS | FRONT COUNTER DESKTOP COMPUTER | \$ 716.47 |
| ANKENY HARDWARE | MISC TOOLS | \$ 41.96 |
| AUREON TECHNOLOGY | MANAGED SERVICES | \$ 3,550.50 |
| BRANDY YOUNG | CHAIR YOGA | \$ 200.00 |
| BUSINESS PUBLICATIONS CORP | PUBLICATIONS | \$ 626.00 |
| CAPITAL SANITARY SUPPLY | CLEANING SUPPLIES | \$ 335.46 |
| CENTER POINT LARGE PRINT | LARGE PRINT BOOKS | \$ 85.08 |
| CENTURY LINK | PHONE SERVICE | \$ 844.79 |
| CITY LAUNDERING | FIRST AID SUPPLIES | \$ 422.06 |
| CITY OF DES MOINES | WRA HOOK-UP | \$ 29,428.50 |
| CITY OF POLK CITY | UB ASSISTANCE PROGRAM | \$ 434.95 |
| CLEANING CONNECTION INC | COMMUNITY CENTER FLOOR CLEANING | \$ 1,354.66 |
| CONFLUENCE, INC. | REGIONAL PARK MASTER PLAN | \$ 2,594.77 |
| Crystal Clear Water Co | PURCHASED WATER | \$ 42.25 |
| Delta Dental | DENTAL INSURANCE | \$ 1,088.96 |
| DOCTORS NOW WALK IN CARE | COVID TEST - 342418 | \$ 110.00 |
| Emergency Services Mark. Corp | PHONE FEE | \$ 10.00 |
| FAREWAY | COMET CUPBOARD PURCHASES | \$ 1,812.47 |
| GRANGER MOTORS | #25 OIL CHANGE/HEADLAMP | \$ 105.70 |
| Gurnsey Electric Co | COMMUNITY ROOM | \$ 1,357.88 |
| HAWKEYE TRUCK EQUIPMENT | SNOW PLOW REPAIR | \$ 312.00 |
| HAWKINS INC | CHEMICALS | \$ 1,670.34 |
| KEYSTONE LABORATORIES INC. | WATER TESTING | \$ 75.00 |
| KIMBALL MIDWEST | TOOLS | \$ 26.79 |
| MEDIACOM | INTERNET SERVICE | \$ 136.90 |
| MERCYONE NORTH PHARMACY | RX SUPPLIES | \$ 126.57 |
| METRO WASTE AUTHORITY | CONTRACT MANAGEMENT - JAN2021 | \$ 15,479.04 |
| MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$ 10,851.73 |
| MIDLAND POWER CO-OP | STREET LIGHTING | \$ 510.11 |
| MMIT BUSINESS SOLUTIONS GROUP | COPIER CONTRACT/USAGE | \$ 171.02 |
| MOWBILITY SALES & SERVICE | CHAINSAW REPLACEMENT | \$ 609.99 |
| NELSON AUTOMOTIVE | #21 TIRE REPAIR | \$ 25.50 |
| OVERDRIVE INC | DOWNLOADABLE EBOOKS | \$ 325.36 |
| PITNEY BOWES | POSTAGE METER RENTAL | \$ 926.40 |
| RUAN, INCORPORATED | TITLE FEE T10901 | \$ 25.00 |
| SERVICEMASTER BY RICE | COVID CLEANING | \$ 1,117.15 |
| TRUCK EQUIPMENT INC. | REPAIR SALT SPREADER | \$ 1,121.15 |
| UNITED HEALTHCARE | HEALTH INSURANCE | \$ 26,235.98 |
| REGION 21 USPCA | DETECTION CERTIFICATION 2021 | \$ 100.00 |
| VAN-WALL EQUIPMENT | VEHICLE REPAIR PARTS | \$ 853.94 |

| | | |
|--------------------------|--------------------------|---------------|
| VERIZON WIRELESS | PHONE AND DATA PLAN | \$ 301.49 |
| Walsh Door & Hardware Co | EXISTING CAMERA LICENSES | \$ 865.00 |
| Accounts Payable Total | | \$ 108,889.50 |
| GENERAL | | \$ 39,573.93 |
| ROAD USE | | \$ 4,816.67 |
| L.M.I | | \$ 434.95 |
| CAPITAL IMPROVEMENTS | | \$ 1,812.47 |
| WATER | | \$ 11,403.16 |
| SEWER | | \$ 35,369.28 |
| SOLID WASTE/RECYCLING | | \$ 15,479.04 |
| TOTAL FUNDS | | \$ 108,889.50 |

January 2021 Treasurer's Report

| | |
|-------------------|-----------------|
| Beginning Balance | \$10,251,813.99 |
| Revenues | \$442,470.53 |
| Expenditures | \$894,739.89 |
| Ending Balance | \$9,799,544.63 |



POLK CITY - A City For All Seasons -

Monthly Finance Report January 2021

Prepared By:

**Jenny Gibbons
City Clerk/Treasurer**

| ACCOUNT TITLE | LAST REPORT END BALANCE | RECEIVED | DISBURSED | CHANGE IN LIABILILTY | ENDING BALANCE |
|-----------------------------|----------------------------|------------|------------|-------------------------|-------------------|
| 001 GENERAL | 5,000,041.53 | 92,582.65 | 258,873.18 | 84.96 | 4,901,316.77 |
| 110 ROAD USE | 113,965.63 | 39,541.35 | 30,323.88 | 7.07 | 123,190.17 |
| 111 I-JOBS | .00 | .00 | .00 | .00 | .00 |
| 121 LOCAL OPTION SALES TAX | .00 | .00 | .00 | .00 | .00 |
| 125 TIF | 70,854.86 | 1,128.31 | .00 | .00 | 70,854.86 |
| 135 L.M.I | 1,472,799.34 | .00 | 1,143.31 | .00 | 1,471,656.03 |
| 167 PC COMM. LIB TRUST | 13,874.34 | .00 | .00 | .00 | 13,874.34 |
| 177 ASSET FORFEITURE | 4,939.75 | .00 | 3,253.94 | .00 | 1,685.81 |
| 200 DEBT SERVICE | 30,108.44- | 2,918.81 | .00 | .00 | 30,108.44- |
| 301 CAPITAL IMPROVEMENTS | 533,675.04- | 63,433.69 | 14,714.66 | .00 | 548,389.70- |
| 302 CAPITAL WATER PROJECT | 1,627,725.34 | .00 | 426,592.14 | .00 | 1,201,133.20 |
| 303 CAPITAL EQUIPMENT/VEHIC | .00 | .00 | .00 | .00 | .00 |
| 600 WATER | 1,179,533.03 | 84,002.79 | 78,695.64 | 44.72 | 1,184,884.90 |
| 610 SEWER | 1,319,130.56 | 136,061.59 | 61,352.38 | 54.87 | 1,393,894.64 |
| 670 SOLID WASTE/RECYCLING | 12,733.09 | 22,609.72 | 19,790.76 | .00 | 15,552.05 |
| 740 STORM WATER UTILITY | .00 | .00 | .00 | .00 | .00 |
| 920 ESCROW | .00 | .00 | .00 | .00 | .00 |
| Report Total | 10,251,813.99 | 442,278.91 | 894,739.89 | 191.62 | 9,799,544.63 |

BANK CASH REPORT
2021

| BANK FUND | BANK NAME | DECEMBER CASH BALANCE | JANUARY RECEIPTS | JANUARY DISBURSMENTS | JANUARY CASH BALANCE | OUTSTANDING TRANSACTIONS | JAN BANK BALANCE |
|---------------------------------------|---------------------------------------|-----------------------|-------------------|----------------------|----------------------|--------------------------|---------------------|
| Grinnell State Bank | | | | | | | |
| BANK 001 | Grinnell State Bank | | | | | | 5,130,401.63 |
| 001 | CHECKING - GENERAL | 961,047.53 | 159,439.62 | 259,266.17 | 861,220.98 | 57,742.54 | |
| 110 | CHECKING - ROAD USE | 113,965.63 | 39,558.06 | 30,333.52 | 123,190.17 | 5,632.77 | |
| 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 | 0.00 | 0.00 | 0.00 | | |
| 125 | CHECKING - TIF | 70,854.86 | 0.00 | 0.00 | 70,854.86 | | |
| 135 | CHECKING - L.M.I. | 753,756.48 | 0.00 | 1,143.31 | 752,613.17 | 397.00 | |
| 167 | CHECKING - PC COMM. LIB TRUST | 13,874.34 | 0.00 | 0.00 | 13,874.34 | | |
| 177 | CHECKING - FORFEITURE | 4,939.75 | 0.00 | 3,253.94 | 1,685.81 | | |
| 200 | CHECKING - DEBT SERVICE | 30,108.44 | 0.00 | 0.00 | 30,108.44 | | |
| 301 | CHECKING - CAPITAL PROJECT | 533,675.04 | 565.40 | 15,280.06 | 548,389.70 | 3,489.66 | |
| 302 | CHECKING - CAPITAL WATER PROJ | 1,627,725.34 | 0.00 | 426,592.14 | 1,201,133.20 | | |
| 303 | CHECKING - CAP EQUIP/VEHICLE | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 600 | CHECKING - WATER UTILITY | 1,179,532.03 | 92,819.07 | 87,467.20 | 1,184,883.90 | 15,909.22 | |
| 610 | CHECKING - SEWER UTILITY | 1,319,129.56 | 136,484.48 | 61,720.40 | 1,393,893.64 | 7,059.28 | |
| 670 | CHECKING-SOLID WASTE/RECYCLING | 12,733.09 | 22,650.91 | 19,831.95 | 15,552.05 | | |
| 740 | CHECKING | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 920 | CHECKING - ESCROW BANK ACCOUNT | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | DEPOSITS | | | | | 531.76 | |
| | WITHDRAWALS | | | | | 298.94 | |
| | Grinnell State Bank TOTALS | 5,493,775.13 | 451,517.54 | 904,888.69 | 5,040,403.98 | 89,997.65 | 5,130,401.63 |
| LUANA SAV. BK MONEY MARKET | | | | | | | |
| BANK 001 | LUANA SAV. BK MONEY MARKET | | | | | | 1,649,264.50 |
| 001 | Luana Savings Bank - M.M. Acco | 929,120.85 | 1,101.79 | 0.00 | 930,222.64 | | |
| 135 | Luana Money Market Account | 719,041.86 | 0.00 | 0.00 | 719,041.86 | | |
| | LUANA SAV. BK MONEY MARKET TOT | 1,648,162.71 | 1,101.79 | 0.00 | 1,649,264.50 | 0.00 | 1,649,264.50 |
| GRINNELL STATE BK- C.D. | | | | | | | |
| BANK 001 | GRINNELL STATE BK- C.D. | | | | | | 1,080,521.37 |
| 001 | GRINNELL STATE BANK CD | 1,080,521.37 | 0.00 | 0.00 | 1,080,521.37 | | |
| | GRINNELL STATE BK- C.D. TOTALS | 1,080,521.37 | 0.00 | 0.00 | 1,080,521.37 | 0.00 | 1,080,521.37 |
| GRINNELL STATE BK-MONEY MARKET | | | | | | | |
| BANK 001 | GRINNELL STATE BK-MONEY MARKET | | | | | | 452,833.62 |
| 001 | SUPER MONEY MKT II | 452,833.62 | 0.00 | 0.00 | 452,833.62 | | |
| | GRINNELL STATE BK-MONEY MARKET | 452,833.62 | 0.00 | 0.00 | 452,833.62 | 0.00 | 452,833.62 |

**BANK CASH REPORT
2021**

| BANK FUND GL | BANK NAME | DECEMBER CASH BALANCE | JANUARY RECEIPTS | JANUARY DISBURSMENTS | JANUARY CASH BALANCE | OUTSTANDING TRANSACTIONS | JAN BANK BALANCE |
|-----------------------|------------------------------|--------------------------|---------------------|-------------------------|-------------------------|-----------------------------|---------------------|
| LUANA SAVINGS BANK CD | | | | | | | |
| 001 | LUANA SAVINGS BANK CD | | | | | | 1,576,082.16 |
| | LUANA BANK C.D.-1.85% | 1,576,082.16 | 0.00 | 0.00 | 1,576,082.16 | | |
| | LUANA SAVINGS BANK CD TOTALS | 1,576,082.16 | 0.00 | 0.00 | 1,576,082.16 | 0.00 | 1,576,082.16 |
| ===== | | | | | | | |
| | TOTAL OF ALL BANKS | 10,251,374.99 | 452,619.33 | 904,888.69 | 9,799,105.63 | 89,997.65 | 9,889,103.28 |
| ===== | | | | | | | |

BUDGET REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|-----------------------------|---------------|-------------|--------------|------------------|--------------|
| | GENERAL TOTAL | 4,851,696.00 | 258,873.18 | 2,183,746.01 | 45.01 | 2,667,949.99 |
| | ROAD USE TOTAL | 444,573.00 | 30,323.88 | 304,363.02 | 68.46 | 140,209.98 |
| | TIF TOTAL | 335,461.00 | .00 | 153,217.23 | 45.67 | 182,243.77 |
| | L.M.I TOTAL | 36,000.00 | 1,143.31 | 239,864.11 | 666.29 | 203,864.11- |
| | ASSET FORFEITURE TOTAL | .00 | 3,253.94 | 4,276.44 | .00 | 4,276.44- |
| | DEBT SERVICE TOTAL | 342,120.00 | .00 | 70,868.32 | 20.71 | 271,251.68 |
| | CAPITAL IMPROVEMENTS TOTAL | 2,639,117.35 | 14,714.66 | 2,461,087.34 | 93.25 | 178,030.01 |
| | CAPITAL WATER PROJECT TOTAL | 500,000.00 | 426,592.14 | 1,054,827.20 | 210.97 | 554,827.20- |
| | WATER TOTAL | 1,138,867.00 | 78,695.64 | 678,344.70 | 59.56 | 460,522.30 |
| | SEWER TOTAL | 1,473,685.00 | 61,352.38 | 448,693.58 | 30.45 | 1,024,991.42 |
| | SOLID WASTE/RECYCLING TOTAL | 176,630.00 | 19,790.76 | 140,180.65 | 79.36 | 36,449.35 |
| | TOTAL EXPENSES BY FUND | ===== | ===== | ===== | ===== | ===== |
| | | 11,938,149.35 | 894,739.89 | 7,739,468.60 | 64.83 | 4,198,680.75 |
| | | ===== | ===== | ===== | ===== | ===== |

BUDGET REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|------------------------------------------|---------------------|-------------------|---------------------|------------------|---------------------|
| | POLICE TOTAL | 988,321.00 | 81,557.15 | 611,484.01 | 61.87 | 376,836.99 |
| | CIVIL DEFENSE TOTAL | 6,500.00 | 3.75 | 2,684.57 | 41.30 | 3,815.43 |
| | FIRE TOTAL | 745,658.00 | 34,774.54 | 369,485.41 | 49.55 | 376,172.59 |
| | BUILDING/HOUSING TOTAL | 349,361.00 | 24,663.10 | 331,307.98 | 94.83 | 18,053.02 |
| | DOG CONTROL TOTAL | 2,000.00 | .00 | 783.82 | 39.19 | 1,216.18 |
| | PUBLIC SAFETY TOTAL | 2,091,840.00 | 140,998.54 | 1,315,745.79 | 62.90 | 776,094.21 |
| | ROAD USE TOTAL | 564,772.00 | 33,690.91 | 343,065.70 | 60.74 | 221,706.30 |
| | STREET LIGHTING TOTAL | 60,000.00 | 9,071.43 | 26,843.24 | 44.74 | 33,156.76 |
| | PUBLIC WORKS TOTAL | 624,772.00 | 42,762.34 | 369,908.94 | 59.21 | 254,863.06 |
| | ENV.HEALTH SERVICES TOTAL | 15,000.00 | .00 | .00 | .00 | 15,000.00 |
| | HEALTH & SOCIAL SERVICES TOTA | 15,000.00 | .00 | .00 | .00 | 15,000.00 |
| | LIBRARY TOTAL | 363,480.00 | 27,418.62 | 201,413.20 | 55.41 | 162,066.80 |
| | PARKS TOTAL | 432,518.00 | 16,248.69 | 197,148.76 | 45.58 | 235,369.24 |
| | COMMUNITY CENTER TOTAL | 15,000.00 | 389.10 | 5,379.66 | 35.86 | 9,620.34 |
| | CULTURE & RECREATION TOTAL | 810,998.00 | 44,056.41 | 403,941.62 | 49.81 | 407,056.38 |
| | TIF/ECON DEV TOTAL | 371,461.00 | 1,143.31 | 365,529.52 | 98.40 | 5,931.48 |
| | COMMUNITY & ECONOMIC DEV TOTA | 371,461.00 | 1,143.31 | 365,529.52 | 98.40 | 5,931.48 |
| | MAYOR COUNCIL TOTAL | 99,848.00 | 6,931.60 | 85,286.80 | 85.42 | 14,561.20 |
| | POLICY ADMINISTRATION TOTAL | 285,411.00 | 34,250.55 | 167,290.60 | 58.61 | 118,120.40 |
| | CITY ATTORNEY TOTAL | 61,000.00 | 2,130.00 | 29,201.10 | 47.87 | 31,798.90 |
| | CITY HALL TOTAL | 919,650.00 | 7,698.56 | 52,909.12 | 5.75 | 866,740.88 |
| | OTHER CITY GOVERNMENT TOTAL | 187,750.00 | 13,623.00 | 68,101.50 | 36.27 | 119,648.50 |
| | GENERAL GOVERNMENT TOTAL | 1,553,659.00 | 64,633.71 | 402,789.12 | 25.93 | 1,150,869.88 |
| | DEBT SERVICE TOTAL | 342,120.00 | .00 | 70,868.32 | 20.71 | 271,251.68 |
| | DEBT SERVICE TOTAL | 342,120.00 | .00 | 70,868.32 | 20.71 | 271,251.68 |
| | CAPITAL IMPROVEMENT TOTAL | 2,639,117.35 | 14,714.66 | 2,461,087.34 | 93.25 | 178,030.01 |
| | WATER UTILITY TOTAL | 500,000.00 | 426,592.14 | 1,054,827.20 | 210.97 | 554,827.20- |
| | CAPITAL PROJECTS TOTAL | 3,139,117.35 | 441,306.80 | 3,515,914.54 | 112.00 | 376,797.19- |

BUDGET REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|------------------------|---------------|-------------|--------------|------------------|--------------|
| | WATER UTILITY TOTAL | 1,138,867.00 | 78,695.64 | 678,344.70 | 59.56 | 460,522.30 |
| | SEWER UTILITY TOTAL | 913,892.00 | 61,352.38 | 448,693.58 | 49.10 | 465,198.42 |
| | RECYCLING TOTAL | 176,630.00 | 19,790.76 | 140,180.65 | 79.36 | 36,449.35 |
| | ENTERPRISE FUNDS TOTAL | 2,229,389.00 | 159,838.78 | 1,267,218.93 | 56.84 | 962,170.07 |
| | TRANSFER TOTAL | 759,793.00 | .00 | 27,551.82 | 3.63 | 732,241.18 |
| | TRANSFER OUT TOTAL | 759,793.00 | .00 | 27,551.82 | 3.63 | 732,241.18 |
| | TOTAL EXPENSES | 11,938,149.35 | 894,739.89 | 7,739,468.60 | 64.83 | 4,198,680.75 |

REVENUE REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | BUDGET | MTD BALANCE | YTD BALANCE | PERCENT RECVD | UNCOLLECTED |
|----------------|-----------------------------|---------------|----------------|----------------|------------------|--------------|
| | GENERAL TOTAL | 4,050,997.00 | 92,582.65 | 2,256,410.07 | 55.70 | 1,794,586.93 |
| | ROAD USE TOTAL | 445,000.00 | 39,541.35 | 295,758.57 | 66.46 | 149,241.43 |
| | TIF TOTAL | 335,461.00 | 1,128.31 | 196,615.49 | 58.61 | 138,845.51 |
| | L.M.I TOTAL | .00 | .00 | 25,800.16 | .00 | 25,800.16- |
| | ASSET FORFEITURE TOTAL | .00 | .00 | 1,636.00 | .00 | 1,636.00- |
| | DEBT SERVICE TOTAL | 339,525.00 | 2,918.81 | 277,419.01 | 81.71 | 62,105.99 |
| | CAPITAL IMPROVEMENTS TOTAL | 2,639,117.35 | 63,433.69 | 1,926,732.67 | 73.01 | 712,384.68 |
| | WATER TOTAL | 1,174,000.00 | 84,002.79 | 988,565.71 | 84.20 | 185,434.29 |
| | SEWER TOTAL | 1,475,360.00 | 136,061.59 | 1,006,269.94 | 68.21 | 469,090.06 |
| | SOLID WASTE/RECYCLING TOTAL | 176,630.00 | 22,609.72 | 155,732.70 | 88.17 | 20,897.30 |
| | TOTAL REVENUE BY FUND | 10,636,090.35 | 442,278.91 | 7,130,940.32 | 67.04 | 3,505,150.03 |

BALANCE SHEET
CALENDAR 1/2021, FISCAL 7/2021

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE |
|----------------|--------------------------------|----------------|----------------|
| 001-000-1110 | CHECKING - GENERAL | 99,826.55- | 861,220.98 |
| 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 | 9,224.54 | 123,190.17 |
| 111-000-1110 | CHECKING - I-JOBS | .00 | .00 |
| 121-000-1110 | CHECKING - LOCAL OPTION | .00 | .00 |
| 125-000-1110 | CHECKING - TIF | .00 | 70,854.86 |
| 135-000-1110 | CHECKING - L.M.I. | 1,143.31- | 752,613.17 |
| 167-000-1110 | CHECKING - PC COMM. LIB TRUST | .00 | 13,874.34 |
| 177-000-1110 | CHECKING - FORFEITURE | 3,253.94- | 1,685.81 |
| 200-000-1110 | CHECKING - DEBT SERVICE | .00 | 30,108.44- |
| 301-000-1110 | CHECKING - CAPITAL PROJECT | 14,714.66- | 548,389.70- |
| 302-000-1110 | CHECKING - CAPITAL WATER PROJ | 426,592.14- | 1,201,133.20 |
| 303-000-1110 | CHECKING - CAP EQUIP/VEHICLE | .00 | .00 |
| 600-000-1110 | CHECKING - WATER UTILITY | 5,351.87 | 1,184,883.90 |
| 600-000-1805 | ACCUM. DEPR. - WATER | .00 | .00 |
| 610-000-1110 | CHECKING - SEWER UTILITY | 74,764.08 | 1,393,893.64 |
| 610-000-1805 | ACCUM. DEPR. - SEWER | .00 | .00 |
| 670-000-1110 | CHECKING-SOLID WASTE/RECYCLING | 2,818.96 | 15,552.05 |
| 740-000-1110 | CHECKING | .00 | .00 |
| 920-000-1110 | CHECKING - ESCROW BANK ACCOUNT | .00 | .00 |
| | CHECKING TOTAL | 453,371.15- | 5,040,403.98 |
| 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 1/2021, FISCAL 7/2021

| 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 | .00 | 452,833.62 |
| 110-000-1160 | SAVINGS | .00 | .00 |
| 125-000-1160 | SAVINGS | .00 | .00 |
| | | ----- | ----- |
| | SUPER MONEY MKT II TOTAL | .00 | 452,833.62 |
| 001-000-1161 | GRINNELL STATE BANK CD | .00 | 1,080,521.37 |
| 610-000-1161 | Polk County Bank CD | .00 | .00 |
| | | ----- | ----- |
| | GRINNELL STATE BANK CD TOTAL | .00 | 1,080,521.37 |

BALANCE SHEET
CALENDAR 1/2021, FISCAL 7/2021

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE |
|----------------|--------------------------------|-------------------|-----------------------|
| 001-000-1162 | LUANA BANK C.D.-1.85% | .00 | 1,576,082.16 |
| | TOTAL | ----- .00 | ----- 1,576,082.16 |
| 001-000-1163 | Luana Savings Bank - M.M. Acco | 1,101.79 | 930,222.64 |
| 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 | ----- 1,101.79 | ----- 1,649,264.50 |
| 600-000-1220 | ACCOUNTS RECEIVABLE | .00 | .00 |
| 610-000-1220 | ACCOUNTS RECEIVABLE | .00 | .00 |
| | TOTAL | ----- .00 | ----- .00 |
| | TOTAL CASH | ===== | ===== |
| | | 452,269.36- | 9,799,544.63 |
| | | ===== | ===== |

CITY OF POLK CITY

February 22, 2021

Dear MPO Funding Subcommittee:

I am writing to you in regards to Polk County Conservations request for funding from the Transportation Alternatives Program (TAP). Polk County Conservation and the City of Polk City have been collaborating over the past several years to construct a trail connector from Polk City to the High Trestle Trail. This trail connection would connect the Neal Smith Trail to the High Trestle Trail and will also provide for a unique connection to Polk City's Town Square. This project is important to the City of Polk City, our businesses, and our residents.

Although the trail connection will be completed in phases, Polk City has outlined Phase I and Phase II in the City's 5-year Capital Improvement Plan. The final phase, Phase III, which is outside of city limits will connect the trail from the corporate city limits to the High Trestle Trail. The City has made the project a priority and has made a financial commitment in future years for the construction within city limits. Furthermore, the City has received Surface Transportation Block Grant (STBG) funds for phase I of the trail connection.

The City's full contribution for construction within corporate city limits is \$958,000. As mentioned, we have been awarded STBG funds for an intersection alignment, and portion of the trail connection in FY24 in the amount of \$393,000. The City of Polk City is not requesting funding directly from the TAP program; however, we are asking for you to strongly consider awarding Polk County Conservation for the trail connection outside of city limits to the High Trestle Trail.

I would strongly encourage all of you to visit Polk City if you have not visited before. The community is surrounded by a multitude of recreational amenities. This project will only further make the community more of a recreational destination. With that I am asking for the funding subcommittee to strongly consider an application made on behalf of Polk County Conservation, with Polk City as a co-sponsor.

Feel free to contact me if any further information is necessary. I can be reached at City Hall (515) 984-6233.

Sincerely,

Jason Morse
Mayor of Polk City



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

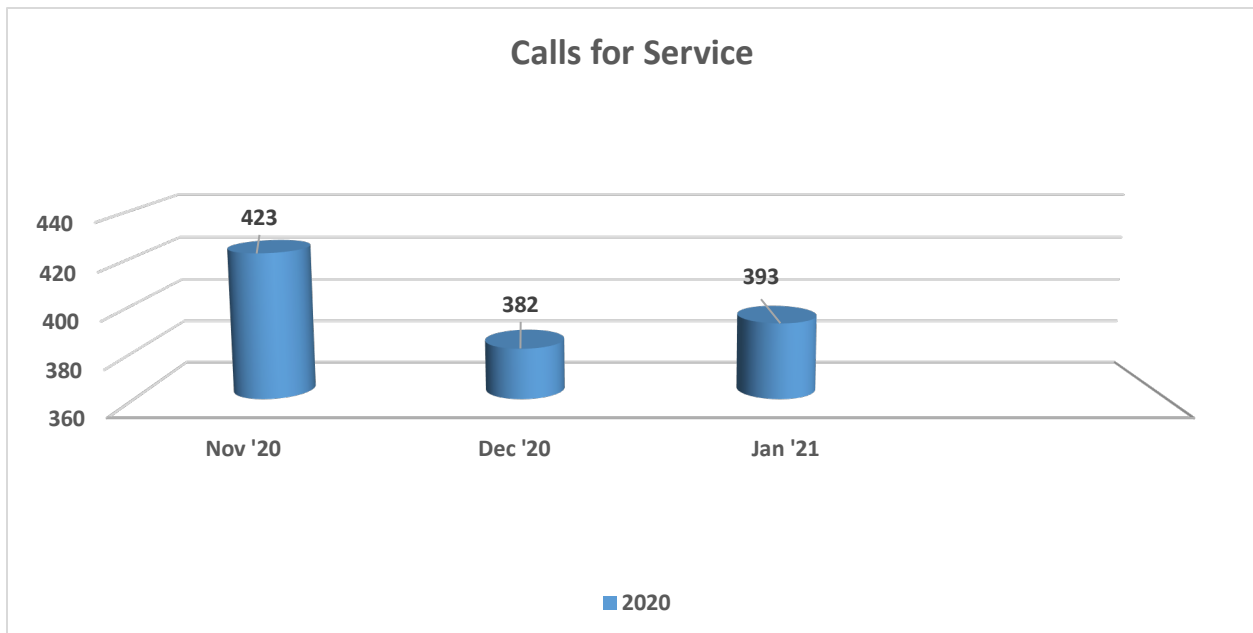
From: Lieutenant Aswegan

Date: February 10th, 2021

Re: January 2021 Monthly Report

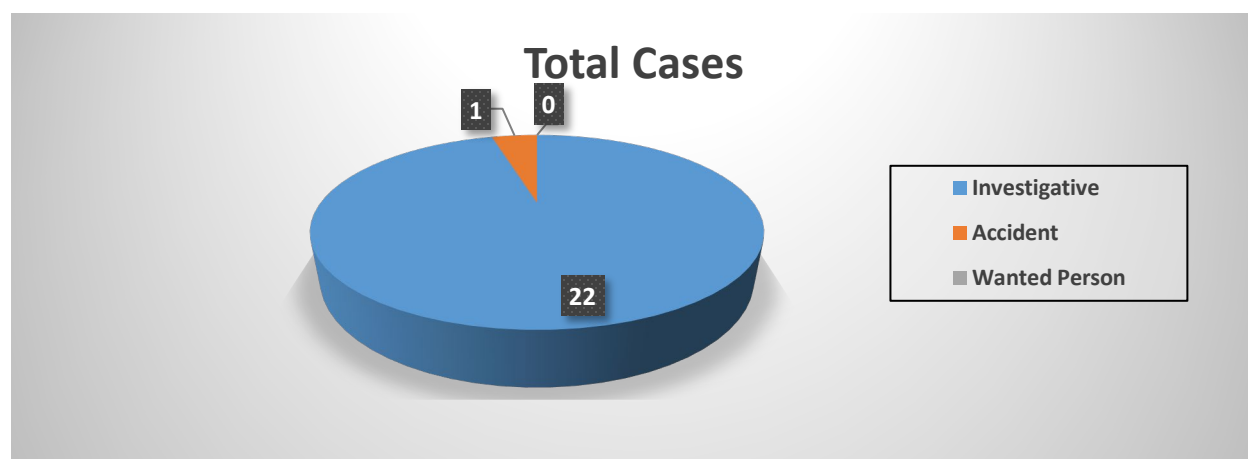
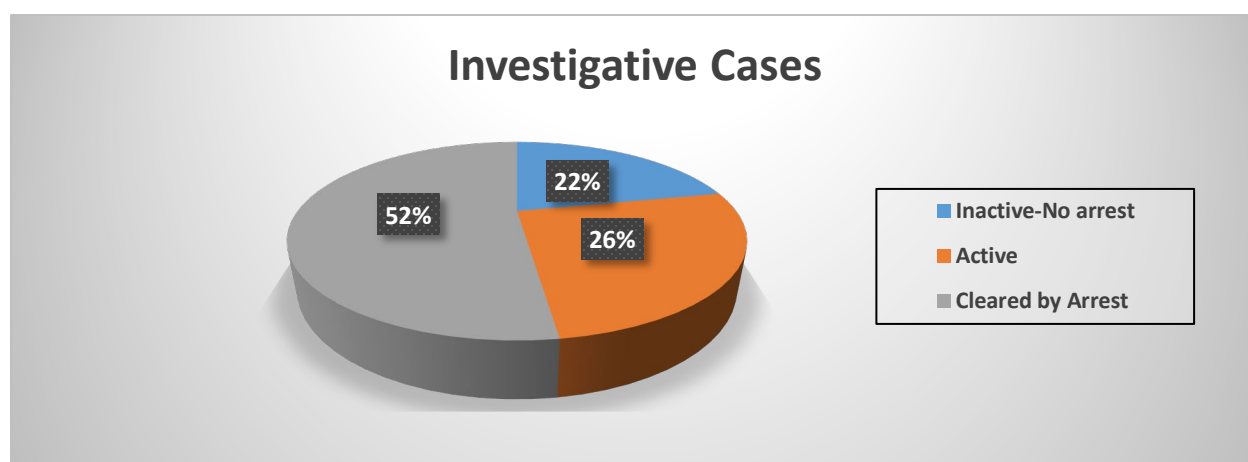
Calls for Service

The total calls for service for the month of January were **393**. 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 **136** traffic stops.



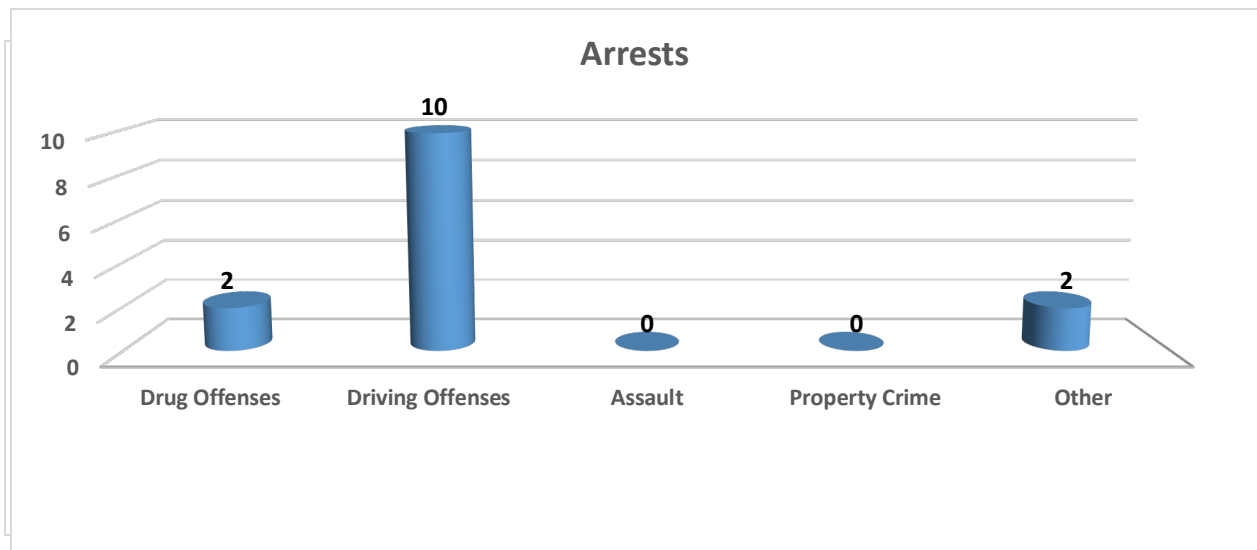
Cases Made

The Police Department had **23** total cases during the month of January. **22** of the cases were investigative incident reports and **1** was a traffic collision. There are **6** active investigations from this month. There was a **52%** rate of cases cleared by arrest, for investigative cases in January.



Arrests Made

The Police Department made **14** arrests and issued **40** citations and **123** warnings. The arrests consisted of **2** drug related offenses, **10** driving offenses, **1** for Child Endangerment, and **1** wanted person.



Notable Incidents

On January 8th at approximately 1:30 pm Polk City Police Officers were dispatched to the area of NW Polk City Drive and S. 14th Street on a report of a possibly intoxicated subject. Upon arrival, Officers contacted a 38-year-old Urbandale resident who was displaying signs of drug impairment. An investigation revealed that the subject was in possession of a hypodermic needle used to inject methamphetamine and a baggie containing a residual amount of methamphetamine. The subject was charged with Possession of Drug Paraphernalia and booked into the Polk County Jail.

On January 24th at approximately 4:30 am a Polk City Police Officer stopped a vehicle for expired registration. The driver was found to have an outstanding warrant for his arrest out of Polk County for Violation of Probation. He was also found to have a suspended driver's license. The driver was cited for Driving While License Suspended and booked into the Polk County Jail on the outstanding arrest warrant.

On January 26th at approximately 4:30 pm hrs a Polk City Police Officer stopped a vehicle for not displaying license plates. An investigation revealed that the driver, a 38-year-old Altoona resident, had been consuming alcohol and smoking marijuana. The driver also had a revoked license and was uninsured. The driver's 2 children were passengers in the vehicle. The driver was charged with OWI-2nd Offense, Driving While License Revoked, Child Endangerment, Open Container, Failure to Secure Child and No Insurance. He was booked into the Polk County Jail.

Officer Training

Lieutenant Aswegan attended De-escalation Instructor Course taught by Force Science Institute. Students learned how to effectively institute a de-escalation program in their respective departments, the scientific data on the effectiveness of de-escalation and realistic expectations of de-escalating potentially violent, mentally ill or drug impaired individuals.

Officer Delaney attended the Midwest Counter Narcotics Training Center course “Highway Drug Investigations for Patrol”. This is a 24-hour course instructed by law enforcement experts in drug interdiction. Students learn how to further their abilities to intercept narcotics that are being trafficked through their jurisdictions.

Training Hours: 56

| | |
|----------|----|
| Lamfers | 0 |
| Untrauer | 0 |
| Aicher | 16 |
| Siepker | 0 |
| Wilson | 0 |
| Aswegan | 16 |
| Delaney | 24 |

Canine Program



Officer Aicher and Eudoris were deployed 4 times in January. All deployments were for narcotics detection.

On January 19th and 20th, Officer Aicher and K9 Eudoris were certified by Canine Tactical. The certification process started with a narcotics detection on a vehicle, immediately followed by a 1-kilometer track through rough terrain to a house where Officer Aicher and Eudoris worked together to clear and locate the “offender” inside. This certification requires Officer Aicher and Eudoris to be dedicated to training throughout the year to keep their skills sharp.

Polk City Police Department

Annual Report 2020

Chief Jeremy Siepker



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Chief's Message

Lieutenant's Message

Officer Bios

- **Officer Lamfers**
- **Officer Untrauer**
- **Officer Aicher**
- **Officer Wilson**
- **Officer Delaney**
- **Support Clerk Jane Jacobson**

2020 Highlights

Community Outreach

- **Food Pantry Donation**
- **Halloween**
- **Library Summer Reading Award**
- **Birthday Party drive-bys**
- **Santa Parade**

Notable Cases

- **January 21st: Possession of Controlled Substance w/ Intent**
- **February 23rd: Vehicle pursuit, OWI, Drug Possession**
- **March 3rd: OWI 2nd Offense, Drug Possession**
- **November 4th: OWI, Drug Possession, Child Endangerment**
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- **Calls for Service**
- **Total Cases**
- **Arrests**
- **Traffic- Warnings/Citations**
- **Accidents**
- **Evidence**

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- **Conferences**
- **In- Service Training**
- **Specialty Training**
- **Breakdown of Training Hours**

Canine Program

2020 Complaints

The Polk City Police Department is dedicated to provide exceptional service to the Polk City Community in order to create a safe and desirable place to live, work and visit. We will enhance public safety by actively seeking and deterring criminal behavior and enforcing the law impartially.



SERVICE, INTEGRITY, RESPECT, QUALITY

Chief Jeremy Siepker



Although faced with some unique challenges, 2020 was a successful year for the Polk City Police Department. We sent a new officer through the Iowa Law Enforcement Academy, initiated the Body-worn Camera Program, and achieved credentialing through the Iowa Law Enforcement Academy for the Executive Order on Safe Policing for Safe Communities 2020.

The dedicated officers and staff of the Police Department have done an outstanding job this past year in providing exceptional service to the Polk City community. I am very proud to stand as the

Chief for such a great organization and I look forward to another successful and safe year in 2021.

Lieutenant Matt Aswegan



It goes without saying that 2020 was a very challenging year, but through the perseverance and hard work of our staff, we remain strong and able to serve our community.

Thanks to our department's recruiting and retention efforts, we were able to add a quality officer and retain our current staff in 2020. We will

undoubtedly be calling on our recruiting program as we continue to grow with the community.

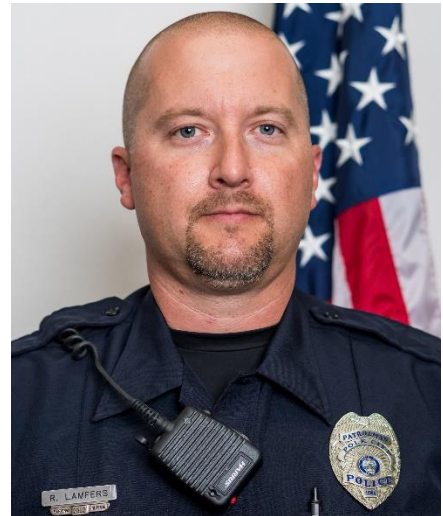
We introduced new state-of-the-art Use of Force simulator training to our training program and have exceeded all state mandated training requirements for our staff. We continue to provide our staff with updated equipment that helps officers respond effectively and efficiently to the needs of the community. The citizens of Polk City can be assured that when they call for a police officer there will be a well-trained, well-equipped officer who responds.

I look forward to helping lead the department into the future as we begin 2021.

Officer and Staff Biographies

Officer Ron Lamfers

- Patrol Officer
- Field Training Officer- Iowa National Association of Field Training Officers
- Glock Armorer
- Iowa Law Enforcement Emergency Care Provider
- 2002 Graduate of Iowa Law Enforcement Academy, Johnston, Iowa



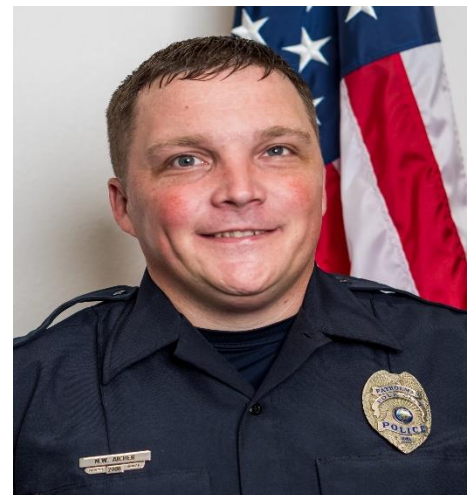
Officer Matthew Untrauer

- Patrol Officer
- GTSB Coordinator
- Evidence and Property Technician
- Vehicle Crash Investigator
- 2005 Graduate of Iowa Law Enforcement Academy, Johnston, Iowa



Officer Matthew Aicher

- Patrol Officer
- Canine Handler
- Basic Life Support CPR Instructor
- Standardized Field Sobriety Instructor
- 2008 Graduate of Iowa Law Enforcement Academy- Hawkeye Community College



Officer and Staff Biographies

Officer Gabriel Wilson

- Patrol Officer
- Defensive Tactics Instructor
- Taser CEW Instructor
- 2014 Graduate of Iowa Law Enforcement Academy, Johnston, Iowa



Officer Alex Delaney

- Patrol Officer
- 2020 Graduate of Iowa Law Enforcement Academy, Johnston, Iowa



Support Clerk Jane Jacobson

- Police Support Clerk
- NCIC Certified
- TAC Coordinator
- Polk County Attorney Office Liaison



2020 Highlights

- Seamlessly transitioned into new leadership after the departure of former Chief Kendig.
- Sent a new patrol officer to the Iowa Law Enforcement Academy. The Polk City Police Department has not hired a non-certified applicant in over 10 years.
- Added Spike Strips to our equipment inventory.
- Acquired a new Patrol Vehicle through the purchasing of a 2021 Chevy Silverado from Karl Chevrolet.



2020 Highlights

- Implemented a body-worn camera program.
- Completed patrol vehicle in-car camera systems- all use the same Arbitrator system that is integrated with the body-worn cameras.
- Utilization of RUAN state-bid holders for vehicle leasing
- Completed transition of patrol uniforms to all exterior vest carriers with black and white patch.
- Entered into a 28E agreement with Polk County for delinquent parking citation collections.
- Implemented a city-wide security camera system.
- Achieved credentialing through ILEA for the Executive Order on Safe Policing for Safe Communities 2020

2020 Highlights

2020 Community Outreach Initiatives

- Summer reading program in partnership with the Polk City Library
- Took part in numerous birthday party parades in the local area.
- Donation to Comet Cupboard
- Halloween
- Santa Parade

2020 Highlights



2020 Highlights



Notable Cases

20-0020

On January 21st, a Polk City Police Officer stopped a vehicle for a traffic violation. An investigation revealed that the passenger was in possession of over 61 grams of marijuana, which is a felony in Iowa. The passenger was charged with Possession of Controlled Substance w/ Intent to Deliver and Failure to Affix Drug Tax Stamp. The driver was cited and released on a charge of Driving While License Suspended.



20-0054

On February 23, at approximately 3:35 am, a Polk City resident reported a suspicious vehicle in their neighborhood. The officer located the vehicle and initiated a traffic stop. Contact was made with the driver and officer suspected that the driver may be impaired. Upon ordering him to exit the vehicle, the driver refused to comply and fled in his vehicle.



A vehicle pursuit ensued and went into Ankeny. The driver fled from the vehicle on foot, but after a search of the area the suspect was located and apprehended with the assistance of Ankeny Officers and their K9. An investigation revealed that the suspect was in possession of 2.5 grams of cocaine, a crack cocaine smoking pipe, and over \$1,600 in cash.

The driver was also found to be under the influence of methamphetamine, cocaine, and depressants. At the time of the incident, he was on parole numerous felony theft convictions. The driver was charged with OWI-1st Offense,

Notable Cases

Felony Eluding, Possession of Controlled Substance, Interference with Official Acts, and Possession of Drug Paraphernalia. He was convicted and sentenced to serve 6 years in prison. The money was seized and forfeited over to the Polk City Police Department.

20-0068

On March 3, at approximately 2:15 pm, a Polk City resident reported a possible impaired driver traveling northbound on NW Polk City Drive into Polk City. A Polk City officer located the suspect sitting in the driver's seat of a vehicle parked at Casey's. An investigation revealed that the suspect was under the influence of narcotics. The suspect was also found to be in possession of marijuana paraphernalia and prescription medications that were not prescribed to the suspect. The suspect was charged with Operating While Intoxicated-2nd Offense, Unlawful Possession of Prescription Drugs, and Possession of Drug Paraphernalia.

20-0289

On November 4th, a Polk City Police Officer stopped a vehicle for a traffic violation. An investigation revealed that the driver was under the influence of



narcotics. She was found in possession of methamphetamine, marijuana, and drug paraphernalia. Her 11-year-old son was a passenger in the vehicle. The driver was arrested and charged with OWI-1st Offense, Child Endangerment, Possession of Methamphetamine, Possession of Marijuana, Possession of Drug Paraphernalia and Driving While License Suspended.

Notable Cases

20-0321

On December 14th, a Polk City Police Officer was dispatched to a residence for a report of a motor vehicle theft. An investigation revealed that a Polk City resident had lent his vehicle to a woman he had recently met. The 36-year-old female Des Moines resident did not return the vehicle to the owner. The officer investigated resulting in the vehicle and suspect were found in West Des Moines later in the evening. The suspect was charged with Operating a Motor Vehicle w/o Owner's Consent.

Forfeitures

Property which is illegally possessed; property which has been used or is intended to be used to facilitate the commission of a criminal offense or to avoid detection or apprehension; and property which is acquired from the proceeds of a criminal offense may be subject to forfeiture.

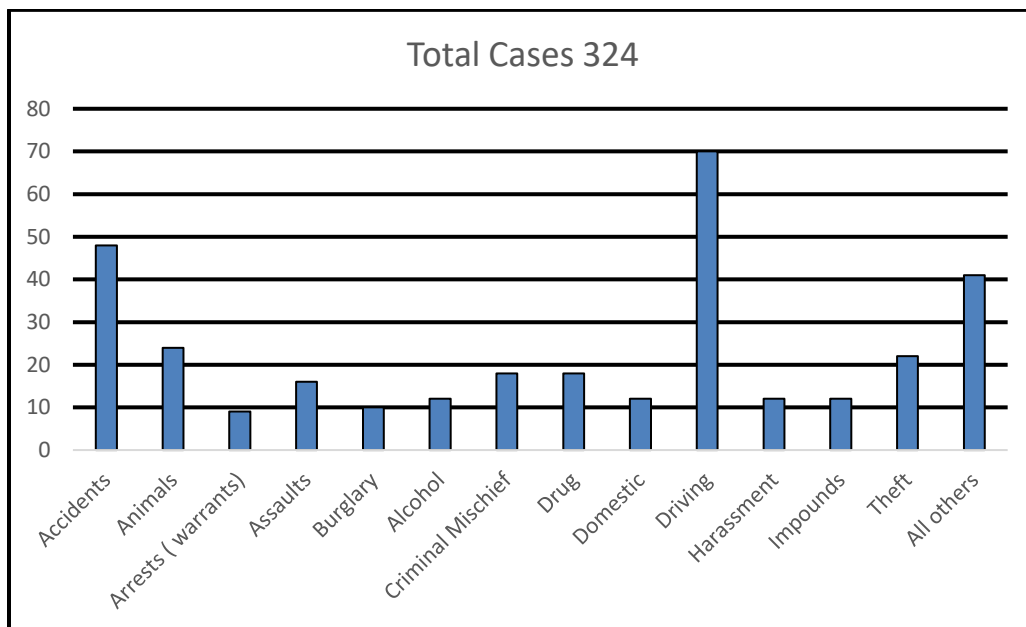
In 2020 the Polk City Police Department had one seizure related to narcotics trafficking.

| Case | Type of seizure | Item Seized | Status |
|-------------|------------------------|--------------------|---------------|
| 20-0054 | Cash | \$1600.00 | Awarded to PD |
| | | | |

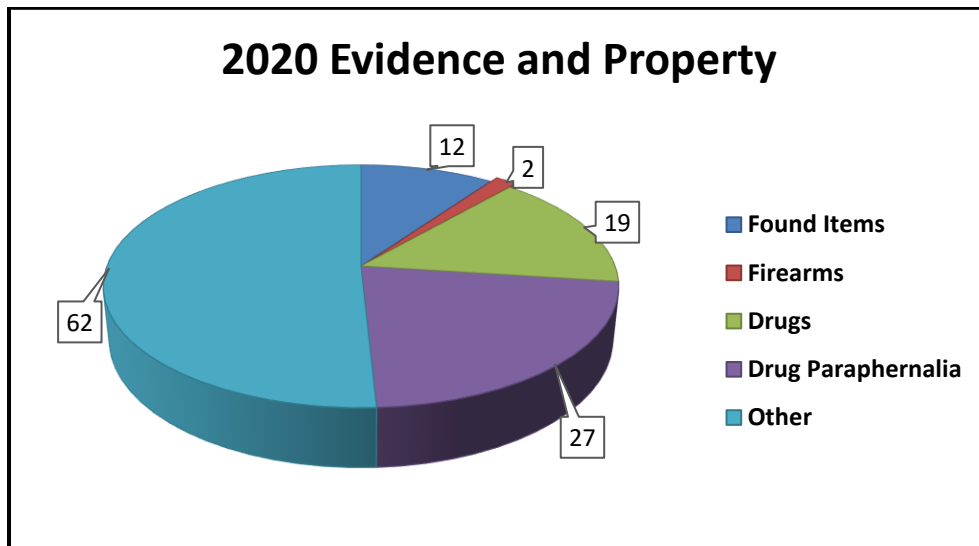
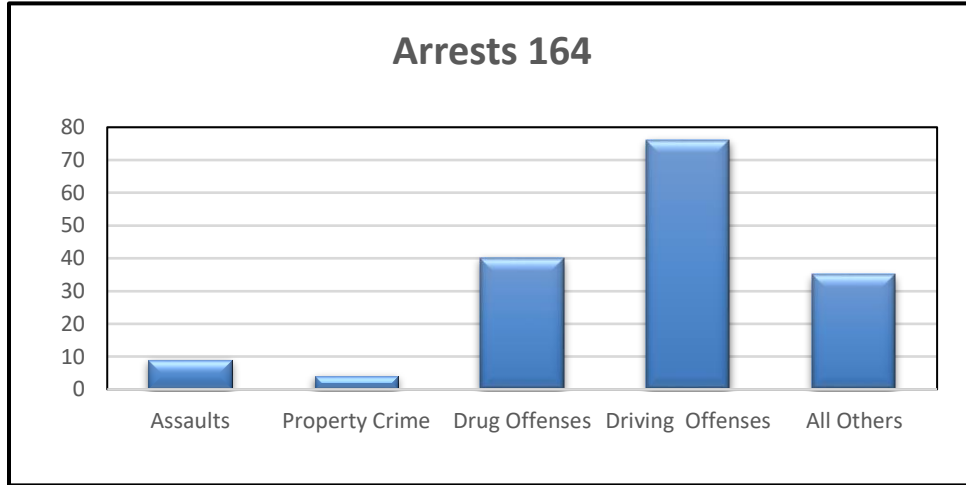
Patrol Statistics

As a result of the Coronavirus pandemic our officers had to make major changes in our day-to-day operations and our approach in proactive criminal interdiction. Officers were required to focus their enforcement to more severe offenses. This reflected largely in traffic enforcement for minor offenses, in comparison to 2019, our traffic citations and warnings were fewer by nearly 40% while our total calls for service remained consistent with the previous year.

In 2020 the Polk City Police Department received **4,441** calls for service (vs 4519 the previous year). This number includes citizen reports/complaints, traffic stops, and other self-initiated activity. Officers took **324** cases in 2020 and responded to **48** accidents. Officers also made **156** arrests, issued **306** traffic citations, and issued **682** traffic warnings.



Patrol Statistics



Training Summary

The Police Department had adjusted our training program throughout 2020 as restrictions and recommendations were disseminated. Even through numerous precautions, we managed to continue a quality training program for our staff. Our department was one of the first in the area to train officers on new state requirements of de-escalation and fair and impartial policing. We continue to reinforce these areas in our training program.

In-Service Topics Include:

- Officer Firearms
- CPR/AED Recertification
- Officer Safety and Tactics
- Scenario Based Training
- Law Updates
- Hazardous Materials
- Mandatory Reporting
- Developmental Disabilities and Dementia
- Fair and Impartial Policing
- Spike Strip Deployment

Specialty Schools Include:

- Firearms Instructor Re-Certification
- Patrol Rifle Instructor Re-Certification
- Low-Light Instructor
- Drug Recognition Expert (DRE) Re-Certification
- Taser CEW Instructor
- Glock Armorer's Training
- Canine Handler Training and Certification
- Social Media Investigations and Engagements
- Crime Scene Processing
- Low-Light Instructor Course
- FBI-LEEDA Leadership Courses
- Police Records Management

Training Summary

In 2020 the police department employees received a combined 1,136 hours of individual training.

Individual Officer Training:

| | |
|-------------------|---------------------------------------|
| Chief Siepker: | 93 Hours |
| Lt. Aswegan: | 135 Hours |
| Officer Lamfers: | 27 Hours |
| Officer Untrauer: | 24 Hours |
| Officer Aicher: | 49 Hours |
| Officer Wilson: | 128 Hours |
| Officer Delaney: | 672 Hours (640 hours from LE Academy) |
| Admin Jacobson: | 8 hours |



Training Summary



Training Summary

Canine Unit Development

Certifications and Training



In October Officer Aicher and Eudoris certified in narcotics detection in the USPCA Detector Trials held in northwestern Iowa. Officer Aicher and Eudoris scored 198 points out of a possible 200 points, giving them an overall rating of 98%.

Deployments

Officer Aicher and Eudoris were deployed **37** times in 2020. Of these deployments, **26** were for narcotics detection resulting in over **20** items of drug related contraband taken from the street. Eudoris also assisted local agencies in locating **2** criminal offenders.

On May 4th, Officer Aicher and K9 Eudoris were requested to assist Johnston Police Officers in locating a suspect who had been cutting off catalytic converters from numerous vehicles. The officers had located the subject, but he fled. K9 Eudoris tracked the suspect for almost a mile over various terrain, ultimately leading officers to the area where the suspect was hiding. The suspect was taken into custody. The theft of catalytic converters has been a Des Moines Metro-wide problem and one that has also affected Polk City.

On July 7th, Officer Aicher and Eudoris responded to Clive to assist officers on a traffic stop involving possible drugs. Eudoris was deployed on the vehicle and alerted to the presence of the odor of narcotics. Officers located over 7 grams of methamphetamine with a street value of over \$500. Officers also found drug paraphernalia, including items used in the distribution of methamphetamine. One suspect was arrested and charged with Felony Possession of Controlled Substance and Possession of Drug Paraphernalia.



2020 Complaints

Complaints Received by PCPD in 2020

Chief Siepker and Lt. Aswegan log all complaints made on PCPD staff. All formal complaints are logged and investigated. These are handled per PCPD policy and procedures. The content of these investigations is confidential, but the number of complaints will be compiled and listed in this section of the annual report. In 2020 there were no formal complaints filed on any member of PCPD staff.

RESOLUTION NO. 2021-12

**A RESOLUTION APPROVING ADDRESS CHANGES IN
ALONG NW HUGG DRIVE WITHIN
THE CORPORATE LIMITS OF POLK CITY, IOWA.**

WHEREAS, on January 22, 2018 the City Council of the City of Polk City, Iowa approved the Final Plat for Whitetail Ridge Plat 1 and Whitetail Ridge Plat 2 which is located on NW Hugg Drive; and

WHEREAS, on September 28, 2020 the City Council approved the Final Plat for Big Creek Valley Plat 1 which is located on NW Hugg Drive; and

WHEREAS, the remaining properties along NW Hugg Drive within the Corporate Limits of Polk City need to be re-addressed to fall in line with the recently plated ranges; and

WHEREAS, Polk City Municipal Code along with a comprehensive addressing system, from time to time will facilitate an address change; and

WHEREAS, the City Council desires to change the addresses of three residential homes on this street to conform to the address numbering scheme already established on NW Hugg Drive as follows:

| <u>Current Address:</u> | <u>New Address:</u> |
|-------------------------|---------------------|
| 12737 NW Hugg Dr. | 1345 NW Hugg Dr. |
| 12609 NW Hugg Dr. | 1191 NW Hugg Dr. |
| 12500 NW Hugg Dr. | 800 NW Hugg Dr. |

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Polk City, Iowa, hereby changes the addresses along NW Hugg Drive within the Corporate City Limits of Polk City as defined herein effective April 1, 2021.

PASSED AND APPROVED, this 22nd day of February 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

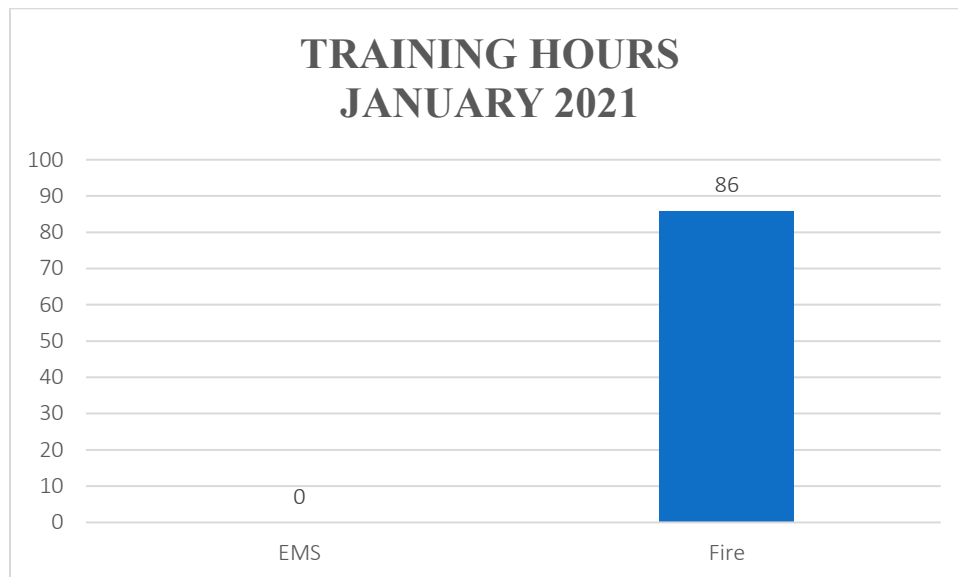


City of Polk City, Iowa City Council Agenda Communication

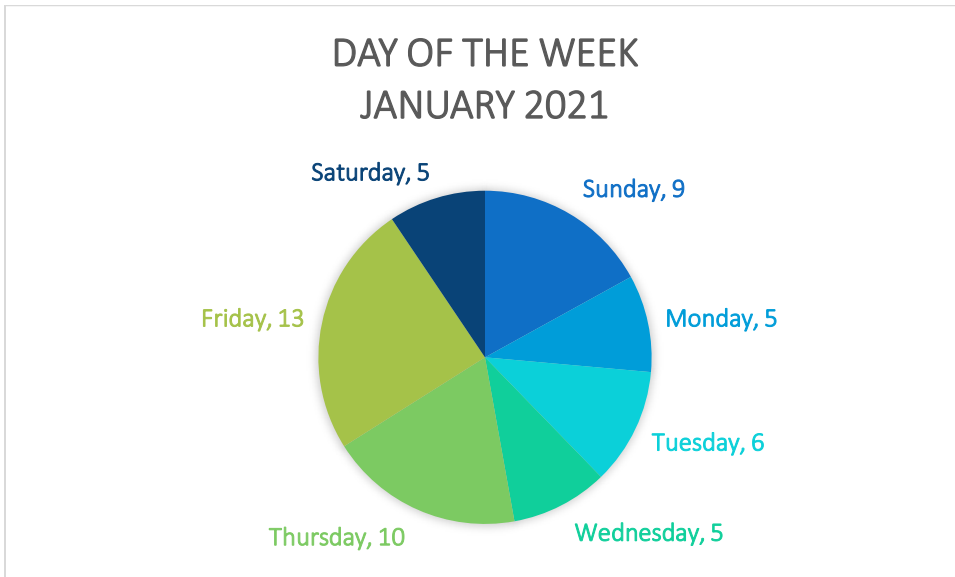
Date: February 22, 2021
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: January 2021 Monthly Report

BACKGROUND: January 2021 provided less responses than December 2020. We experienced more COVID-19 positive responses than in November 2021. We have several members that have received the second dose of the COVID-19 vaccine and the rest are being scheduled. We have experienced some depays with the second vaccination due to availability of the vaccine.

The training topics presented was “Rapid Intervention Techniques and Skills” and “Self-Contained Breathing Apparatus (SCBA) Familiarization”. All training was conducted in-person for hands-on. There was 86 hours of training in January all dedicated to using the new SCBA’s.



The busiest call volume day, in January, was Friday at 13 calls per day:

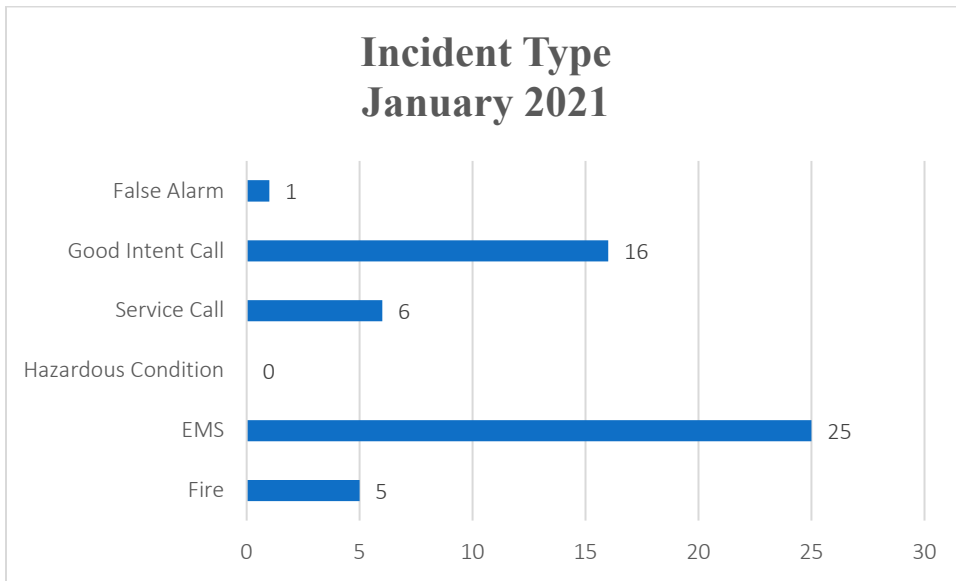


| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | TOTAL |
|--------|--------|---------|-----------|----------|--------|----------|-----------|
| 9 | 5 | 6 | 5 | 10 | 13 | 5 | 53 |

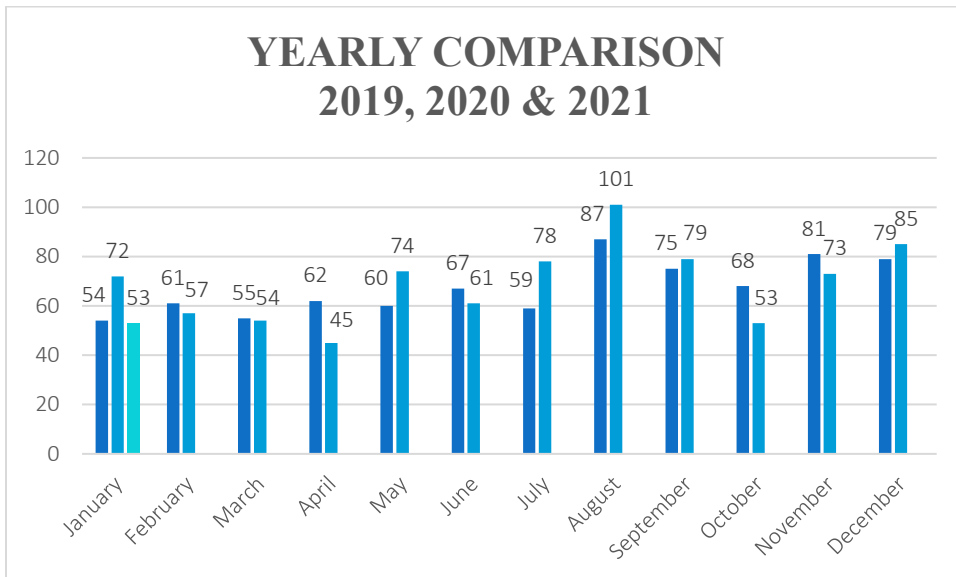
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM) by a slim margin:



The “Incident Type” of calls was predominately EMS related with a total of 53 calls for service for January:



As you can see, this month provided fewer calls than previous years. With a record breaking year in 2020, I feel that our members needed the break.



We stayed busy with getting the SCBA’s inservice on the trucks and training our members on how to wear and use the new features. We are grateful for the new SCBA’s as they provide more technology and comfort than the old SCBA’s. We have conducted more in-person trainings this month than we have since the pandemic began. We feel hands-on training is needed at this time. Our members needed to wear the SCBA’s and maneuver as if they were in a fire/hazardous condition. More hands-on training will be required for a variety of topics. We have and will adhere to our social distancing policy and wear masks when feasible.



City of Polk City, Iowa City Council Agenda Communication

Date: February 22, 2021
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: Wage Decrease & Self-Demotion

BACKGROUND: We have had 3 individuals self-demote, which involves a pay decrease. Dan Gubbins demoted from Assistant Chief to Senior Firefighter/Paramedic, Matt Guerdet demoted from Captain to Senior Firefighter/EMT effective January 1, 2021 and Ryan Moore from Lieutenant to Senior Firefighter/EMT effective February 15, 2021. These individuals all provided personal reasons for a reduction in administrative responsibility regarding the fire department.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: The following is the adjustment in hourly pay according to the pay scale approved by Council for the 2020-2021 fiscal year:

Dan Gubbins, Part-time rate of \$20.46 per hour to \$19.88 per hour and paid-on-call rate from \$17.42 to \$16.37.

Matt Guerdet, Part-time rate of \$16.05 per hour to \$15.57 per hour and paid-on-call rate from \$14.78 to \$14.26.

Ryan Moore, Part-time rate of \$16.05 per hour to \$15.57 per hour and paid-on-call rate from \$14.78 to \$14.26.

RECOMMENDATION: Decrease their pay based on the wage scale approved by Council for F/Y '20/'21.



February 15, 2021

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

RE: PARTIAL PAYMENT APPLICATION NO. 6 (FINAL - RETAINAGE RELEASE)
3rd STREET AND BRIDGE ROAD INTERSECTION IMPROVEMENTS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 6 (final - retainage release) for the 3rd Street and Bridge Road Intersection Improvements Project. The Contractor has fulfilled all requirements of the contract, including provision of the appropriate Sales Use Tax Forms. These forms were provided to Jenny Gibbons via email on December 17, 2020. The project was accepted by the City at the January 11, 2021 City Council Meeting.

The final Contract amount is \$303,590.90. This final payment application releases the project retainage of \$15,179.55. We recommend payment of \$15,179.55 to the Contractor, Iowa Signal, Inc.

Please contact me should you have any questions on this pay application. We will be in attendance at the February 22, 2021, City Council meeting to answer any questions regarding this partial payment application.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Justin Jackson'.

Justin Jackson, P.E

Enclosure

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

APPLICATION FOR PARTIAL PAYMENT NO. 6 (FINAL RETAINAGE RELEASE)

PROJECT: 3rd Street & Bridge Road Intersection Improvements

S&A PROJECT NO.: 118.0330.01

OWNER: City of Polk City
CONTRACTOR: Iowa Signal, Inc.
ADDRESS: 3711 SE Capitol Circle
Grimes, Iowa 50111
DATE: 2/15/2021

PAYMENT PERIOD: 7/30/2019
to 12/1/2020

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 283,001.10
Net Change by Change Order: \$ 20,589.80
Contract Amount to Date: \$ 303,590.90

CONTRACT PERIOD: TOTAL WORKING DAYS
Original Contract Date: September 20, 2018
Original Contract Time (Phase 1): 20
Original Completion Date (Phase 2): July 10, 2019

2. WORK SUMMARY:

Total Work Performed to Date: \$ 303,590.90
Retainage: 0% \$0.00
Total Earned Less Retainage: \$303,590.90
Less Previous Applications for Payment: \$ 288,411.35
AMOUNT DUE THIS APPLICATION: \$15,179.55

Added by Change Order: 0
Contract Time to Date: 20
Time Used to Date: 20
Contract Time Remaining: 0

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

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

Iowa Signal, Inc.
CONTRACTOR
By Wayne Lesley DATE: 2/12/2021

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER
By [Signature] DATE: 02/15/2021

5. OWNER'S APPROVAL

City of Polk City
OWNER
By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

| ITEM NO. | DESCRIPTION | CONTRACT ITEMS | | | | COMPLETED WORK | | |
|------------------------------|-----------------------------------------------------------|----------------|------|------------|-------------|----------------|------|-------------|
| | | PLAN QTY. | UNIT | UNIT COST | COST TOTAL | QTY. TO DATE | CO # | COST TOTAL |
| 2.1. | Topsoil, On-Site | 116 | CY | \$ 51.00 | \$ 5,916.00 | 116 | | \$ 5,916.00 |
| 2.2. | Excavation, Class 10 | 123 | CY | 40.00 | 4,920.00 | 181.5 | | 7,260.00 |
| 2.3. | Subgrade Preparation, 12 Inch Depth | 166 | SY | 22.00 | 3,652.00 | 162 | | 3,564.00 |
| 2.4. | Subbase, Modified, 10 Inch Depth | 166 | SY | 16.50 | 2,739.00 | 357 | | 5,890.50 |
| 4.1. | Storm Sewer, Trenched, 2000D RCP, 15 Inch | 14 | LF | 100.00 | 1,400.00 | 14 | | 1,400.00 |
| 4.2. | Storm Sewer, Trenched, 2000D RCP, 18 Inch | 16 | LF | 120.00 | 1,920.00 | 16 | | 1,920.00 |
| 4.3. | Pipe Apron, RCP, 18 Inch Dia. | 1 | EA | 2,250.00 | 2,250.00 | 1 | | 2,250.00 |
| 4.4. | Subdrain, Case B, Type 1, 6 Inch Dia. | 210 | LF | 17.00 | 3,570.00 | 210 | | 3,570.00 |
| 4.5. | Subdrain Cleanout, Type A-1, 8 Inch Dia. | 1 | EA | 500.00 | 500.00 | 1 | | 500.00 |
| 6.1. | Intake, SW-501 | 1 | EA | 4,000.00 | 4,000.00 | 1 | | 4,000.00 |
| 6.2. | Intake, SW-512 (30 Inch Dia.) | 1 | EA | 3,500.00 | 3,500.00 | 1 | | 3,500.00 |
| 7.1. | Curb and Gutter, 2.5 Feet Width, 7 Inch Depth | 222 | LF | 44.00 | 9,768.00 | 220 | | 9,680.00 |
| 7.2. | Pavement Widening, HMA, 7 Inch Depth | 62 | SY | 116.00 | 7,192.00 | 62.2 | | 7,215.20 |
| 7.3. | Removal of Sidewalk | 66 | SY | 45.00 | 2,970.00 | 66 | | 2,970.00 |
| 7.4. | Sidewalk, PCC, 4 Inch Depth | 78 | SY | 90.00 | 7,020.00 | 76.6 | | 6,894.00 |
| 7.5. | Sidewalk, PCC, 6 Inch Depth | 25 | SY | 125.00 | 3,125.00 | 25 | | 3,125.00 |
| 7.6. | Detectable Warning | 61 | SF | 40.00 | 2,440.00 | 61 | | 2,440.00 |
| 7.7. | Full Depth Patches, HMA, 9 Inch Depth | 29 | SY | 378.00 | 10,962.00 | 29 | | 10,962.00 |
| 7.8. | Pavement Removal | 71 | SY | 50.00 | 3,550.00 | 80.6 | | 4,030.00 |
| 8.1. | Traffic Signal | 1 | LS | 170,966.70 | 170,966.70 | 1 | | 170,966.70 |
| 8.2. | Temporary Traffic Signal | 1 | LS | 6,000.00 | 6,000.00 | 1 | | 6,000.00 |
| 8.3. | Painted Pavement Markings, Solvent/Waterborne | 35.92 | STA | 45.00 | 1,616.40 | 78.50 | | 3,532.50 |
| 8.4. | Painted Symbols and Legends, Solvent/Waterborne | 9 | EA | 100.00 | 900.00 | 8 | | 800.00 |
| 8.5. | Pavement Markings Removed | 10.89 | STA | 100.00 | 1,089.00 | 30.40 | | 3,040.00 |
| 8.6. | Symbols and Legends Removed | 3 | EA | 100.00 | 300.00 | 3 | | 300.00 |
| 8.7. | Traffic Control | 1 | LS | 4,500.00 | 4,500.00 | 1.00 | | 4,500.00 |
| 9.1. | Seeding, Fertilizing, and Mulching for Pneumatic Seeding | 0.5 | AC | 6,000.00 | 3,000.00 | 0.36 | | 2,160.00 |
| 9.2. | Silt Fence or Silt Fence Ditch Check | 250 | LF | 2.50 | 625.00 | | | - |
| 9.3. | Silt Fence or Silt Fence Ditch Check, Removal of Sediment | 250 | LF | 0.50 | 125.00 | | | - |
| 9.4. | Silt Fence or Silt Fence Ditch Check, Removal of Device | 250 | LF | 1.00 | 250.00 | | | - |
| 11.1. | Mobilization | 1 | LS | 12,235.00 | 12,235.00 | 1.00 | | 12,235.00 |
| TOTAL ORIGINAL CONTRACT = \$ | | | | | 283,001.10 | \$ 290,620.90 | | |

CHANGE ORDER SUMMARY:

| | | | | | | | |
|---------|-----------------------------------------------------------|-------|-----|---------------------------------------------|----------|---------------|----------|
| CO.1.1. | Sanitary Sewer Manhole Adjustment, Minor | 1 | LS | 1,500.00 | 1,500.00 | 1 | 1,500.00 |
| CO.1.2. | 1.5" HMA Mill and Fill | 1 | LS | 3,410.00 | 3,410.00 | 1 | 3,410.00 |
| CO.1.3. | Vehicle Detection for Temporary Signals | 1 | LS | 6,000.00 | 6,000.00 | 1 | 6,000.00 |
| CO.2.1. | Furnish and Install 10' Aluminum Pedestal | 1 | EA | 900.00 | 900.00 | 1 | 900.00 |
| CO.2.2. | Construct Concrete Footing for Pedestal | 1 | LS | 1,000.00 | 1,000.00 | 1 | 1,000.00 |
| CO.2.3. | 2" PVC Conduit | 20 | LF | 8.00 | 160.00 | 20 | 160.00 |
| 2.2. | Excavation, Class 10 | 58.5 | CY | 40.00 | 2,340.00 | | - |
| 2.3. | Subgrade Preparation, 12 Inch Depth | -4.0 | SY | 22.00 | (88.00) | | - |
| 2.4. | Subbase, Modified, 10 Inch Depth | 191.0 | SY | 16.50 | 3,151.50 | | - |
| 7.1. | Curb and Gutter, 2.5 Feet Width, 7 Inch Depth | -2.0 | LF | 44.00 | (88.00) | | - |
| 7.2. | Pavement Widening, HMA, 7 Inch Depth | 0.2 | SY | 116.00 | 23.20 | | - |
| 7.4. | Sidewalk, PCC, 4 Inch Depth | -1.4 | SY | 90.00 | (126.00) | | - |
| 7.8. | Pavement Removal | 9.6 | SY | 50.00 | 480.00 | | - |
| 8.3. | Painted Pavement Markings, Solvent/Waterborne | 42.58 | STA | 45.00 | 1,916.10 | | - |
| 8.4. | Painted Symbols and Legends, Solvent/Waterborne | -1.0 | EA | 100.00 | (100.00) | | - |
| 8.5. | Pavement Markings Removed | 19.51 | STA | 100.00 | 1,951.00 | | - |
| 9.1. | Seeding, Fertilizing, and Mushing for Pneumatic Seeding | -0.14 | AC | 6,000.00 | (840.00) | | - |
| 9.2. | Silt Fence or Silt Fence Ditch Check | -250 | LF | 2.50 | (625.00) | | - |
| 9.3. | Silt Fence or Silt Fence Ditch Check, Removal or Sediment | -250 | LF | 0.50 | (125.00) | | - |
| 9.4. | Silt Fence or Silt Fence Ditch Check, Removal of Device | -250 | LS | 1.00 | (250.00) | | - |
| | | | | TOTAL CHANGE ORDERS = \$ 20,589.80 | | \$ 12,970.00 | |
| | | | | TOTAL CONTRACT & CHANGE ORDERS \$303,590.90 | | \$ 303,590.90 | |

RESOLUTION NO. 2021-13

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 5
AND ACCEPTANCE OF THE 3rd STREET & BRIDGE ROAD INTERSECTION
IMPROVEMENTS PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2018-94 ordering construction for the 3rd Street & Bridge Road Intersection Improvements Project on August 27, 2018; and

WHEREAS, the City Council approved Resolution 2018-112 on September 24, 2018 awarding the construction contract to Iowa Signal, Inc. of Grimes, Iowa; and

WHEREAS, on September 24, 2018 the City Council approved Resolution 2018-113 approving the contract in the amount of \$283,001.10; and

WHEREAS, on January 14, 2019 the City Council approved Resolution 2019-004 approving Change Order No. 1 in the amount of \$10,910 bringing the total contract amount to \$293,911.10; and

WHEREAS, on August 12, 2019 the City Council approved Resolution 2019-76 approving Change Order No. 2 in the amount of \$9,679.80 bringing the total contract amount to \$303,590.90; and

WHEREAS, on November 12, 2018 the City Council approved Resolution 2018-134 approving Pay App No. 1 in the amount of \$41,702.15; and

WHEREAS, on December 10, 2018 the City Council approved Resolution 2018-148 approving Pay App No. 2 in the amount of \$35,105.35; and

WHEREAS, on January 14, 2019 the City Council approved Resolution 2019-005 approving Pay App No. 3 in the amount of \$19,187.34; and

WHEREAS, on August 12, 2019 the City Council approved Resolution 2019-77 approving Pay App No. 4 in the amount of \$192,416.51; and

WHEREAS, on January 11, 2021 the City Council approved Resolution 2021-01 approving Pay App No. 5 (subfinal with retainage held) in the amount of \$0.00 and accepted the project; and

WHEREAS, Iowa Signal, Inc. and the City Engineer have submitted the Application for Partial Payment No. 6 (final – retainage release) in the amount of \$15,179.55; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 6 (final – retainage release) for the 3rd Street & Bridge Road Intersection Improvements Project in the amount of \$15,179.55

PASSED AND APPROVED the 11th day of January 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: February 22, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: 1st Reading of an ordinance amending building codes-Chapter 155

BACKGROUND: On Monday, the City Council will have the first reading of an ordinance amending Chapter 155 to reflect the 2018 International Building Codes. The current ordinance reflects the 2012 Building Code. The City staff would recommend approving the changes to the Ordinance before the 2021 building season begins so that the 2018 codes are enforceable.

ALTERNATIVES: Do not approve the 1st reading of an Ordinance amending the building codes.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the 1st reading of an Ordinance amending the building codes in Polk City.

ORDINANCE NO. 2021-1200

**AN ORDINANCE AMENDING THE CITY CODE OF POLK CITY, IOWA BY
RESTATING CHAPTER 155 – BUILDING CODES**

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

Section 1. There is hereby enacted the following new Chapter 155 of the City of Polk City Code of Ordinances which shall amend and restate the Building Codes by deleting the current chapter in its entirety and inserting in lieu a revised Chapter 155 which is attached hereto by reference Exhibit “A”.

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

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

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

PASSED AND ADOPTED by the City Council of Polk City, Iowa on this ____ day of March 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First reading:

Second reading:

Third reading:

Published by posting:

2021-1200 EXHIBIT A

CHAPTER 155

BUILDING CODES

155.01 Title
155.02 Adoption of Building Codes
155.03 Building Code
155.04 Residential Code
155.05 Mechanical Code
155.06 Fuel Gas Code

155.07 Plumbing Code
155.08 Electrical Code
155.09 Fire Code
155.10 Property Maintenance Code
155.11 Energy Conservation Code
155.12 Existing Building Code

155.01 TITLE. This chapter shall be known as the Building Codes of the City of Polk City, Iowa, may be cited as such, and will be referred to herein as the "Polk City Building Code(s)."

155.02 ADOPTION OF BUILDING CODES. The following codes are hereby adopted as, and constitute, the Building Codes of the City of Polk City, Iowa, to regulate the erection, construction, enlargement, alteration, repair, moving, removal, conversion, demolition, occupancy, equipment, use, height, area, and maintenance of buildings or structures in the City.

155.03 BUILDING CODE. The provisions of the International Building Code, 2018 edition, as published by the International Code Council, are hereby adopted, subject to the following additions, modifications, insertions, and deletions:

1. **Section 101.1 Title.** Delete existing text and insert: "These regulations shall be known as the Polk City Building Code, hereinafter referred to as "this code"."
2. **Section 101.4.1 Gas.** Delete "International" and insert in lieu thereof "Polk City" and add at the end of the section: "All references in this code to the International Fuel Gas Code shall be interpreted to refer to the Polk City Fuel Gas Code."
3. **Section 101.4.2 Mechanical.** Delete "International" and insert in lieu thereof "Polk City" and add at the end of the section: "All references in this code to the International Mechanical Code shall be interpreted to refer to the Polk City Mechanical Gas Code."
4. **Section 101.4.3 Plumbing.** Delete "International Plumbing Code" and insert in lieu thereof "Polk City Plumbing Code" and add at the end of the section: "All references in this code to the International Plumbing Code shall be interpreted to refer to the Polk City Plumbing Code."
5. **Section 101.4.4 Property maintenance.** Delete "International" and insert in lieu thereof "Polk City" and add at the end of the section: "All references in this code to the International Property Maintenance Code shall be interpreted to refer to the Polk City Property Maintenance Code."
6. **Section 101.4.5 Fire prevention.** Delete "International" and insert in lieu thereof "Polk City" and add at the end of the section: "All references in this code to the International Fire Code shall be interpreted to refer to the Polk City Fire Code."
7. **Section 101.4.6 Energy.** Delete "International" and insert in lieu thereof "Polk City" and add at the end of the section: "All references in this code to the International Energy Conservation Code shall be interpreted to refer to the Polk City Energy Conservation Code."

8. **Section 101.4.7 Existing buildings.** Delete “International” and insert in lieu thereof “Polk City” and add at the end of the section: “All references in this code to the International Existing Building Code shall be interpreted to refer to the Polk City Existing Building Code.”
9. **Section 101.4 Referenced Codes.** Add Subsection 101.4.8: “**101.4.8 Electrical.** The provisions of the Polk City Electrical Code shall apply to the installation, alteration, repair, and replacement of electrical systems, including equipment, appliances, fixtures, fittings, and appurtenances. All references in this code to NFPA 70 shall be interpreted to refer to the Polk City Electrical Code.”
10. **Section 104.11 Alternative materials, design and methods of construction and equipment.** Add Subsection 104.11.3: “**104.11.3 Manufactured home installation.** The Iowa Administrative Code 661, Chapter 16, Div. VI, Part 2, Manufactured Home Construction, is hereby adopted for installation of mobile (manufactured) homes.”
11. **Section 105.2 Work exempt from permit. Building Item #1.** Delete “120” and insert in lieu thereof “200”.
12. **Section 105.2 Work exempt from permit. Building Item #2.** Delete existing text.
13. **Section 105.2 Work exempt from permit. Building Item #6.** Delete existing text and insert: “Sidewalks and driveways located entirely on private property, and not more than 30 inches above adjacent grade, and not over any basement or story below, and not part of an accessible route.”
14. **Section 107.1 General.** Delete “in two or more sets”.
15. **Section 107.3.1 Approval of construction documents.** Delete this section.
16. **Section 903.4.2 Alarms.** Delete existing text and insert: “An approved audible and visual device, located on the exterior of the building in an approved location, shall be connected to each automatic sprinkler system. Such sprinkler waterflow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system.”
17. **Section 907.1. General.** Add Subsection 907.1.4: “**907.1.4 Fire alarm control panels (FACP).** Each building shall have no more than one fire alarm control panel. Installation of the fire alarm control panel shall not exceed six feet in height, measured from the floor to the top of the control panel. **Exception:** Suppression system releasing panels are not required to meet the height requirement or the limitation on the number of panels.”
18. **Section 1009.2 Continuity and components.** Add Item Number 11: “11. Concrete, asphalt, or other approved hard-surface exterior walking surfaces.”
19. **Section 1010.1.6 Landings at doors.** Add Subsection 1010.1.6.1: “**1010.1.6.1 Landing frost protection.** Exterior landings required by Section 1010.1.5 to be at the same elevation on each side of the door shall be provided with frost protection.”
20. **Section 1028.5 Access to a public way.** Add at the end of the section: “Components of exterior walking surfaces shall be hard-surfaced.”
21. **Section 1030.4 Window wells.** Add Subsection 1030.4.3: “**1030.4.3 Window well drainage.** All window wells shall be provided with approved drainage.”
22. **Section 1301.1.1 Criteria.** Delete “International” and insert in lieu thereof “Polk City”.
23. **Section 1612.3 Establishment of flood hazard areas.** Insert: “City of Polk City, Iowa” and “as adopted in City of Polk City Code of Ordinances Chapter 162”.
24. **Section 1807.1.5 Concrete and masonry foundation walls.** Add Exception #2 and Table 1807.1.5: “2. Concrete and masonry foundation walls supporting buildings of conventional light-frame wood construction shall be permitted to be designed in accordance with Table 1807.1.5.”

**Table 1807.1.5
Prescriptive Foundation Walls Supporting Light-Frame Construction^{a,b,c}**

| Height of foundation wall ^d | | Thickness of foundation wall | | Reinforcement size and placement in concrete wall | | Reinforcement size and placement in masonry wall ^{j,k} |
|----------------------------------------|------------------|------------------------------|----------------------|--------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------|
| Gross | Net ^e | Concrete ^f | Masonry ^g | Horizontal | Vertical | |
| ≤8' | ≤7'-8" | 7.5" | 8" | No. 4 bar within 12" of the top and bottom of the wall and at mid-height | No. 4 bar at 72" o.c. maximum | 0.075 square inch bar at 96" o.c. vertically in cells fully grouted with Type M or S grout |
| >8' | >7'-8" | 8" | Refer to R404.1.2 | No. 4 bar at 24" o.c. maximum ^h | No. 4 bar at 20" o.c. maximum ⁱ | Refer to 1807.1.6 |

- a. Concrete floor slab to be nominal 4" thick. If such floor slab is not provided prior to backfill, one 36" vertical No. 4 bar shall be embedded in the footing at maximum 84" o.c. spacing or a full depth nominal 2" depth x 4" width keyway shall be installed in the footing.
- b. All reinforcement bars shall meet ASTM A6175 grade 40 minimum and be deformed. Placement of bars shall be 3" from the inside face of the wall and meet the provisions of chapters 18, 19, and 21 of the International Building Code.
- c. Material used as backfill shall be carefully placed granular soil of average or high permeability and shall be drained with an approved drainage system as prescribed in Section 1805.4 of the International Building Code. Where soils containing a high percentage of clay, fine silt, or similar materials of low permeability or expansive soils are encountered or where backfill materials are not drained or an unusually high surcharge is to be placed adjacent to the wall, a specially designed wall shall be required.
- d. Maximum foundation wall height is 10' gross and 9'-8" net.
- e. Net foundation wall height measured from top of basement slab to top of foundation wall
- f. The thickness of concrete foundation walls supporting 3 floors shall be increased 2".
- g. The thickness of masonry foundation walls supporting 3 floors shall be increased 4"
- h. No. 5 bar at 24" o.c. maximum is an approved alternative.
- i. No. 5 bar at 30" o.c. maximum is an approved alternative.
- j. Mortar for masonry walls shall be Type M or S and masonry shall be laid in running bond.
- k. If masonry block is 12" nominal thickness, wall may be unreinforced."

25. **Section 1809.5 Frost protection, Exception 2.** Delete "600" and insert in lieu thereof "1,000".

26. **Section 1809.7 Prescriptive footings for light-frame construction.** Delete existing Table 1809.7 and all footnotes and insert:

**"Table 1809.7
Prescriptive Footings Supporting Walls of Light-Frame Construction^{a,b,c,d,e,f}**

| Number of floors supported by the footing ^g | Thickness of foundation walls (inches), concrete | Thickness of foundation walls (inches), concrete block | Width of footing (inches) | Thickness of footing (inches) |
|--------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------|---------------------------|-------------------------------|
| 1 | 8 | 8 | 16 | 8 |
| 2 | 8 | 8 | 16 | 8 |
| 3 | 10 | 12 | 18 | 12 |

- a. Depth of perimeter footings shall be at least 42" below final grade
- b. The ground under the floor shall be permitted to be excavated to the elevation of the bottom of the footing.
- c. Interior stud-bearing walls shall be permitted to be supported by isolated footings. The footing width and length shall be twice the width shown in this table, and footings shall be spaced not more than 6 feet on center.
- d. Spread footings shall have a minimum of 2- #4 continuous horizontal reinforcement bars.
- e. Foundation walls shall have a minimum of #4 reinforcement bars 18" on center in each direction.
- f. Trench footings are allowed as a continuous 8 inch trench for single-story wood frame structures with spans not exceeding 16 feet. The trench must be at least 42 inches below finished grade and have at least two #4 horizontal reinforcement bars. Bars must tie into abutting adjacent structure.
- g. Footings shall be permitted to support a roof in addition to the stipulated number of floors. Footings supporting a roof only shall be as required for supporting one floor."

27. **Section 2902.6 Small Occupancies.** Add at the end of the section: "Water dispensers in accessible locations

and within accessible reach ranges may be substituted for the required drinking fountain in business occupancies determined to require only one drinking fountain by occupant load.”

28. **Section 3109.1 General.** Delete “International” and insert in lieu thereof “Polk City”.

155.04 RESIDENTIAL CODE. The provisions of the International Residential Code for One-and Two-Family Dwellings, 2018 edition, as published by the International Code Council, except for Part VII—Plumbing, and Part VIII—Electrical; and with the addition of Appendix Chapters G, H, and J, are hereby adopted by reference, subject to the following additions, modifications, insertions, and deletions:

1. **Section R101.1 Title.** Delete existing text and insert: “These regulations shall be known as the Polk City Residential Code, hereinafter referred to as “this code”.”

2. **Section 104.11 Alternative materials, design and methods of construction and equipment.** Add Subsection 104.11.2: “**104.11.2 Manufactured home installation.** The Iowa Administrative Code 661, Chapter 16, Div. VI, Part 2, Manufactured Home Construction, is hereby adopted for installation of mobile (manufactured) homes.”

3. **Section R105.2 Work exempt from permit. Building Item #2.** Delete existing text.

4. **Section R105.2 Work exempt from permit. Building Item #5.** Delete existing text and insert: “Sidewalks and driveways located entirely on private property.

5. **Section R106.1 Submittal documents.** Delete “in two or more sets”.

6. **Section R106.3.1 Approval of construction documents.** Delete this section.

7. **Table R301.2(1) Climatic and Geographic Design Criteria.** Amend Table 301.2(1) to include the following values:

| | |
|------------------------------------|------------------------------------------------------------|
| Ground Snow Load: | 25 PSF |
| Wind Speed (mph): | 115 |
| Topographic effects: | NO |
| Special wind region: | NO |
| Wind-borne debris zone: | NO |
| Seismic Design Category: | A |
| Weathering: | Severe |
| Frost line depth: | 42” |
| Termite: | Moderate to Heavy |
| Winter Design Temp: | -5°F |
| Ice Barrier Underlayment Required: | YES |
| Flood Hazards: | As adopted in City of Polk City Code of Ordinances Chapter |

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| | |
|---------------------------------|--------|
| Air Freezing Index: | 1833 |
| Mean Annual Temp: | 48.6°F |
| Elevation: | 950 ft |
| Latitude: | 41°N |
| Winter heating: | -5°F |
| Summer cooling: | 90°F |
| Altitude correction factor: | 0.97 |
| Indoor design temperature: | 70°F |
| Design temperature cooling: | 75°F |
| Heating temperature difference: | 75°F |
| Cooling temperature difference: | 15°F |
| Wind velocity heating: | 15 MPH |

| | |
|------------------------|---------|
| Wind velocity cooling: | 7.5 MPH |
| Coincident wet bulb: | 74°F |
| Daily range: | M |
| Winter humidity: | 30% |
| Summer humidity: | 50% |

8. **Section R303.3 Bathrooms.** Delete existing text and insert: Bathrooms shall be provided with a mechanical ventilation system. The minimum ventilation rates shall be 50 CFM for intermittent ventilation or 20 CFM for continuous ventilation. Ventilation air from the space shall be exhausted directly to the outside of the dwelling.

9. **Section R310.2.4 Emergency escape and rescue openings under decks and porches.** Add at the end of the section: “All cantilevered construction elements shall be regulated in accordance with this section.”

10. **Section R311.3.2 Floor elevations for other exterior doors, Exception.** Delete “two” and insert in lieu thereof “three”.

11. **Section R313.1 Townhouse automatic fire sprinkler systems.** Add Exception #2: “2. Townhouse structures that contain eight or fewer dwelling units and in which the gross finished and unfinished floor area on all levels, including basements and exclusive of attached garages, is less than 18,000 square feet.”

12. **Section R313.2 One- and two-family dwellings automatic fire systems.** Add Exception #2: “2. Dwellings that do not exceed 8,000 square feet or more of enclosed floor space on all levels, including basements and exclusive of attached garages.”

13. **Section R326.1 General.** Delete “International” and insert in lieu thereof “Polk City”.

14. **Section R403.1.1.1 Conventional light-frame wood construction.** Add Subsection R403.1.1.1 and Table R403.1.1.1: “**R403.1.1.1 Conventional light-frame wood construction.** Footings supporting concrete foundations and buildings of conventional light-frame wood construction shall be permitted to be designed in accordance with Table R403.1.1.1.

**Table R403.1.1.1
Prescriptive Footings Supporting Walls of Light-Frame Construction^{a,b,c,d,e,f}**

| Number of floors supported by the footing ^g | Width of footing (inches) | Thickness of footing (inches) |
|--------------------------------------------------------|---------------------------|-------------------------------|
| 1 | 16 | 8 |
| 2 | 16 | 8 |
| 3 | 18 | 12 |

- a. Minimum 2,000 psf soil bearing pressure. Soil bearing pressures less than 2,000 psf shall use Tables R403.1(1) through R403.1(3) and Figure R403.1(1) or R403.1.3, as applicable.
- b. Depth of perimeter footings shall be at least 42” below final grade
- c. The ground under the floor shall be permitted to be excavated to the elevation of the bottom of the footing.
- d. Interior stud-bearing walls shall be permitted to be supported by isolated footings. The footing width and length shall be twice the width shown in this table, and footings shall be spaced not more than 6 feet on center.
- e. Spread footings shall have a minimum of 2- #4 continuous horizontal reinforcement bars.
- f. Trench footings are allowed as a continuous 8 inch trench for single-story wood frame structures with spans not exceeding 16 feet. The trench must be at least 42 inches below finished grade and have at least two #4 horizontal reinforcement bars. Bars must tie into abutting adjacent structure.
- g. Footings shall be permitted to support a roof in addition to the stipulated number of floors. Footings supporting a roof only shall be as required for supporting one floor.”

15. **Section R403.1.4.1 Frost protection, Exception #1.** Delete “600” and insert in lieu thereof “1,000”.

16. **Section R404.1.3.2.3 Foundation walls for conventional light-frame wood construction.** Add Subsection R404.1.3.2.3 and Table R404.1.3.2.3: “**R404.1.3.2.3 Foundation walls for conventional light-frame wood construction.** Concrete and masonry foundation walls supporting buildings of conventional light-frame wood construction shall be permitted to be designed in accordance with Table R404.1.3.2.3.

**Table R403.1.1.1
Prescriptive Foundation Walls Supporting Light-Frame Construction^{a,b,c}**

| Height of foundation wall ^d | | Thickness of foundation wall | | Reinforcement size and placement in concrete wall | | Reinforcement size and placement in masonry wall ^{j,k} |
|----------------------------------------|------------------|------------------------------|----------------------|--------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------|
| Gross | Net ^e | Concrete ^f | Masonry ^g | Horizontal | Vertical | |
| ≤8' | ≤7'-8" | 7.5" | 8" | No. 4 bar within 12" of the top and bottom of the wall and at mid-height | No. 4 bar at 72" o.c. maximum | 0.075 square inch bar at 96" o.c. vertically in cells fully grouted with Type M or S grout |
| >8' | >7'-8" | 8" | Refer to R404.1.2 | No. 4 bar at 24" o.c. maximum ^h | No. 4 bar at 20" o.c. maximum ⁱ | Refer to R404.1.2 |

- l. Concrete floor slab to be nominal 4" thick. If such floor slab is not provided prior to backfill, one 36" vertical No. 4 bar shall be embedded in the footing at maximum 84" o.c. spacing or a full depth nominal 2" depth x 4" width keyway shall be installed in the footing.
- m. All reinforcement bars shall meet ASTM A6175 grade 40 minimum and be deformed. Placement of bars shall be 3" from the inside face of the wall and meet the provisions of chapters 18, 19, and 21 of the International Building Code.
- n. Material used as backfill shall be carefully placed granular soil of average or high permeability and shall be drained with an approved drainage system as prescribed in Section 1805.4 of the International Building Code. Where soils containing a high percentage of clay, fine silt, or similar materials of low permeability or expansive soils are encountered or where backfill materials are not drained or an unusually high surcharge is to be placed adjacent to the wall, a specially designed wall shall be required.
- o. Maximum foundation wall height is 10' gross and 9'-8" net.
- p. Net foundation wall height measured from top of basement slab to top of foundation wall
- q. The thickness of concrete foundation walls supporting 3 floors shall be increased 2".
- r. The thickness of masonry foundation walls supporting 3 floors shall be increased 4"
- s. No. 5 bar at 24" o.c. maximum is an approved alternative.
- t. No. 5 bar at 30" o.c. maximum is an approved alternative.
- u. Mortar for masonry walls shall be Type M or S and masonry shall be laid in running bond.
- v. If masonry block is 12" nominal thickness, wall may be unreinforced."

17. **Chapter 11 Energy Efficiency.** Delete all sections except N1101.1.

18. **Section N1101.1.1 Criteria.** Add Subsection N1101.1.1: "N1101.1.1 Criteria. Buildings regulated by this code shall be designed and constructed in accordance with the Polk City Energy Conservation Code."

155.05 MECHANICAL CODE. The provisions of the State of Iowa Administrative Rule 641—Chapter 61 are hereby adopted by reference, subject to the following additions, modifications, insertions, and deletions, and shall be known as the Polk City Mechanical Code. References to section numbers will be to sections in the International Mechanical Code.

1. **Section 106.3.1 Construction documents.** Delete "in two or more sets".
2. **Section 106.4.1 Approved construction documents.** Delete this section.
3. **Section 106.4.6 Retention of construction documents.** Delete the final sentence of this section.
4. **Section 106.5.2 Fee schedule.** Delete existing text and insert: "A fee for each permit required by this code shall be paid as required, in accordance with the schedule as established by the Building Official."
5. **Section 106.5.3 Fee refunds.** Delete existing text and insert: "The Building Official is authorized to establish a refund policy."
6. **Section 108.4 Violation penalties.** Delete existing text and insert: "Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, installs, alters, or repairs work in violation of the approved construction documents or directive of the Building Official, or of a permit issued under the provisions of this code, shall be subject to penalties as prescribed by law."
7. **Section 108.5 Stop work orders.** Delete the final sentence of this section and insert in lieu thereof: "Any person who shall continue any work regulated by this code after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject

to penalties as prescribed by law.”

155.06 FUEL GAS CODE. The provisions of the International Fuel Gas Code, 2018 edition, as published by the International Code Council, are hereby adopted, subject to the following additions, modifications, insertions, and deletions:

1. **Section 101.1 Title.** Delete existing text and insert: “These regulations shall be known as the Polk City Fuel Gas Code, hereinafter referred to as “this code”.”
2. **Section 106.3.1 Construction documents.** Delete “in two or more sets”.
3. **Section 106.5.1 Approved construction documents.** Delete this section.
4. **Section 106.5.6 Retention of construction documents.** Delete the final sentence of this section.
5. **Section 106.6.2 Fee schedule.** Delete existing text and insert: “A fee for each permit required by this code shall be paid as required, in accordance with the schedule as established by the Building Official.”
6. **Section 106.6.3 Fee refunds.** Delete existing text and insert: “The Building Official is authorized to establish a refund policy.”
7. **Section 108.4 Violation penalties.** Delete existing text and insert: “Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, installs, alters, or repairs work in violation of the approved construction documents or directive of the Building Official, or of a permit issued under the provisions of this code, shall be subject to penalties as prescribed by law.”
8. **Section 108.5 Stop work orders.** Delete the final sentence of this section and insert in lieu thereof: “Any person who shall continue any work regulated by this code after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.”

155.07 PLUMBING CODE. The provisions of the State of Iowa Administrative Rule 641—Chapter 25 with the addition of Chapter 1, except Sections 101 and 102, Appendix A, Appendix B, Appendix C, and Appendix D of the Uniform Plumbing Code, 2018 edition, as published by the International Association of Plumbing and Mechanical Officials, are hereby adopted by reference, subject to the following additions, modifications, insertions, and deletions, and shall be known as the Polk City Plumbing Code. References to code sections will be to sections of the Uniform Plumbing Code.

1. **Section 104.4.1 Approved Plans or Construction Documents.** Delete this section.
2. **Section 104.4.6 Retention of Plans.** Delete the final sentence of this section.
3. **Section 104.5 Fees.** Delete “and as set forth in the fee schedule, Table 104.5.”.
4. **Section 104.5.3 Fee Refunds.** Delete existing text and insert: “The Authority Having Jurisdiction is authorized to establish a refund policy.”
5. **Section 105.2.6 Reinspections.** Delete “To obtain reinspection, the applicant shall file an application therefore in writing upon a form furnished for that purpose and pay the reinspection fee in accordance with Table 104.5.”.

155.08 ELECTRICAL CODE. The provisions of the State of Iowa Administrative Rule 661—Chapter 504 are hereby adopted by reference, subject to the following additions, modifications, insertions, and deletions, and shall be known as the Polk City Electrical Code:

1. **Reserved.**

155.09 FIRE CODE. The provisions of the International Fire Code, 2018 edition, as published by the International

Code Council, with the addition of Appendix Chapters B, C, D, and I are hereby adopted, subject to the following additions, modifications, insertions, and deletions:

1. **Section 101.1 Title.** Delete existing text and insert: “These regulations shall be known as the Polk City Fire Code, hereinafter referred to as “this code”.”
2. **Section 105.1.2 Types of permits.** Add at the end of the section: “A certificate of occupancy issued pursuant to the provisions of the International Building Code may be considered as equivalent to an operational permit. Building, mechanical, electrical, and plumbing permits issued pursuant to the provisions of their respective codes may be considered as equivalent to a construction permit.
3. **Section 105.4.1 Submittals.** Delete “in two or more sets”.
4. **Section 105.4.6 Retention of construction documents.** Delete the final sentence of this section.
5. **Section 110.4 Violation penalties.** Delete existing text and insert: “Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair, or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be subject to penalties as prescribed by law.”
6. **Section 112.4 Failure to comply.** Delete existing text and insert: “Any person who shall continue any work regulated by this code after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.”
7. **Section 308.1.4 Open-flame cooking devices, Exception 2.** Delete this exception.
8. **Section 308.1.4 Open-flame cooking devices, Exception 3.** Delete this exception.
9. **Section 903.4.2 Alarms.** Delete existing text and insert: “An approved audible and visual device, located on the exterior of the building in an approved location, shall be connected to each automatic sprinkler system. Such sprinkler waterflow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system.”
10. **Section 907.1. General.** Add Subsection 907.1.4: “**907.1.4 Fire alarm control panels (FACP).** Each building shall have no more than one fire alarm control panel. Installation of the fire alarm control panel shall not exceed six feet in height, measured from the floor to the top of the control panel. **Exception:** Suppression system releasing panels are not required to meet the height requirement or the limitation on the number of panels.”
11. **Section 1009.2 Continuity and components.** Add Item Number 11: “11. Concrete, asphalt, or other approved hard-surface exterior walking surfaces.”
12. **Section 1010.1.6 Landings at doors.** Add Subsection 1010.1.6.1: “**1010.1.6.1 Landing frost protection.** Exterior landings required by Section 1010.1.5 to be at the same elevation on each side of the door shall be provided with frost protection.”
13. **Section 1028.5 Access to a public way.** Add at the end of the section: “Components of exterior walking surfaces shall be hard-surfaced.”
14. **Section 1030.4 Window wells.** Add Subsection 1030.4.3: “**1030.4.3 Window well drainage.** All window wells shall be provided with approved drainage.”
15. **Section 5704.2.9.6.1 Locations where above-ground tanks are prohibited.** Delete existing text and insert in lieu thereof: “Storage of Class I and II liquids in above-ground tanks outside of buildings is prohibited within the limits of the Agricultural, Residential, and Commercial zoning districts established by City of Polk City Code of Ordinances Chapter 165.”

16. **Section 5706.2.4.4 Locations where above-ground tanks are prohibited.** Delete existing text and insert in lieu thereof: “Storage of Class I and II liquids in above-ground tanks outside of buildings is prohibited within the limits of the Agricultural, Residential, and Commercial zoning districts established by City of Polk City Code of Ordinances Chapter 165.”

17. **Section 5806.2 Limitations.** Delete existing text and insert in lieu thereof: “Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited within the limits of the Agricultural, Residential, and Commercial zoning districts established by City of Polk City Code of Ordinances Chapter 165.”

18. **Section 6104.2 Maximum capacity within established limits.** Delete existing text and insert in lieu thereof: “The aggregate capacity of any one installation of liquefied petroleum gas storage shall not exceed a water capacity of 2,000 gallons within the limits of the Agricultural, Residential, and Commercial zoning districts established by City of Polk City Code of Ordinances Chapter 165.”

155.10 PROPERTY MAINTENANCE CODE. The provisions of the International Property Maintenance Code, 2018 edition, as published by the International Code Council, are hereby adopted, subject to the following additions, modifications, insertions, and deletions:

1. **Section 101.1 Title.** Delete existing text and insert: “These regulations shall be known as the Polk City Property Maintenance Code, hereinafter referred to as “this code”.”

2. **Section 102.3 Application of other codes.** Delete existing text and insert: “Repairs, additions, or alterations to a structure, or change of occupancy, shall be done in accordance with the procedures and provisions, as applicable, of the Polk City Building Code, Polk City Energy Conservation Code, Polk City Existing Building Code, Polk City Fire Code, Polk City Fuel Gas Code, Polk City Electrical Code, Polk City Mechanical Code, Polk City Residential Code, and Polk City Plumbing Code.”

3. **Section 103.5 Fees.** Delete “as indicated in the following schedule” and insert in lieu thereof “in accordance with the schedule as established by the code official”.

4. **Section 112.4 Failure to comply.** Delete existing text and insert: “Any person who shall continue any work regulated by this code after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.”

5. **Section 302.4 Weeds.** Insert: “6 inches”.

6. **Section 304.14 Insect Screens.** Insert: “April 1” and “October 31”.

7. **Section 404.4.1 Room area.** Delete “one person” and insert in lieu thereof “two persons”.

8. **Section 602.3 Heat supply.** Insert: “October 1” and “April 30”.

9. **Section 602.4 Occupiable work spaces.** Insert: “October 1” and “April 30”.

155.11 ENERGY CONSERVATION CODE. The provisions of the International Energy Conservation Code as currently adopted and amended by the Iowa State Building Code Bureau shall apply to all matters governing the design and construction of buildings for energy efficiency. Administration shall be as prescribed in the Polk City Building Code and these regulations shall be known as the Polk City Energy Conservation Code. Construction or work for which a permit is required shall be subject to 3rd party inspections. The Building Official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability. Any portion that does not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Building Official.

155.12 EXISTING BUILDING CODE. The provisions of the International Existing Building Code, 2018 Edition, as published by the International Code Council, are hereby adopted, subject to the following additions, modifications, insertions, and deletions:

1. **Section 101.1 Title.** Delete existing text and insert: “These regulations shall be known as the Polk City Existing Building Code.
2. **Section 106.1 General.** Delete “in two or more sets”.
3. **Section 106.3.1 Approval of construction documents.** Delete this section.

155.13 SWIMMING POOL AND SPA CODE. The provisions of the International Swimming Pool and Spa Code, 2018 Edition, as published by the International Code Council, are hereby adopted, subject to the following additions, modifications, insertions, and deletions:

1. **Section 101.1 Title.** Delete existing text and insert: “These regulations shall be known as the Polk City Swimming Pool and Spa Code, hereinafter known as “this code”.
2. **Section 105.3 Construction documents.** Delete “in two or more sets”.
3. **Section 105.5.6 Retention of construction documents.** Delete the final sentence of this section.
4. **Section 105.6.2 Fee schedule.** Delete existing text and insert: “A fee for each permit required by this code shall be paid as required, in accordance with the schedule as established by the Building Official.”
5. **Section 105.6.3 Fee refunds.** Delete existing text and insert: “The building official is authorized to establish a refund policy.”
6. **Section 107.4 Violation penalties.** Delete existing text and insert: “Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair a pool or spa in violation of the approved construction documents or directive of the code official, or of a permit issued under the provisions of this code, shall be subject to penalties as prescribed by law.”
7. **Section 107.5 Stop work order.** Delete the final sentence of this section and insert in lieu thereof: “Any person who shall continue any work regulated by this code after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.”



Date February 5, 2021

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

INVOICE SUMMARY - DECEMBER SERVICES

Services from December 1, 2020 through December 31, 2020

GENERAL ENGINEERING

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| <u>2020 General Engineering</u> <i>Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i> | 120.0001 | \$ 2,364.00 |
| <u>Building and Development issues:</u> <i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including zoning and PUD issues, site development, subdivisions, floodplain regulations, and building permits.</i> | 120.0001 | \$ 4,947.50 |
| <u>Water Dept:</u> <i>Construction observation forms to Nick Furnass for documenting water main construction and testing. Hydrant repair in Bia Creek Valley Plat 1.</i> | 120.0001 | \$ 577.50 |
| <u>Sanitary Sewer Dept:</u> <i>Construction observation forms to Nick Furnass for documenting sanitary sewer and manhole testing and construction.</i> | 120.0001 | \$ 437.50 |
| <u>Miscellaneous Projects:</u> <i>Projects include public improvements and costs associated with TIS for North Polk intermediate school. Research potential for additional STBG</i> | 120.0001 | \$ 4,009.00 |

SUBTOTAL **\$ 12,335.50**

CAPITAL IMPROVEMENT PROJECTS

| | | |
|---------------------|----------|--------------------|
| 2021 Street Repairs | 120.0908 | \$ 2,500.00 |
| 2020 Trail Study | 120.1012 | \$ 4,375.00 |
| SUBTOTAL | | \$ 6,875.00 |

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

| | | |
|-----------------------------------------------------|----------|--------------------|
| Bridgeview Plat 2: Construction Drawings | 119.0294 | \$ 500.00 |
| Creekview Estates Plat 1: As-Builts | 119.0842 | \$ 200.00 |
| Lakewoods Plat 2: SWMP, Construction Phase Services | 119.1107 | \$ 2,543.50 |
| SUBTOTAL | | \$ 3,243.50 |

TOTAL **\$ 22,454.00**



City of Polk City, Iowa City Council Agenda Communication

Date: February 22, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: 3rd Reading of Sewer Rate Ordinance

BACKGROUND: On Monday, the City Council will have the 3rd and final reading for an Ordinance related to sewer rates. The City is proposing a 6.5% increase to sewer rates, effective June 2021 (bill due July 1, 2021). For your review, city staff has put together new proposed bills so that you may see the impact to multiple different users.

For sanitary sewer, we have had some significant increases in flows to the WRA in the last 2 years. Last year we had a 15% increase, and this year we have witnessed a 9% increase. Although this is something the City is working on investigating to find the source, these increases are significant to Polk City.

As with water increases, we do have some significant sanitary sewer projects in the pipeline. Although, not as costly as water, we are looking at several studies to identify Inflow & Infiltration (I&I), replacement of pumps, and a possible sewer main lining project. Instead of significant increases, we are preparing the City for smaller, incremental increases instead.

ALTERNATIVES: Do not approve the final reading of the proposed Ordinance

FINANCIAL CONSIDERATIONS: 6.5% revenue increase

RECOMMENDATION: It is my recommendation that the Council approve the 3rd and final reading of an Ordinance related to sewer rates for next fiscal year.



City of Polk City, Iowa City Council Agenda Communication

Date: February 22, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: 3rd and Final Reading of Water Rate Ordinance

BACKGROUND: On Monday, the City Council will have the 3rd and final reading for an ordinance related to water rates. The City is proposing a 6.5% increase to water rates, effective June 2021 (bill due July 1, 2021). For your review, city staff has put together new proposed bills so that you may see the impact to multiple different users.

In April, Des Moines Water Works is implementing a 15% increase for purchased water. Although we are able to produce some of our own water, and not purchase 100% through DMWW the increase is significant to Polk City. After review of the cash flows with PFM, it was recommended initially that the City increase water rates by 9%. However, with the increases to irrigation and the educational component that was put together last year, we were able to scale back to a recommended 6.5% increase instead.

The City is facing some major water projects in the next 2 years which include drilling a new well, water main loop on Bridge Road, a new water tower with DMWW, and painting of the existing water tower. Combined, these projects total nearly \$4 million. To avoid larger increases next year, or the following year, the City is taking the approach of smaller incremental increases instead. These 4 projects will put the City water operations in a much better place once completed.

ALTERNATIVES: Do not approve the final reading of the proposed Ordinance

FINANCIAL CONSIDERATIONS: 6.5% revenue increase

RECOMMENDATION: It is my recommendation that the Council approve 3rd and final reading of an Ordinance related to water rates for next fiscal year.