

Agenda -Notice of Meeting  
Polk City | City Council

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February 8, 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](mailto: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>**

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Jason Morse | Mayor

Mandy Vogel | Pro Tem

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

**1. Call to Order**

**2. Roll Call**

**3. Approval of Agenda**

**4. Public Comments:** *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 5pm on the date of the meeting by email at [jgibbons@polkcityia.gov](mailto: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.*

**5. Consent 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

**6. Business Items**

- a. Resolution 2021-10 approving contract & bond with Caliber Concrete, LLC in the amount of \$144,525.60 for the 2021 Street Repairs Project
- b. Second Reading of Ordinance 2021-1000 amending Sewer Rates
- c. Second Reading of Ordinance 2021-1100 amending Water Rates

**7. Reports & Particulars**

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

**8. Adjournment**

--next meeting date February 22, 2021

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., January 25, 2021**  
**City Hall – VIA ZOOM**

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on January 25, 2021. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Vogel, Anderson, Sarchet | In attendance via zoom  
Dvorak | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Vogel and seconded by Anderson to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Hearing**
  - a. 2021 Street Repairs Project
    - i. Mayor Morse opened the Public Hearing at 6:02p.m. on the proposed 2021 Street Repairs Project. City Clerk, Jenny Gibbons, said that the notice was published January 8, 2021 and no comments had been received for or against the project. City Engineering Representative, Kathleen Connor, provided a report.  
**MOTION:** A motion was made by Anderson and seconded by Walters to close the public hearing at 6:06 p.m.  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2021-06 Adopting Plans, Specifications, and Form of Contract  
**MOTION CARRIED UNANIMOUSLY**
    - iii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2021-07 Awarding Contract to Caliber Concrete, LLC in the amount of \$144,525.60  
**MOTION CARRIED UNANIMOUSLY**
5. **Public Comments** | None
6. **Consent Items**  
**MOTION:** A motion was made by Vogel and seconded by Walters to approve the consent agenda items.
  - a. City Council Meeting Minutes for January 11, 2021
  - b. City Council Work Session Meeting Minutes for January 11, 2021
  - c. Claims listing January 25, 2021
  - d. December 2020 Finance Report
  - e. Twelve-month Class E Liquor License for Polk City Liquor located at 201 N. 3<sup>rd</sup> Street with Sunday Sales effective 2/10/2021
  - f. Resolution 2021-05 set hearing for Maximum Tax Levy Rate for February 22, 2021 at 6pm
  - g. Twelve-month Class C Liquor License for The American Legion Polk City Post No. 232 located at 114 W Broadway Street with Outdoor Service and Sunday Sales effective 2/24/2021
  - h. Authorize Des Moines Water Works to install a generator at the Polk City meter pit not to exceed the budgeted amount of \$25,000
  - i. City Council Budget Work Session Meeting Minutes for January 15, 2021  
**MOTION CARRIED UNANIMOUSLY**
7. **Business Items**
  - a. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve the Citizen Academy Fall 2021 Program  
**MOTION CARRIED UNANIMOUSLY**
  - b. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the First 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 First Reading of Ordinance 2021-1100 amending Water Rates  
**MOTION CARRIED UNANIMOUSLY**

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

- Mayor Morse recognized Dixie Bequeaith for unanimously winning Polk City Citizen of the Year award for 2020 for her efforts for the Comet Cupboard along with the Methodist Church winning Polk City Business of the Year. Mayor thanked Brigett DeVos and Go Polk City for organizing a surprise ceremony for Dixie and her family.
- Council Member Anderson shared his appreciation for a conversation he and Fire Chief Mitchell had earlier in the day.
- Council Member Sarchet said he echoes Mayor's sentiments regarding Dixie and the Comet Cupboard and is hopeful there will be an opportunity in the future to recognize her in a more formal way.

9. **Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:26 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date* –February 8, 2021

\_\_\_\_\_  
Jason Morse, Mayor

Attest

\_\_\_\_\_  
Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, February 1, 2021**  
**City Hall**

The Polk City Parks Commission held a meeting at 6:00 p.m., on February 1, 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** /The meeting was called to order at 6:02 p.m.
2. **Roll Call** | Bentley, Haaland, Converse, Karsjen, Reed, Delaney, Otis |In attendance.
3. Monica Converse introduced herself to the Commission.
4. **MOTION:** A motion was made by Reed and seconded by Karsjen to approve the December 7, 2020 Meeting Minutes.  
**MOTION CARRIED UNANIMOUSLY**
5. **Audience Items** | None
6. Parks & Rec Director Thraen provided an update on the creation of a Friends of Polk City Parks group. Thraen is working with the City Attorney on establishing a 501c3 friends group. Friends of Parks groups are advocates for parks, recreation, and trails and are used to increase awareness, promote volunteerism, and assist financially.
7. Parks & Rec Director Thraen provided an update on the Regional Park Master Plan. He reported a master plan kick-off meeting was held 1-27-2021 with Confluence, city staff, and identified stakeholders in attendance. Identified stakeholders include the City of Polk City, Polk City Parks & Recreation, Polk City Public Works, Polk City Parks Commission, North Polk United Soccer, Polk City Little League, and the North Polk Community School District. Delaney and Reed reported as representatives of the Parks Commission and Polk City Little League, respectively. Both mentioned good dialogue between groups but noted differences of opinion between groups exists. Parks Commission will have specific meeting with Confluence at March 1<sup>st</sup> meeting to share their vision of the regional park.
8. Parks & Rec Director Thraen provided an update on department programming. He mentioned his satisfaction with the Letters from Santa participation (125 letters). Adult Yoga is scheduled to begin in March at the Community Center. Many COVID-19 safety protocols will be in place. New summer programming is being worked on that can adhere to current COVID-19 operating parameters. No decision has been made on the existing summer recreation “camp.” Local youth sports clubs have or will submit field requests for 2021 seasons.
9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
  - Council Member Dvorak was not in attendance. No council report given.
  - Parks and Rec Director Thraen reported that Polk City was awarded 2020 Tree City USA status. That makes 28 years in a row. Polk City was also awarded the Tree City USA Growth Award for the 27<sup>th</sup> time in the past 28 years. Thraen worked with Ken Morse, Tree Board and Arbor League representative, to apply for both recognitions. Thraen recognized Morse for his dedication to the Polk City tree canopy and congratulated him on his volunteer efforts continuing to be recognized. Thraen reported he applied for an Iowa Foundation for Parks and Recreation mini grant in the amount of \$1,000.00. Money would be used to purchase equipment for future department programming.

10. **MOTION:** A motion was made by Reed and seconded by Delaney to adjourn at 6:52 pm

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –March 1, 2021*

Attest: \_\_\_\_\_

Jason Thraen, Parks & Recreation Director

CLAIMS REPORT		
CITY OF POLK CITY	DATED	2/8/2021
VENDOR	REFERENCE	AMOUNT
ACCUJET LLC	SANITARY SEWER CLEANING	\$ 17,715.20
AMAZON BUSINESS	WORK STATION COMPUTERS	\$ 2,064.91
ARDICK EQUIPMENT CO.	SIGNS	\$ 314.50
ARNOLD MOTOR SUPPLY	BULK GEAR OIL	\$ 1,124.32
AUREON TECHNOLOGY	PHONE SERVICES	\$ 1,556.85
BAKER & TAYLOR	LIBRARY BOOKS	\$ 1,067.52
BANLEACO	COPIER LEASE	\$ 67.80
BIBLIONIX	ANNUAL SUBSCRIPTION	\$ 2,400.00
BRICK LAW FIRM	ATTORNEY FEES	\$ 4,449.50
CANINE TACTICAL	K-9 CERTIFICATION/TRAINING	\$ 450.00
CAPITAL CITY EQUIPMENT CO.	BOBCAT REPAIRS	\$ 1,180.39
CITY OF POLK CITY	UB ASSISTANCE PROGRAM	\$ 165.30
Crystal Clear Water Co	PURCHASED WATER	\$ 25.50
Des Moines Steel Fence Co	FENCE REPAIR	\$ 1,590.00
Des Moines Water Works	PURCHASED WATER	\$ 20,722.03
DOCTORS NOW WALK IN CARE	COVID TESTS - 3	\$ 330.00
ELECTRONIC ENGINEERING CO.	LIDAR CERTIFICATION	\$ 35.00
Emergency Services Mark. Corp	ANNUAL SUBSCRIPTION SOFTWARE	\$ 800.00
FIRST BANK CARD	CITY CREDIT CARD	\$ 3,705.71
GALL'S INC.	UNIFORM HOLDERS	\$ 55.70
GRANGER MOTORS	VEHICLE REPAIRS	\$ 107.74
HOTSY CLEANING SYSTEMS INC.	PRESSURE SPRAYER REPAIRS	\$ 198.01
IMFOA	MEMBERSHIP DUES	\$ 70.00
IOWA D.O.T.	TRAINING - FURNESS CERTIFICATION	\$ 60.00
IOWA SIGNAL INC	PEDESTRIAN CROSSING REPAIR	\$ 120.00
JAMIE NOACK	POSTAGE REIMBURSEMENT	\$ 7.95
JASON THRAEN	2021 GYM MEMBERSHIP REIMBURSMT	\$ 60.00
JOBE SHANNON	2021 GYM MEMBERSHIP REIMBURSMT	\$ 200.00
Keck Energy	FUEL	\$ 859.11
KIMBALL MIDWEST	MISCELLANEOUS PARTS/BOLTS	\$ 53.47
MEDIACOM	INTERNET SERVICE	\$ 137.45
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 94.60
METRO WASTE AUTHORITY	CONTRACT MANAGEMENT	\$ 2,185.00
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 74.30
MIDWEST OFFICE TECHNOLOGY	FINAL - MAINTENANCE CONTRACT	\$ 886.00
NAGLE SIGNS	HELMET NAME DECALS	\$ 35.00
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 146.73
ONESOURCE	BACKGROUND CHECK	\$ 42.00
PCC AMBULANCE BILLING	OCT2020 AMBULANCE BILLING FEE	\$ 2,977.19
PITNEY BOWES	POSTAGE METER RENTAL	\$ 105.00
Polk County Recorder	PUBLICATIONS	\$ 17.00
PORTABLE PRO, INC.	PORTABLE TOILET SERVICE	\$ 300.00
RACOM	EDACS SYSTEM ACCESS - MONTHLY	\$ 1,034.91

REGISTER MEDIA	PUBLICATIONS	\$ 58.38
RUAN, INCORPORATED	VEHICLE LEASE - T10901	\$ 1,588.04
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 7,773.26
TRUCK EQUIPMENT INC.	SNOW BLADES	\$ 2,349.44
UMR	REFUND RESCUE PAYMENT	\$ 631.20
UTILITY REFUND	DEPOSIT REFUND	\$ 41.04
Walsh Door & Hardware Co	CAMERAS	\$ 39,968.99
WRIGHT OUTDOOR SOLUTIONS	TREE INSPECTIONS	\$ 125.00
<b>Accounts Payable Total</b>		<b>\$ 122,127.04</b>
GENERAL		\$ 37,153.63
ROAD USE		\$ 5,982.57
L.M.I		\$ 165.30
CAPITAL IMPROVEMENTS		\$ 37,558.99
WATER		\$ 21,205.06
SEWER		\$ 17,876.49
SOLID WASTE/RECYCLING		\$ 2,000.00
STORM WATER UTILITY		\$ 185.00
TOTAL FUNDS		\$ 122,127.04

**RESOLUTION NO. 2021-08**

**A RESOLUTION SETTING A PUBLIC HEARING FOR THE  
PROPOSED FISCAL YEAR 21/22 BUDGET**

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**WHEREAS**, the State of Iowa law requires the City Council to set a time and place for a public hearing and publish a summary of the proposed annual budget; and

**WHEREAS**, the notice of public hearing is required to be published no less than 10 but not more than 20 days prior to the date of the hearing.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held electronically on March 8, 2021 at 6:00 p.m. via Zoom, on the proposed FY 21/22 Budget, public participation call in 515-329-8019 code 593054

**PASSED AND APPROVED** the 8th day February 2021.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk



**NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET**

Fiscal Year July 1, 2021 - June 30, 2022

The City of: **POLK CITY**

The City Council will conduct a public hearing on the proposed budget as follows:

Location: Electronic Meeting via Zoom, public participation call in 515-329-8019, code 593054 Meeting Date: 3/8/2021 Meeting Time: 06:00 PM

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

The estimated Total tax levy rate per \$1000 valuation on regular property	10.39272
The estimated tax levy rate per \$1000 valuation on Agricultural land is	3.00375

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

Phone Number  
(515) 984-6233

City Clerk/Finance Officer's NAME  
Jenny Gibbons

		Budget FY 2022	Re-estimated FY 2021	Actual FY 2020
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	2,992,568	2,705,125	2,448,141
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	3	2,992,568	2,705,125	2,448,141
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	698,450	335,461	458,485
Other City Taxes	6	819,401	742,164	887,678
Licenses & Permits	7	207,450	209,925	196,088
Use of Money and Property	8	217,700	215,400	222,178
Intergovernmental	9	797,476	2,387,652	536,510
Charges for Fees & Service	10	3,855,100	3,248,990	2,954,355
Special Assessments	11	0	0	32
Miscellaneous	12	16,638	31,580	44,615
Other Financing Sources	13	463,000	0	0
Transfers In	14	1,532,810	759,793	1,037,815
<b>Total Revenues and Other Sources</b>	15	11,600,593	10,636,090	8,785,897
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	2,103,089	2,091,840	1,965,792
Public Works	17	755,867	624,772	580,759
Health and Social Services	18	0	15,000	0
Culture and Recreation	19	781,975	810,998	622,853
Community and Economic Development	20	494,232	371,461	282,347
General Government	21	626,316	1,553,659	652,734
Debt Service	22	638,990	342,120	340,880
Capital Projects	23	1,559,975	3,139,117	1,050,296
<b>Total Government Activities Expenditures</b>	24	6,960,444	8,948,967	5,495,661
Business Type / Enterprises	25	2,982,288	2,229,389	1,694,843
<b>Total ALL Expenditures</b>	26	9,942,732	11,178,356	7,190,504
Transfers Out	27	1,532,810	759,793	1,037,815
Total ALL Expenditures/Transfers Out	28	11,475,542	11,938,149	8,228,319
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	125,051	-1,302,059	557,578
Beginning Fund Balance July 1	30	9,111,372	10,413,431	9,855,853
<b>Ending Fund Balance June 30</b>	31	9,236,423	9,111,372	10,413,431

# Polk City Water Department

## Monthly Report

Month January

Year 2021

Total Water Pumped 19,641,554 Gallons

Monthly Daily Avg 633,598 Gallons

### Testing Results

- **SDWA Bacteriological Coliform Analysis** ~~at~~ University Hygienic Lab.  
**Fecal Coliform Analysis**- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .7 University Hygienic Lab.  
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.  
**Fluoride at Plant- Monthly Average** .80 mg/l Polk City Lab.  
**Fluoride in System- Monthly Average** .74 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.77 mg/l Polk City Lab.  
**Chlorine Total at plant- Monthly Average** 2.60 mg/l Polk City Lab.  
**Chlorine Free in System- Monthly Average** .84 mg/l Polk City Lab.  
**Chlorine Total in System- Monthly Average** .98 mg/l Polk City Lab.  
Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.67 mg/l Polk City Lab.  
**Iron Finish Water- Monthly Average** .06 mg/l Polk City Lab.  
**Iron System Water- Monthly Average** .06 mg/l Polk City Lab.  
Iron occurs in rocks and minerals in the earth's crust. It's the 4<sup>th</sup> most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .35 mg/l Polk City Lab.  
**Manganese Finish Water- Monthly Average** .19 mg/l Polk City Lab.  
**Manganese System Water- Monthly Average** .08 mg/l Polk City Lab.  
Manganese also occurs in rocks and the earth's crust. It is the 7<sup>th</sup> most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.3 mg/l Polk City Lab.  
**pH Finish Water-Monthly Average** 7.5 mg/l Polk City Lab.  
**pH System Water- Monthly Average** 8.5 mg/l Polk City Lab.  
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab \_\_\_\_\_

Total Hours to perform tests \_\_\_\_\_

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Polk City Community Library Meeting Room, 1500 W. Broadway**  
**Monday, January 4, 2021 at 6:30 pm**  
**Meeting held via Zoom**  
**<https://us02web.zoom.us/j/82264207119>**  
**[Live Participation Link](#)**

I. Call to order – the meeting was called to order by President Lisa Mart at 6:31pm.

II. Approval of the Agenda

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

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

III. Consent Items

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

1. Approve the [November 2020 Board Minutes](#)
2. Approve October 2020 financial statements
  - a. [October 2020 History](#)
  - b. [October 2020 Budget](#)
  - c. [October 2020 Revenue & Expense](#)
3. Approve the November 2020 financial statements
  - a. [November 2020 History](#)
  - b. [November 2020 Budget](#)
  - c. [November 2020 Revenue & Expense](#)

IV. Communication from the Public - NONE

V. Director's report

**Library Director's Report**  
**January 2021**

### Library Statistics:

- Circulation and library usage.
  - November 2020 circulation decreased by 1,427 checkouts compared to November 2019 (approximately 40%). There was an decrease of 91 circulations from October 2020.
  - December 2020 circulation decreased by 1,216 checkouts compared to December 2019 (approximately 37%). There was a decrease of 82 circulations from November 2020.
  - No Adventure Passes were used in November 2020.
  - Library Patrons saved \$25,315 in November by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  - Library Patrons saved \$24,201 in December.
  - 1 Adventure Pass was used in December 2020 saving patrons \$44.

### What's New:

- At the request of city management, Director Noack has been working at least 50% of her time from home. Plans to return to the library January 18. The remaining staff have moved workspaces to different locations in the library to reduce the risk of COVID infections from work.
- The library has officially been designated as a Passport Acceptance Facility. We will begin accepting applications on January 19, 2020.
- The library has received a \$3,000 Libraries Transform Communities grant from ALA. The funds will be used for community discussion programming focused on social media using the documentary "The Social Dilemma" and the book "Weapons of Math Destruction" by Cathy O'Neil.
- The controlled access for the entrance has been installed.
- The new security cameras have been installed. Two more cameras are planned for FY22 (teen area and meeting room)
- We are likely going to have the library interior repainted yet in FY21.
- Our annual Giving Tree provided 12 gift baskets to the Iowa National Guard Warrior and Family Services Branch for families of deployed service members.
- We partnered with Go Polk City and posted a story walk in the windows of businesses on 3rd St. We also put a hidden picture scavenger hunt online to make the story walk more interactive by having participants find the images hidden on the pages of the story.
- The library participated in the Light Up Polk City parade on December 4.
- The library will be closed for staff training on January 18. Training topics will include taking and printing passport photos, role-playing passport application scenarios, and the PCPD will provide active threat training.
- City Manager, Chelsea Huisman, has requested that we reinstate charges for using the meeting room.
- The library is doing a Winter Reading Challenge using the Beanstack platform purchased for summer reading. Patrons can read books and complete activities to earn tickets toward prizes.
- The new Board of Trustees handbook is being unveiled this month. I am scheduled to attend the webinar in late January.
- Over a dozen puzzles have been borrowed from our puzzle exchange since it began in mid-November.

#### [November 2020 Stats](#)

<b>LIBRARY -NOVEMBER 2020 STATS SNAPSHOT</b>	<b>November r 2019</b>	<b>November r 2020 (COVID- 19)</b>	<b>October 2020 (COVID- 19)</b>
Total Visitors	2,293	50	61

People Checking Out	426	208	210
Polk City Cardholders	370	179	181
Polk City Checkouts	3,376	1,543	1,587
Open Access Cardholders	30	10	10
Open Access Checkouts	214	119	119
Rural Cardholders	26	19	19
Rural Checkouts	261	193	193
Bridges E-book/Audiobook Checkouts	497	638	612
Outgoing ILL Books	40	18	29
Total Checkouts (incl. Bridges & Outgoing ILL)	4,388	2,511	2,540
Auto Renewals (began in September 2018)	770	320	258
Total Checkouts (adjusted for auto-renewal)	3,618	2,191	2,282
Incoming ILL Books	47	18	20
Reserves Placed	234	1,387	1,354
Materials Added	202	70	104
Materials Withdrawn	450	46	117
New Cards Issued	19	6	9
Computer Users	58	1	0
WiFi Users (on site)-Whofi counter started end of 10/19	225	176	238
Reference Questions	100	0	0
AWE Station Usage	110	0	0
AWE Games Played	282	0	0
Adult Programs	26	27	29
Adult Program Attendance	206	682-diy video (549)	136
Youth Programs	18	18	21
Youth Program Attendance	565	408	772
Tutoring	13	0	0

No. of Meeting Room Uses by Outside Groups	3	0	0
Patron Savings (physical materials only)	\$45,726	\$25,315.0	\$27,271.0
Blank Park Zoo Adventure Pass (\$44)	3	0	3
Science Center of Iowa Adventure Pass (\$44)	2	0	0
Living History Farms Adventure Pass (\$51)	0	NA	NA
Botanical Gardens Adventure Pass (\$34)	0	0	1
Brenton Skating Plaza (\$46.50)	0	NA	NA
Des Moines Children's Museum (\$36)	1	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$256	\$0	\$166
Summer Reading Signups (0-11) as of 7/31	495		
Summer Reading Signups (12-18) as of 7/31	84		
Adult Reading Participation as of 7/31	114		
Facebook Page Views (Nov 3-30)		196	182
Facebook Post Reach (Nov 3-30)		4,434	2,228
New Facebook Page Followers (Nov 3-30)		12	12
New Facebook Page Likes (Nov 3-30)		12	13
Website Views		2,510	3,111

[December 2020 Stats](#)

<b>LIBRARY -DECEMBER 2020 STATS SNAPSHOT</b>	<b>December 2019</b>	<b>December 2020 (COVID-19)</b>	<b>November 2020 (COVID-19)</b>
Total Visitors	1,911	0	50
People Checking Out	387	217	208
Polk City Cardholders	335	188	179
Polk City Checkouts	3,084	1,415	1,543
Open Access Cardholders	27	13	10
Open Access Checkouts	258	106	119
Rural Cardholders	25	16	19
Rural Checkouts	204	173	193
Bridges E-book/Audiobook Checkouts	561	669	638
Outgoing ILL Books	32	18	18
Total Checkouts (incl. Bridges & Outgoing ILL)	4,139	2,381	2,511

Auto Renewals (began in September 2018)	814	272	320
Total Checkouts (adjusted for auto-renewal)	3,325	2,109	2,191
Incoming ILL Books	28	25	18
Reserves Placed	223	1,292	1,387
Materials Added	177	142	70
Materials Withdrawn	48	59	46
New Cards Issued	15	4	6
Computer Users	59	0	1
WiFi Users (on site)-Whofi counter started end of 10/19	240	178	176
Reference Questions	69	2	0
AWE Station Usage	122	0	0
AWE Games Played	295	0	0
Adult Programs	21	24	27
Adult Program Attendance	178	148	682-diy video (549)
Youth Programs	12	13	18
Youth Program Attendance	304	281	408
Tutoring	22	0	0
No. of Meeting Room Uses by Outside Groups	1	0	0
Patron Savings (physical materials only)	\$42,884	\$24,201	\$25,315.00
Blank Park Zoo Adventure Pass (\$44)	2	0	0
Science Center of Iowa Adventure Pass (\$44)	2	1	0
Living History Farms Adventure Pass (\$51)	NA	NA	NA
Botanical Gardens Adventure Pass (\$34)	1	0	0
Brenton Skating Plaza (\$46.50)	5	NA	NA
Des Moines Children's Museum (\$36)	0	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$442.50	\$44.00	\$0
Summer Reading Signups (0-11) as of 7/31	495		
Summer Reading Signups (12-18) as of 7/31	84		
Adult Reading Participation as of 7/31	114		
Facebook Page Views (Dec 7-Jan 3)		158	196
Facebook Post Reach (Dec 7-Jan 3)		1,912	4,434
New Facebook Page Followers (Dec 7-Jan 3)		10	12
New Facebook Page Likes (Dec 7-Jan 3)		9	12

Website Views		2,815	2,510
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VI. Liaison report – NONE; Ron Anderson will be the new liaison for 2021

VII. Board Education – Sara Olson; 6:39pm – 6:50pm; 11 minutes of Board education

Board's Role in Storytelling – using this as a marketing tool.

VIII. Agenda Items

1. [Review Strategic Plan](#) – Reviewed; doing good with
2. [Review FY22 Budget Proposal](#) - Reviewed
3. [Approve Resolution 2021-01L](#) Allocating \$4,000 from the Library's trust account to FY22 budget for purchase of Ancestry.com and Park Packs  
MOTION: A motion was made by Rod Bergren and seconded by Corey Hoodjer to approve Resolution 2021-01L.  
MOTION PASSED UNANYMOSLY.
4. [Review Collection Development Policy](#) – Reviewed; no changes
5. [Review Unattended Children Policy](#) – Reviewed; no changes
6. Discuss revising the [policy for loaning Chromebooks to patrons by allowing them to be used off premises.](#) – add as subheading in circulation policy; will be made and reviewed next month.
7. [Review usage statistics](#) and determine if changes should be made to the Saturday hours of operation
  - Currently open 10am-2pm; consider changing open hours 10am-12pm
  - Saturday staff will log how many checkouts are done between 10-12 and 12-2 and revisit in a couple months.
8. [Approve library closures for the coming year](#) – Table to next month; consider having an official policy indicating if Library will be closed on Saturday when the Library is closed on a Friday or Monday due to holiday.
9. Determine next Board Education topic and presenter

IX. Adjourn – meeting was adjourned at 7:30pm.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve adjourning meeting.

MOTION PASSED UNANYMOSLY.

Next Meeting February 1, 2021 at 6:30 PM



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

**AGENDA FOR POLK CITY LIBRARY BOARD MEETING**  
**Polk City Community Library Meeting Room, 1500 W. Broadway**  
**Tuesday, January 5, 2021 at 5:00 pm**  
**Meeting held via Zoom**  
[Live Participation Link](https://us02web.zoom.us/j/85497836080)  
<https://us02web.zoom.us/j/85497836080>

I. Call to order: 5:06 pm

- Trustees Present: Lisa Mart, Rod Bergren, Angie Conley (called in)

II. Approval of the agenda

- Motion: Bergren
- Second: Conley

III. Agenda Items

1. [Approve Resolution 2021-02L](#) hiring Ava Fosselman as a library page
  - a. Motion: Conley
  - b. Second: Bergren

IV. Adjourn: 5:07 pm

- Motion: Bergren
- Second: Conley

Next Meeting February 1, 2021 at 6:30 PM

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

# Library Director's Report

## February 2021

### Library Statistics:

- Circulation and library usage.
  - January 2021 circulation increased by 109 checkouts compared to December 2020.
  - January 2021 circulation decreased by 2,212 checkouts compared to January 2020 (approximately 37%).
  - 3 Adventure Passes were used in January for a value of \$112.
  - Library Patrons saved \$24,018 in January by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  - 8 puzzles were borrowed from the puzzle exchange
  - 11 passport applications were processed
  - 2 Notary appointments
- [2nd Quarter Stats](#)
  - Circulation: 7,432 (down 6,262 compared to second quarter FY20)

### What's New:

- Director Noack is working full-time in the library as of January 18, 2021.
- Staff training took place on January 18. PCPD Chief Siepker provided training handling threats within the library. Staff also practiced all aspects of processing passports. Discussion of summer reading programs.
- We began accepting passports applications on January 19 and have been very busy with them, especially Saturday mornings.
- The library closed early 2 days and opened late one day due to weather conditions in January.
- The interior of the library will be painted the week of February 8.
- We are planning to reopen the library by appointment beginning on or around February 17. Painting is scheduled to be completed February 15 and it will take another day for us to get everything put back where it belongs.
- 50 individuals participated in our Winter Reading Challenge (30 adults, 20 youth)
- Director Noack was asked to share about the ALA Libraries Transform Communities grant we received with library directors in the central Iowa region during an online meeting last week. Several libraries are reaching out to us for more information on the program we will be hosting on social media.
- Director Noack attended the webinar on the new Board of Trustees handbook last week. I will share more information during the March board education. I anticipate the handbook being the focus of our board education in 2021.
- We are considering adding a pergola structure and patio furniture on the "patio" area in front of the library to allow coffee groups, book clubs, Sit & Stitch, etc. programs etc to be held this spring/summer. Public works has agreed to assemble the structure and secure it to the pavement. I am working with city hall to complete site plans, etc.
- The Friends of the Library are doing a fundraiser for our "mobile library". Valentine goodie bags are being sold for \$20. They include items from local small businesses.

## 2021 Library Closings

Friday, January 1	closed	city holiday
Monday, January 18	closed	staff training
Friday, April 2	closed	city holiday
Saturday, April 3	closed	w/Board approval
Either May 27 or May 28	close at 4:30	SRP Kickoff on Square
Monday, May 31	closed	city holiday
Monday, July 5	closed	4th of July
Friday, July 16	close at 12:00	prepare Four Seasons Festival
Saturday, July 17	closed	Four Seasons Festival
Monday, September 6	closed	city holiday
Wednesday, November 24	close at 5:00	Thanksgiving Eve
Thursday, November 25	closed	city holiday
Friday, November 26	closed	city holiday
Saturday, November 27	closed	w/Board approval
TBD	close at 4:30	Square Lighting
TBD	11:30-1:00	City Holiday Luncheon
Thursday, December 23	closed	city holiday
Friday, December 24	closed	city holiday
Saturday, December 25	closed	city holiday
Friday, December 31	closed	New Year on Saturday
Friday, December 31, 2021	closed	city holiday
Saturday, January 1, 2021	closed	city holiday



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** January 26, 2021  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker

**Subject:** Police Department- Security Services fee

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**BACKGROUND:** The City currently has a set fee of \$40/hour per officer to provide security services for special events. This was the average rate that was being charged across metro departments in 2017. After re-evaluating what other departments currently charge for public and private event security services, it was determined that \$50/hour per officer would be more comparable to most metro departments in Polk County. Raising the rate to \$50/hour will more than cover all costs to pay an officer at their over-time rate when assigned to work special events or other security details. The current average over-time rate for the Police Department staff is \$44/hour.

**ALTERNATIVES:** Keep the Security Service fee set at \$40/hour per officer.

**FINANCIAL CONSIDERATIONS:** Raising the rate to provide security services for public and private events from \$40/hour to \$50/hour will cover all cost the department would be spending to provide an officer at an over-time rate. The previous rate would not cover all expenses at the current over-time average rate of a Police Officer.

**RECOMMENDATION:** It is my recommendation that the Council approve the security service fee rate change for the Police Department to provide security services for public and private events.





# 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

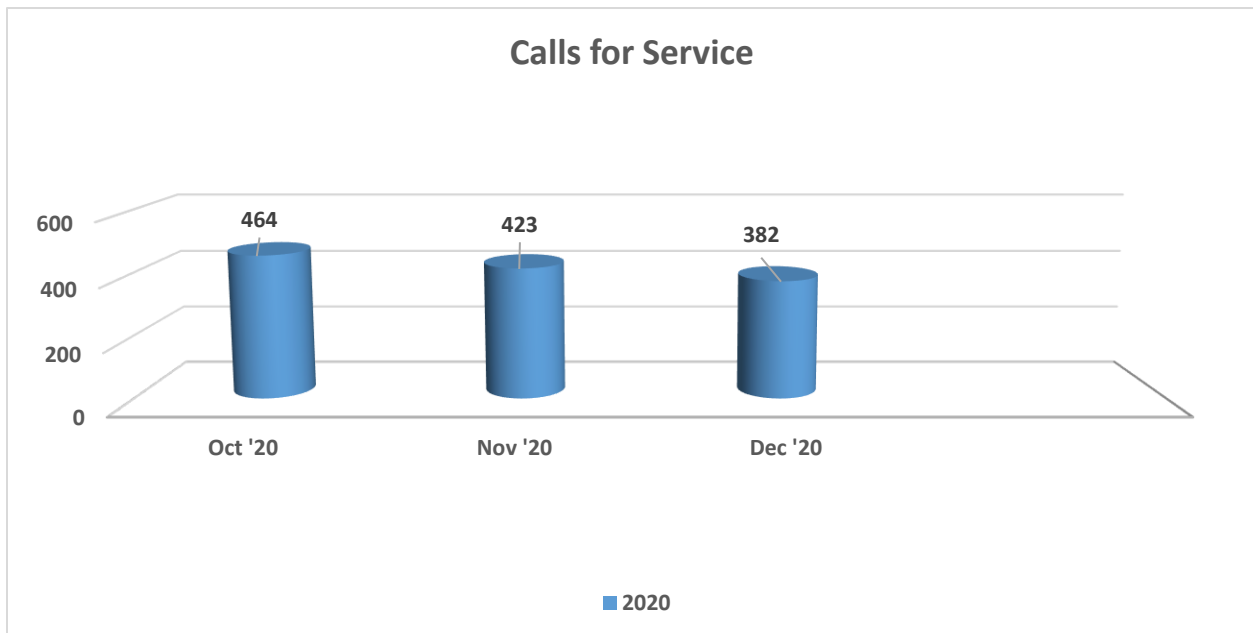
From: Lieutenant Aswegan

Date: January 8<sup>th</sup>, 2021

Re: December 2020 Monthly Report

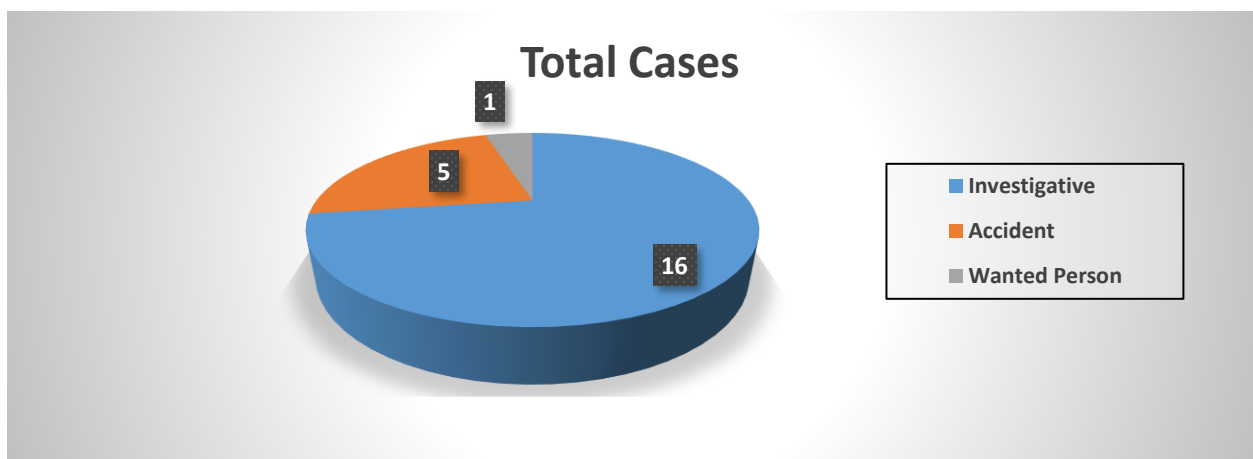
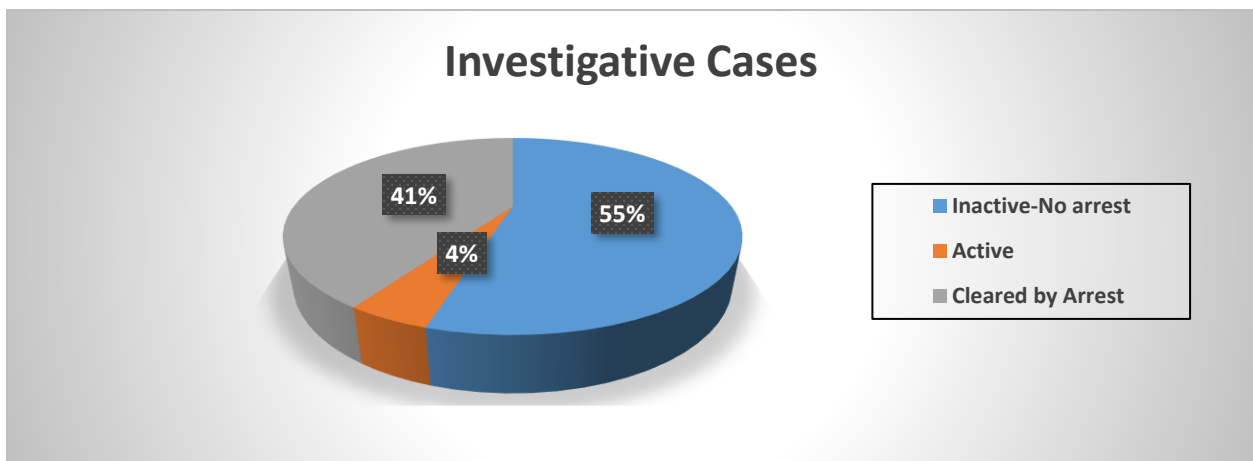
## Calls for Service

The total calls for service for the month of December were **382**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **72** traffic stops.



## Cases Made

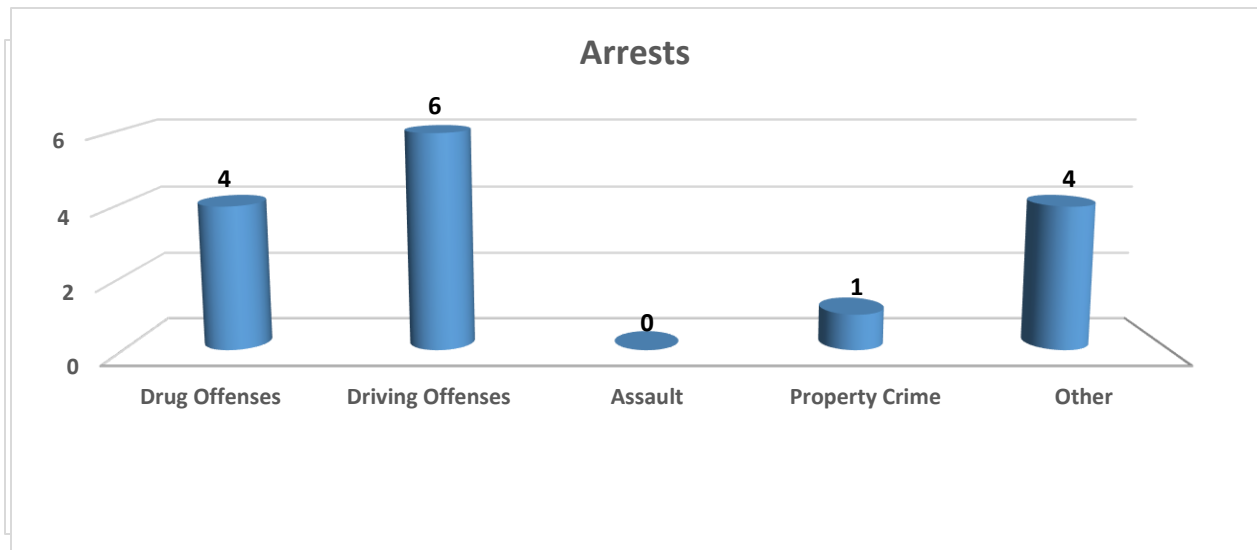
The Police Department had **22** total cases during the month of December. **17** of the cases were investigative incident reports and **5** were traffic crashes. There is **1** active investigation from this month. There was a **41%** rate of cases cleared by arrest, for investigative cases in December.





## Arrests Made

The Police Department made **15** arrests and issued **23** citations and **59** warnings. The arrests consisted of **4** drug related offenses, **6** driving offenses, **2** charges for Possession of Alcohol Underage, **1** for theft of motor vehicle, and **1** for harassment, **1** wanted person.



## Notable Incidents

On December 10<sup>th</sup>, a Polk City Police Officer conducted a traffic stop after observing a vehicle swerving on the roadway in the 400 block of N. 3<sup>rd</sup> Street. An investigation revealed that the driver, a 27-year-old Boone man, was driving while under the influence of marijuana and alcohol. His blood alcohol concentration was determined to be twice the legal limit, in addition to an unknown amount of THC in his system. He was also found in possession of approximately 6 grams of marijuana. The driver was charged with OWI-1<sup>st</sup> Offense and Possession of Marijuana.

On December 12<sup>th</sup>, a Polk City Police Officer was dispatched to the 12000 block of NW Big Creek Drive for a report that a vehicle collided with a tree. An investigation revealed that the driver, a 54-year-old Ankeny man, was intoxicated and had driven his vehicle off the road and collided with a tree. The man was uninjured. He was charged with OWI-1<sup>st</sup> Offense.

On December 14<sup>th</sup>, a Polk City Police Officer was dispatched to a residence for a report of a motor vehicle theft. An investigation revealed that a 42-year-old 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 the whereabouts of the vehicle and through that investigation probable cause was established to charge the suspect with Operating a Motor Vehicle w/o Owner's Consent. The vehicle and the suspect were located that evening. The suspect was charged and booked into the Polk County jail. The vehicle owner received his vehicle back.

## **Officer Training**

Officer Delaney attended a web-based course titled “Identifying Criminal Vehicle & Occupants”. This course is designed to train officers in interdicting criminal activity. Officers learn subtle indicators of deception by criminals and how to uncover evidence that would otherwise go undetected.

### **Training Hours: 8**

Lamfers	0
Untrauer	0
Aicher	0
Siepker	0
Wilson	0
Aswegan	0
Delaney	8

## Canine Program



Officer Aicher and Eudoris were deployed 2 times in December. Both deployments were for narcotics detection.

On December 23<sup>rd</sup>, Officer Aicher and K9 Eudoris were requested to assist Ankeny PD with a drug investigation. An Ankeny Officer had been dispatched to a report of 2 females using narcotics at the Wal-Mart parking lot. K9 Eudoris was deployed on the vehicle and alerted to the odor of narcotics in the vehicle. An investigation resulted in the discover of methamphetamine, marijuana, and drug paraphernalia. Charges were filed by the Ankeny Police Department.

## **Community Outreach**

Polk City Police Officers assisted with the Santa Parade on December 4<sup>th</sup>. The parade was led by Lt. Aswegan and traffic control was conducted by Officers Wilson, Aicher and Delaney.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 8, 2021 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Jason Thraen, Parks & Recreation Director

**Subject:** **Parks & Recreation Department Updates for January 2021**

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1. As part of the regional park master plan project with Confluence, an advisory committee of stakeholder representatives was formed and met 1-27-2021. Stakeholders include City of Polk City, Polk City Parks & Recreation, Polk City Public Works, Polk City Parks Commission, North Polk Community School District, North Polk United Soccer, and Polk City Little League. Each stakeholder group will have a specific meeting with Confluence to share their vision of the regional park. Once complete, the advisory committee will meet again to discuss how each group's vision can be incorporated into this exciting project.
2. Polk City was awarded Tree City USA status for 2020. This marks 28 years in a row Polk City has been awarded this recognition.
3. Polk City was awarded the Tree City USA Growth Award for 2020. This marks 27 of the past 28 years Polk City has been a recipient of this award.
4. Parks and Recreation staff applied for a 2021 Iowa Foundation for Parks & Recreation mini grant in the amount of \$1,000.00. If chosen, funds would be used to purchase equipment for future department programming.

\_\_\_\_\_ introduced the following resolution entitled “**RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND**” and moved that the same be adopted. \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYES: \_\_\_\_\_

\_\_\_\_\_

Whereupon, the Mayor declared the following Resolution duly adopted:

**RESOLUTION NO. 2021-10**

**RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:**

Section 1. That the following bid for the construction of certain public improvements described in general as the 2021 Street Repairs Project, described in the plans and specifications heretofore adopted by this Council on January 25, 2021, be and are hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: Caliber Concrete, LLC  
309 Audubon Street  
Adair, Iowa 50002

Date of contract: February 8, 2021

Amount of contract: \$144,525.60

Bond surety: Westfield Insurance Company

Date of bond: February 8, 2021

Portion of project: All construction Work

**PASSED AND APPROVED** this 8th day of February 2021.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

(CONT. CONTRACT)

S&A Project No. 120.0908.01

CONTRACT NO. 120.0908

DATE \_\_\_\_\_

**CONTRACT**

THIS CONTRACT, made and entered into at Polk City, Iowa this 8<sup>th</sup> day of February, 2021, by and between the City of Polk City by its Mayor, upon order of its City Council hereinafter called the "Jurisdiction," and Caliber Concrete, LLC, hereinafter called the "Contractor."

WITNESSETH:

The Contractor hereby agrees to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the City Clerk. This contract includes all contract documents. The work under this contract shall be constructed in accordance with the SUDAS Standard Specifications, 2020 Edition, and as further modified by the supplemental specifications and special provisions included in said contract documents, and the Contract Attachment - Item 1: General, which is attached hereto. The Contractor further agrees to complete the work in strict accordance with said contract documents, and to guarantee the work as required by law, for the time required in said contract documents, after its acceptance by the Jurisdiction.

This contract is awarded and executed for completion of the work specified in the contract documents for the bid prices shown on the Contract Attachment - Item 2: Bid Items, Quantities, and Prices, which were proposed by the Contractor in its proposal submitted in accordance with the Notice to Bidders and Notice of Public Hearing for the following described improvements:

**2021 STREET REPAIRS PROJECT**

The Project includes the full depth PCC replacement of public streets, PCC driveway approach replacement, PCC crack sealing, and sidewalk repairs at various locations in Polk City, Iowa. The Project consists of approximately 700 SY of PCC Full Depth Repair, modifications to seven storm sewer structures, 140 SY of sidewalk repairs, and associated work.



The Contractor agrees to perform said work for and in consideration of the Jurisdiction's payment of the bid amount of ONE HUNDRED FORTY-FOUR THOUSAND FIVE HUNDRED TWENTY-FIVE AND 60/100 dollars (\$144,525.60) which amount shall constitute the required amount of the performance, maintenance, and payment bond. The Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written notice to proceed by the Jurisdiction and to fully complete the project 2021 STREET REPAIRS PROJECT within 30 working days and to pay liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred dollars (\$500.00) for each calendar day thereafter that the work remains incomplete.

IN WITNESS WHEREOF, the Parties hereto have executed this instrument, in triplicate on the date first shown written.

JURISDICTION

CONTRACTOR

By \_\_\_\_\_  
Jason Morse, Mayor

Caliber Concrete, LLC  
Contractor

(Seal)  
ATTEST:

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Jenny Gibbons, Clerk

*Coowner*  
Title

309 Audubon Street  
Street Address

Adair, Iowa 50002  
City, State, Zip Code

515-979-2004  
Telephone

CONTRACTOR PUBLIC REGISTRATION INFORMATION To Be Provided By:

1. All Contractors: The Contractor shall enter its Public Registration Number C1155-86 issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code.
2. Out-of-State Contractors:
  - A. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the division of labor services of the department of workforce development. It is the contractor's responsibility to comply with said Section 91C.7 before commencing this work.
  - B. Prior to entering into contract, the designated low bidder, if it is a corporation organized under the laws of a state other than Iowa, shall file with the Engineer a certificate from the Secretary of the State of Iowa showing that it has complied with all the provisions of Chapter 490 of the Iowa Code, or as amended, governing foreign corporations.

NOTE: All signatures on this contract must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.

CORPORATE ACKNOWLEDGMENT

State of Iowa )  
 ) SS  
Adair County)

On this 28<sup>th</sup> day of January, 2021, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jason Martin and \_\_\_\_\_, to me known, who, being by me duly sworn, did say that they are the Co-owner, and \_\_\_\_\_, respectively, of the corporation executing the foregoing instrument; that (no seal has been procured by) (the seal affixed thereto is the seal of) the corporation; that said instrument was signed (and sealed) on behalf of the corporation by authority of this Board of Directors; that Jason Martin and \_\_\_\_\_ acknowledged the execution of the instrument to be the voluntary act and deed of the corporation, by it and by them voluntarily executed.

Patricia Peterson  
\_\_\_\_\_  
Notary Public in and for the State of Iowa  
My commission expires January 24, 2024

PARTNERSHIP ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
 ) SS  
\_\_\_\_\_ County)

On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that the person is one of the partners of \_\_\_\_\_, a partnership, and that the instrument was signed on behalf of the partnership by authority of the partners and the partner acknowledged the execution of the instrument to be the voluntary act and deed of the partnership by it and by the partner voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_, 20 \_\_\_\_

INDIVIDUAL ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
 ) SS  
\_\_\_\_\_ County)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known to be the identical person(s) named in and who executed the foregoing instrument, and acknowledged that (he) (she) (they) executed the instrument as (his) (her) (their) voluntary act and deed.

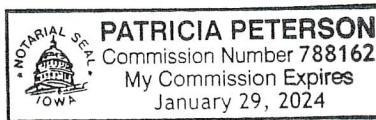
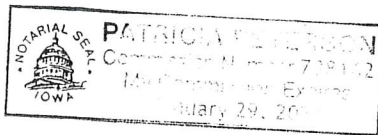
\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_, 20\_\_\_\_

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

State of Iowa )  
 ) SS  
Adair County)

On this 28<sup>th</sup> day of January, 2021, before me a Notary Public in and for said county, personally appeared Jason Martin, to me personally known, who being by me duly sworn did say that person is Co-owner of said Caliber Concrete, LLC, that (the seal affixed to said instrument is the seal of said OR no seal has been procured by the said) Caliber Concrete, LLC, and that said instrument was signed and sealed on behalf of the said Caliber Concrete, LLC, by authority of its managers and the said Jason Martin acknowledged the execution of said instrument to be the voluntary act and deed of said \_\_\_\_\_, by it voluntarily executed.

Patricia Peterson  
Notary Public in and for the State of Iowa  
My commission expires January 29, 2021



**CONTRACT ATTACHMENT: ITEM 2 - BID ITEMS AND QUANTITIES**

This contract is awarded and executed for completion of the work specified in the contract documents for the bid prices tabulated below as proposed by the Contractor in its proposal submitted in accordance with notice to bidders and notice of public hearing. All quantities are subject to revision by the Jurisdiction. Quantity changes that amount to 20% or less of the amount bid shall not affect the unit bid price.

ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL PRICE
<b>2 EARTHWORK</b>					
Below Grade Excavation (Core					
2.1	Out)	CY	135	\$ 110.00	\$ 14,850.00
2.2	Subgrade Treatment, Geogrid, Triangular	SY	380	\$ 9.00	\$ 3,420.00
2.3	Special Backfill	TON	10	\$ 50.00	\$ 500.00
<b>STRUCTURES FOR</b>					
<b>6 SANITARY AND STORM</b>					
6.1	Remove Intake	EA	3	\$ 2,000.00	\$ 6,000.00
6.2	Intake, SW-501, Cast In Place	EA	2	\$ 4,500.00	\$ 9,000.00
6.3	Intake, SW-505, Cast In Place	EA	1	\$ 4,500.00	\$ 4,500.00
6.4	Intake Adjustment, Minor	EA	3	\$ 1,500.00	\$ 4,500.00
6.5	Manhole Adjustment, Minor	EA	1	\$ 1,500.00	\$ 1,500.00
<b>STREETS AND RELATED</b>					
<b>7 WORK</b>					
7.1	Full Depth Patches	SY	700	\$ 107.18	\$ 75,026.00
7.2	Crack and Joint Cleaning and Filling, Hot Pour	LF	280	\$ 3.00	\$ 840.00
7.3	Removal of Paved Driveway	SY	30	\$ 10.00	\$ 300.00
7.4	Removal of Sidewalk	SY	150	\$ 10.00	\$ 1,500.00
7.5	Driveway, Paved, PCC, 6"	SY	30	\$ 47.16	\$ 1,414.80
7.6	Sidewalk, PCC, 6"	SY	140	\$ 67.32	\$ 9,424.80
7.7	Detectable Warning	SF	90	\$ 25.00	\$ 2,250.00
<b>8 TRAFFIC CONTROL</b>					
8.1	Temporary Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00
<b>11 TRAFFIC CONTROL</b>					
11.1	Miscellaneous	LS	1	\$ 8,000.00	\$ 8,000.00
<b>TOTAL CONTRACT AMOUNT \$</b>					<b>144,525.60</b>

SURETY BOND NO. 071063H

**PERFORMANCE, PAYMENT, AND MAINTENANCE BOND**

KNOW ALL BY THESE PRESENTS:

That we, Caliber Concrete, LLC, as Principal (hereinafter the "Contractor" or "Principal" and Westfield Insurance Company, as Surety are held and firmly bound unto City of Polk City, Iowa, as Obligee (hereinafter referred to as "the Jurisdiction"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of ONE HUNDRED FORTY-FOUR THOUSAND FIVE HUNDRED TWENTY-FIVE AND 60/100 dollars (\$144,525.60), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Jurisdiction, bearing date the 8th day of February, 2021, hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following described improvements:

**2021 STREET REPAIRS PROJECT**

The Project includes the full depth PCC replacement of public streets, PCC driveway approach replacement, PCC crack sealing, and sidewalk repairs at various locations in Polk City, Iowa. The Project consists of approximately 700 SY of PCC Full Depth Repair, modifications to seven storm sewer structures, 140 SY of sidewalk repairs, and associated work.

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents. Provided, however, that one year after the date of acceptance as complete of the work under the above referenced Contract, the maintenance portion of this Bond shall continue in force but the penal sum for maintenance shall be reduced to the sum of ONE HUNDRED FORTY-FOUR THOUSAND FIVE HUNDRED TWENTY-FIVE AND 60/100 dollars (\$144,525.60), which is the cost associated with those items shown on the proposal and in the Contract that require a maintenance bond period in excess of one year.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. **PERFORMANCE:** The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Jurisdiction from all outlay and expense incurred by the Jurisdiction by reason of the Contractor's default of failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. **PAYMENT:** The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Jurisdiction is required to retain

until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.

3. MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:
  - A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of four (4) years from the date of acceptance of the work under the Contract;
  - B. To keep all work in continuous good repair; and
  - C. To pay the Jurisdiction's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Jurisdiction all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.
  
4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:
  - A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
  - B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
  - C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.
  - D. That no provision of this Bond or of any other contract shall be valid that limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
  - E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Jurisdiction including interest, benefits, and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorney's fees (including overhead expenses of the Jurisdiction's staff attorneys), and all costs and expenses of litigation as they are incurred by the Jurisdiction. It is intended the Contractor and Surety will defend and indemnify the Jurisdiction on all claims made against the Jurisdiction on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Jurisdiction will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Jurisdiction incurs any "outlay and expense" in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Jurisdiction whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be Polk County, State of Iowa. If legal action is required by the Jurisdiction to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Contractor and the Surety agree, jointly, and severally, to pay the Jurisdiction all outlay and expense incurred therefor by the Jurisdiction. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Witness our hands, in triplicate, this 8th day of February, 2021.

Surety Countersigned By:

Jill Shaffer  
Signature of Agent

Jill Shaffer  
Printed Name of Agent

LMC Insurance & Risk Management  
Company Name

4200 University Avenue #200  
Company Address

West Des Moines, IA 50266  
City, State, Zip Code

515-244-0166  
Company Telephone Number

**FORM APPROVED BY:**

\_\_\_\_\_  
Attorney for Jurisdiction

**PRINCIPAL:**

Caliber Concrete, LLC  
Contractor

By: [Signature]  
Signature  
Coowner  
Title

**SURETY:**

Westfield Insurance Company  
Surety Company

By: Jill Shaffer  
Signature Attorney-in-Fact Officer

Jill Shaffer  
Printed Name of Attorney-in-Fact Officer

Westfield Insurance Company  
Company Name

PO Box 5001  
Company Address

Westfield Center, OH 44251-5001  
City, State, Zip Code

330-889-0101  
Company Telephone Number

**NOTE:**

1. All signatures on this performance, payment, and maintenance bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.



THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 06/07/16, FOR ANY PERSON OR PERSONS NAMED BELOW.

General Power of Attorney

POWER NO. 1429172 00

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint MARK E. KEAIRNES, JOSEPH I. SCHMIT, JEFFREY R. BAKER, JILL SHAFFER, GREG T. LAMAIR, NANCY D. BALTUTAT, PATRICK K. DUFF, CHRISTOPHER R. SEIBERLING, JOINTLY OR SEVERALLY

of WEST DES MOINES and State of IA its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-In-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-In-Fact to represent and act for and on behalf of the Company subject to the following provisions:

"The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 07th day of JUNE A.D., 2016 .

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

Handwritten signature of Dennis P. Baus

By: Dennis P. Baus, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 07th day of JUNE A.D., 2016 , before me personally came Dennis P. Baus to me known, who, being by me duly sworn, did depose and say, that he resides in Wooster, Ohio; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



Handwritten signature of David A. Kotnik

David A. Kotnik, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 8th day of February A.D., 2021 .



Handwritten signature of Frank A. Carrino Secretary

Frank A. Carrino, Secretary



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/2/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> LMC Insurance & Risk Management, Inc. 4200 University Ave., Suite 200 West Des Moines IA 50266-5945	<b>CONTACT NAME:</b> Jolene Johnson <b>PHONE (A/C No. Ext):</b> 515-237-0177 <b>E-MAIL ADDRESS:</b> jolene.johnson@lmcins.com		<b>FAX (A/C, No):</b> 515-244-9535
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> Caliber Concrete LLC PO Box 248, 309 Audubon St Adair IA 50002	<b>INSURER A:</b> Midwest Builders' Casualty Mutual Company		<b>NAIC #</b> 13126
	<b>INSURER B:</b> Selective Insurance Company of America		12572
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

**COVERAGES**

CERTIFICATE NUMBER: 945642114

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	S2418658	4/1/2020	4/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	S2418658	4/1/2020	4/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y	Y	S2418658	4/1/2020	4/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y	WC100-0001914-2020A	4/1/2020	4/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000


**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

City of Polk City and Snyder & Associates, Inc. and their employees and agents are Additional Insured - Ongoing Operations and Completed Operations on a primary and non-contributory basis when required in a written contract, agreement or permit with respects to the General Liability policy per form CG7988 (01/19)

Waiver of Subrogation applies when required in a written contract, agreement or permit to the General Liability policy per form CG7300 (01/16)

City of Polk City and Snyder & Associates, Inc. and their employees and agents are Additional Insured on a primary and non-contributory basis when required in a written contract, permit or agreement with respects to the Auto Liability policy per form CA7809 (11/17)  
See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

City of Polk City 112 3rd Street; PO Box 426 Polk City IA 50226	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**ADDITIONAL REMARKS SCHEDULE**

AGENCY LMC Insurance & Risk Management, Inc.		NAMED INSURED Caliber Concrete LLC PO Box 248, 309 Audubon St Adair IA 50002	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Waiver of subrogation applies when required in an insured contract to the Auto Liability policy per form CA7809 (11/17)  
 Waiver of subrogation applies to the Workers Compensation policy per form WC000313 (04/84)  
 Umbrella is Follow Form



## City of Polk City, Iowa City Council Agenda Communication

**Date:** February 8, 2021 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** 2<sup>nd</sup> Reading of Sewer Rate Ordinance

---

**BACKGROUND:** On Monday, the City Council will have the 2<sup>nd</sup> 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 second reading of the proposed Ordinance

**FINANCIAL CONSIDERATIONS:** 6.5% revenue increase

**RECOMMENDATION:** It is my recommendation that the Council approve the 2<sup>nd</sup> reading of an Ordinance related to sewer rates for next fiscal year. Because this is a rate increase, I recommend all 3 readings occur at separate Council meetings.

**CITY OF POLK CITY, IOWA**

**Ordinance No. 2021-1000**

**AN ORDINANCE AMENDING CHAPTER 99, SECTION 99.02, SEWER SERVICE CHARGES**

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

**Section 1.** The Polk City Code, Chapter 99, Section 99.02, Sewer Service Charges, is hereby amended by deleting the section and inserting the following:

**99.02 SEWER SERVICE.** Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system as follows:

1. Service Availability Charge. A service availability charge of \$18.43 per month (minimum bill).
2. Usage Charge. A usage charge of \$12.09 per each 1,000 gallons of water used.

**Section 2.** The new Sanitary Sewer rates will start with meter reads in the month of June 2021, payable in July 2021.

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

**PASSED AND ADOPTED** by the City Council of Polk City, Iowa, on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk

First reading:  
Second reading:  
Third reading:  
Publication Date by posting:



## City of Polk City, Iowa City Council Agenda Communication

**Date:** February 8, 2021 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** 2<sup>nd</sup> Reading of Water Rate Ordinance

---

**BACKGROUND:** On Monday, the City Council will have the 2<sup>nd</sup> 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 second reading of the proposed Ordinance

**FINANCIAL CONSIDERATIONS:** 6.5% revenue increase

**RECOMMENDATION:** It is my recommendation that the Council approve the 2<sup>nd</sup> reading of an Ordinance related to water rates for next fiscal year. Because this is a rate increase, I recommend all 3 readings occur at separate Council meetings.

**ORDINANCE NO. 2021-1100**

**AN ORDINANCE AMENDING CHAPTER 92, WATER RATES, SECTION 92.02,  
RATES FOR SERVICE**

---

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

**Section 1.** Chapter 92, of the Polk City Code of Ordinances; Water Rates, Section 92.02, Rates for Service is hereby amended by deleting the section and inserting the following: 92.02 Water Service. Service shall be furnished at the following monthly rates and classification within the City:

1. Domestic rate is the water used for human consumption and needs of a particular location.

<u>Gallons Used per Month</u>	<u>Rate</u>
Service Availability Charge	\$9.37 (minimum bill)
Usage Charge	\$6.27 per 1,000 gallons

2. Irrigation/Garden rate is the water used for irrigation/garden purposes and these water uses are billed on a separate meter from the domestic meter.

<u>Gallons Used per Month</u>	<u>Rate</u>
All usage/1000 gallons	\$10.70 (minimum bill)

**Section 2.** The new water rates will start with meter reads in the month of June 2021, payable in July 2021.

**Section 3.** All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

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

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting: