

Agenda

Notice of Meeting

Polk City | City Council

January 25, 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. 2021 Street Repairs Project
 - i. Public Hearing
 - ii. Resolution 2021-06 Adopting Plans, Specifications, and Form of Contract
 - iii. Resolution 2021-07 Awarding Contract

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 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. 3rd 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

7. Business Items

- a. Approve Citizen Academy Fall 2021 Program
- b. First Reading of Ordinance 2021-1000 amending Sewer Rates
- c. First 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 February 8, 2021



January 21, 2021

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

RE: REPORT OF BIDS AND RECOMMENDATION OF AWARD OF CONTRACT
2021 STREET REPAIRS PROJECT
S&A PROJECT NO.: 120.0908.01

Dear Honorable Mayor and City Council:

The bid letting for the above reference project was held by City Staff and Snyder & Associates, Inc. on Wednesday, January 20, 2021, and produced nine bidders. Bids ranged from the low bid of \$144,525.60 to the high bid of \$199,925.00. The low bidder was Caliber Concrete, LLC of Adair, Iowa with a bid of \$144,525.60. The low bid is approximately \$22,000 under the engineer's estimate of \$166,550.00 for construction without contingencies.

Caliber Concrete, LLC has worked successfully in the Des Moines area with Snyder & Associates, Inc. in the past, including the completion of the Chichaqua Valley Trail Extension for the Polk County Conservation Board and a number of subdivisions throughout Central Iowa.

It is our recommendation that the City of Polk City accept the apparent low bid.

We will be in attendance at the January 25, 2021 council meeting. Please feel free to call me at 515-964-2020 or email jwhaldeman@snyder-associates.com if you have any questions or need any additional information.

Sincerely,

SNYDER & ASSOCIATES, INC.

John W. Haldeman, P.E.
Project Engineer

Enclosures (Bid Tab)

CC: Mike Schulte, Polk City Public Works Director
Chelsea Huisman, City Manager
Travis Thornburgh, Snyder & Associates, Inc.
Kathleen Connor, Snyder & Associates, Inc.

TABULATION OF BIDS

2021 Street Repairs Project
 City of Polk City
 Project No.: 120.0908
 Bid Date/Time: January 20, 2021 at 10:00 AM

ITEM	DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		1 CALIBER CONCRETE LLC ADAIR, IA		2 ALL STAR CONCRETE LLC ANKENY, IA		3 CONCRETE CONNECTION LLC JOHNSTON, IA		4 ROGNES CORP ANKENY, IA		5 SYNERGY CONTRACTING, LLC ALTOONA, IA	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
				EARTHWORK											
2.1	Below Grade Excavation (Core Out)	CY	135	\$ 110.00	\$ 14,850.00	\$ 110.00	\$ 14,850.00	\$ 12.66	\$ 1,709.10	\$ 50.00	\$ 6,750.00	\$ 40.00	\$ 5,400.00	\$ 35.00	\$ 4,725.00
2.2	Subgrade Treatment, Geogrid, Triangular	SY	380	\$ 5.00	\$ 1,900.00	\$ 9.00	\$ 3,420.00	\$ 17.41 (1)	\$ 6,615.80	\$ 10.00	\$ 3,800.00	\$ 5.00	\$ 1,900.00	\$ 14.00	\$ 5,320.00
2.3	Special Backfill	TON	10	\$ 65.00	\$ 650.00	\$ 50.00	\$ 500.00	\$ 34.82 (2)	\$ 348.20	\$ 50.00	\$ 500.00	\$ 39.00	\$ 390.00	\$ 42.00	\$ 420.00
STRUCTURES FOR SANITARY AND STORM															
6.1	Remove Intake	EA	3	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00	\$ 6,000.00	\$ 1,266.00	\$ 3,798.00	\$ 500.00	\$ 1,500.00	\$ 1,750.00	\$ 5,250.00	\$ 1,400.00	\$ 4,200.00
6.2	Intake, SW-501, Cast In Place	EA	2	\$ 3,500.00	\$ 7,000.00	\$ 4,500.00	\$ 9,000.00	\$ 3,850.75	\$ 7,701.50	\$ 3,000.00	\$ 6,000.00	\$ 5,000.00	\$ 10,000.00	\$ 6,930.00	\$ 13,860.00
6.3	Intake, SW-505, Cast In Place	EA	1	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 5,802.50	\$ 5,802.50	\$ 4,000.00	\$ 4,000.00	\$ 6,500.00	\$ 6,500.00	\$ 9,590.00	\$ 9,590.00
6.4	Intake Adjustment, Minor	EA	3	\$ 2,000.00	\$ 6,000.00	\$ 1,500.00	\$ 4,500.00	\$ 1,055.00	\$ 3,165.00	\$ 1,500.00	\$ 4,500.00	\$ 1,750.00	\$ 5,250.00	\$ 1,995.00	\$ 5,985.00
6.5	Manhole Adjustment, Minor	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,055.00	\$ 1,055.00	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00	\$ 2,240.00	\$ 2,240.00
STREETS AND RELATED WORK															
7.1	Full Depth Patches	SY	700	\$ 100.00	\$ 70,000.00	\$ 107.18	\$ 75,026.00	\$ 103.55	\$ 72,485.00	\$ 125.00	\$ 87,500.00	\$ 123.00	\$ 86,100.00	\$ 91.00	\$ 63,700.00
7.2	Crack and Joint Cleaning and Filling, Hot Pour	LF	280	\$ 5.00	\$ 1,400.00	\$ 3.00	\$ 840.00	\$ 2.11	\$ 590.80	\$ 5.00	\$ 1,400.00	\$ 5.00	\$ 1,400.00	\$ 7.00	\$ 1,960.00
7.3	Removal of Paved Driveway	SY	30	\$ 25.00	\$ 750.00	\$ 10.00	\$ 300.00	\$ 14.24 (3)	\$ 427.20	\$ 25.00	\$ 750.00	\$ 28.00	\$ 840.00	\$ 28.00	\$ 840.00
7.4	Removal of Sidewalk	SY	150	\$ 25.00	\$ 3,750.00	\$ 10.00	\$ 1,500.00	\$ 14.24 (4)	\$ 2,136.00	\$ 25.00	\$ 3,750.00	\$ 16.50	\$ 2,475.00	\$ 28.00	\$ 4,200.00
7.5	Driveway, Paved, PCC, 6"	SY	30	\$ 125.00	\$ 3,750.00	\$ 47.16	\$ 1,414.80	\$ 54.00	\$ 1,620.00	\$ 60.00	\$ 1,800.00	\$ 65.00	\$ 1,950.00	\$ 77.00	\$ 2,310.00
7.6	Sidewalk, PCC, 6"	SY	140	\$ 125.00	\$ 17,500.00	\$ 67.32	\$ 9,424.80	\$ 65.00	\$ 9,100.00	\$ 75.00	\$ 10,500.00	\$ 70.00	\$ 9,800.00	\$ 77.00	\$ 10,780.00
7.7	Detectable Warnings	SF	90	\$ 50.00	\$ 4,500.00	\$ 25.00	\$ 2,250.00	\$ 35.00	\$ 3,150.00	\$ 50.00	\$ 4,500.00	\$ 45.00	\$ 4,050.00	\$ 77.00	\$ 6,930.00
TRAFFIC CONTROL															
8.1	Temporary Traffic Control	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,534.25	\$ 3,534.25	\$ 4,250.00	\$ 4,250.00	\$ 4,000.00	\$ 4,000.00	\$ 4,200.00	\$ 4,200.00
MISCELLANEOUS															
11.1	Mobilization	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 8,000.00	\$ 8,000.00	\$ 25,450.00	\$ 25,450.00	\$ 11,000.00	\$ 11,000.00	\$ 7,500.00	\$ 7,500.00	\$ 21,000.00	\$ 21,000.00
TOTAL BID:				\$ 166,550.00		\$ 144,525.60		(5) \$ 148,688.35		\$ 154,000.00		\$ 154,555.00		\$ 162,260.00	
BID SECURITY:						10%		10%		10%		10%		10%	

Notes

- 1- Extended bid price was incorrectly listed as \$6,614.85. Does not affect bid result.
- 2- Extended bid price was incorrectly listed as \$348.15. Does not affect bid result.
- 3- Extended bid price was incorrectly listed as \$427.28. Does not affect bid result.
- 4- Extended bid price was incorrectly listed as \$2,136.38. Does not affect bid result.
- 5- Total bid price was incorrectly listed as \$148,687.81. Does not affect bid result.

TABULATION OF BIDS

2021 Street Repairs Project
 City of Polk City
 Project No.: 120.0908
 Bid Date/Time: January 20, 2021 at 10:00 AM

ITEM	DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		6 HOWREY CONSTRUCTION, INC ROCKWELL CITY, IA		7 TK CONCRETE, INC PELLA, IA		8 MPS ENGINEERS PC DBA KINGSTON SERVICES PC, DES MOINES, IA		9 ABSOLUTE CONCRETE SLATER, IA	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
EARTHWORK													
2.1	Below Grade Excavation (Core Out)	CY	135	\$ 110.00	\$ 14,850.00	\$ 100.00	\$ 13,500.00	\$ 35.00	\$ 4,725.00	\$ 25.00	\$ 3,375.00	\$ 125.00	\$ 16,875.00
2.2	Subgrade Treatment, Geogrid, Triangular	SY	380	\$ 5.00	\$ 1,900.00	\$ 3.00	\$ 1,140.00	\$ 4.00	\$ 1,520.00	\$ 5.00	\$ 1,900.00	\$ 5.00	\$ 1,900.00
2.3	Special Backfill	TON	10	\$ 65.00	\$ 650.00	\$ 45.00	\$ 450.00	\$ 50.00	\$ 500.00	\$ 35.00	\$ 350.00	\$ 55.00	\$ 550.00
STRUCTURES FOR SANITARY AND STORM													
6.1	Remove Intake	EA	3	\$ 1,000.00	\$ 3,000.00	\$ 1,235.00	\$ 3,705.00	\$ 1,000.00	\$ 3,000.00	\$ 1,000.00	\$ 3,000.00	\$ 1,500.00	\$ 4,500.00
6.2	Intake, SW-501, Cast In Place	EA	2	\$ 3,500.00	\$ 7,000.00	\$ 6,350.00	\$ 12,700.00	\$ 6,250.00	\$ 12,500.00	\$ 5,800.00	\$ 11,600.00	\$ 5,000.00	\$ 10,000.00
6.3	Intake, SW-505, Cast In Place	EA	1	\$ 4,500.00	\$ 4,500.00	\$ 7,250.00	\$ 7,250.00	\$ 8,500.00	\$ 8,500.00	\$ 7,800.00	\$ 7,800.00	\$ 6,900.00	\$ 6,900.00
6.4	Intake Adjustment, Minor	EA	3	\$ 2,000.00	\$ 6,000.00	\$ 1,000.00	\$ 3,000.00	\$ 1,500.00	\$ 4,500.00	\$ 1,000.00	\$ 3,000.00	\$ 1,500.00	\$ 4,500.00
6.5	Manhole Adjustment, Minor	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 400.00	\$ 400.00	\$ 1,500.00	\$ 1,500.00	\$ 1,400.00	\$ 1,400.00	\$ 1,500.00	\$ 1,500.00
STREETS AND RELATED WORK													
7.1	Full Depth Patches	SY	700	\$ 100.00	\$ 70,000.00	\$ 116.00	\$ 81,200.00	\$ 90.00	\$ 63,000.00	\$ 118.00	\$ 82,600.00	\$ 145.00	\$ 101,500.00
7.2	Crack and Joint Cleaning and Filling, Hot Pour	LF	280	\$ 5.00	\$ 1,400.00	\$ 2.50	\$ 700.00	\$ 17.50	\$ 4,900.00	\$ 5.00	\$ 1,400.00	\$ 2.50	\$ 700.00
7.3	Removal of Paved Driveway	SY	30	\$ 25.00	\$ 750.00	\$ 24.00	\$ 720.00	\$ 25.00	\$ 750.00	\$ 18.00	\$ 540.00	\$ 25.00	\$ 750.00
7.4	Removal of Sidewalk	SY	150	\$ 25.00	\$ 3,750.00	\$ 18.00	\$ 2,700.00	\$ 20.00	\$ 3,000.00	\$ 15.00	\$ 2,250.00	\$ 25.00	\$ 3,750.00
7.5	Driveway, Paved, PCC, 6"	SY	30	\$ 125.00	\$ 3,750.00	\$ 90.00	\$ 2,700.00	\$ 100.00	\$ 3,000.00	\$ 72.00	\$ 2,160.00	\$ 90.00	\$ 2,700.00
7.6	Sidewalk, PCC, 6"	SY	140	\$ 125.00	\$ 17,500.00	\$ 80.00	\$ 11,200.00	\$ 75.00	\$ 10,500.00	\$ 112.00	\$ 15,680.00	\$ 90.00	\$ 12,600.00
7.7	Detectable Warnings	SF	90	\$ 50.00	\$ 4,500.00	\$ 33.00	\$ 2,970.00	\$ 50.00	\$ 4,500.00	\$ 45.00	\$ 4,050.00	\$ 50.00	\$ 4,500.00
TRAFFIC CONTROL													
8.1	Temporary Traffic Control	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 3,705.00	\$ 3,705.00	\$ 5,900.00	\$ 5,900.00	\$ 8,000.00	\$ 8,000.00	\$ 9,700.00	\$ 9,700.00
MISCELLANEOUS													
11.1	Mobilization	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 17,000.00	\$ 17,000.00	\$ 32,750.00	\$ 32,750.00	\$ 25,600.00	\$ 25,600.00	\$ 17,000.00	\$ 17,000.00
TOTAL BID:				\$ 166,550.00		\$ 165,040.00		\$ 165,045.00		\$ 174,705.00		\$ 199,925.00	
BID SECURITY:						10%		10%		10%		10%	

Notes

- 1- Extended bid price was incorrectly listed as \$6,614.85. Does not affect bid result.
- 2- Extended bid price was incorrectly listed as \$348.15. Does not affect bid result.
- 3- Extended bid price was incorrectly listed as \$427.28. Does not affect bid result.
- 4- Extended bid price was incorrectly listed as \$2,136.38. Does not affect bid result.
- 5- Total bid price was incorrectly listed as \$148,687.81. Does not affect bid result.

_____ introduced the following resolution entitled
**“RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND
OPINION OF PROBABLE CONSTRUCTION COST”** 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. 2021-06

**RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF
CONTRACT AND OPINION OF PROBABLE CONSTRUCTION COST.**

WHEREAS on the 20th day of January 2021, plans, specifications, form of contract and opinion of probable cost were filed with the Clerk for the construction of certain public improvements described in general as the 2021 Street Repairs Project; and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for said public improvements was published as required by law:

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

Section 1. That the said plans, specifications, form of contract and opinion of probable cost are hereby approved as the plans, specifications, form of contract and estimate of cost for said public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED this 25th day of January 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

_____ introduced the following resolution entitled “**RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT**” 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. 2021-07

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT.

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 St., Adair, Iowa 50002

Amount of bid: \$144,525.60

Portion of project: All Construction Work

Section 2. That the Mayor and Clerk are hereby directed to execute contract with the contractor for the construction of said public improvements, said contract not to be binding on the City until approved by this Council.

PASSED AND APPROVED this 25th day of January 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., January 11, 2021
City Hall – VIA ZOOM

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on January 11, 2021. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Vogel, Anderson, Sarchet | In attendance via zoom
3. **Approval of Agenda**
MOTION: A motion was made by Walters and seconded by Vogel to approve the agenda with amendment to 5g to correct the amount to read \$17,750 and 6a to correct the amount to read \$0.00
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | Andy Snetselaar, 1920 E. Southside Dr. advised the Council that he is suspending the Gordon Oaks project indefinitely.
5. **Consent Items**
MOTION: A motion was made by Walters and seconded by Vogel to approve the consent agenda items. Council Member Sarchet congratulated Tyler Rommel for his promotion to Deputy Chief for the Fire Department.
 - a. City Council Meeting Minutes for December 14, 2020
 - b. Claims listing January 11, 2021
 - c. November 2020 Finance Report
 - d. Receive and file the November 2020 Police Department Report
 - e. Receive and file the December 2020 Water Department Report
 - f. Receive and file the December 2020 Parks & Recreation Department Report
 - g. Polk County Conservation Trail Design Funding agreement in the amount of \$17,750 for the High Trestle Trail Connector Study
 - h. Appoint Monica Converse to the vacant Parks Commission term ending 12/31/2025
 - i. Receive and file the following Library Board Documents:
 - i. November 2020 Meeting Minutes
 - ii. November & December 2020 Mini Stats
 - iii. January 2021 Director Report
 - iv. Resolution 2021-01L Library Trust-Ancestry
 - v. Resolution 2021-02L Hiring Ava Fosselman as a Library Page at \$9 per hour
 - j. Receive and file the November and December 2020 Fire Department Report
 - k. Resolution 2021-03 approving policy PD-01 Payroll deduct firearm policy
 - l. Layne Christensen Company bid Well Repair in the amount of \$19,500
 - m. Resolution 2021-04 giving authorization to apply for Surface Transportation Block Grant Program
 - n. Pay increase for the following Fire Department members that have been promoted
 - i. Tyler Rommel, Deputy Chief, \$175 monthly stipend
 - ii. Karla Hogrefe, Captain of EMS, part-time rate to \$20.46 per hour and paid on call rate to \$17.42 per hour plus \$125 monthly stipend
 - iii. John Mitchell, Captain of Training, part-time rate to \$20.46 per hour and paid on call rate to \$17.42 per hour plus \$125 monthly stipend**MOTION CARRIED UNANIMOUSLY**
6. **Business Items**
 - a. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve Resolution 2021-01 approving Pay App No 3 (Subfinal with retainage held) for the 3rd Street and Bridge Road Intersection Improvement Project in the amount of \$0.00 and acceptance of the project
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2021-02 approving construction drawings for the Edgewater Drive Extension at Parker Boulevard
MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Snyder & Associates November 2020 Engineering Services Invoice in the amount of \$33,588.25
YES: Dvorak, Vogel, Anderson, Sarchet
ABSTAIN: Walters
MOTION CARRIED
- d. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the Third Reading of Ordinance 2020-2100 adding a Stormwater Utility Fee
MOTION CARRIED UNANIMOUSLY

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

- Library Director Noack announced that beginning Tuesday the Library will be an official passport acceptance facility. Noack reported the Library received a Grant from the American Library Association focused on social media and its influence.
- Parks and Recreation Director Thraen vocally acknowledged the Kiwanis \$3000 donation and their continued efforts in keeping Polk City Parks beautiful.
- Police Chief Siepker congratulated the new Fire Department Command Staff and shared his appreciation for being part of the interview process.
- Council Member Sarchet said he appreciates the work done and partnering with Polk County Conservation for the Trail Design project and he is excited to get information back and take the next steps towards making the connection a reality. Sarchet expressed his appreciation for the Fire Department have a record year during a trying time. He said he would like to see the Council build towards a plan to meet in person again.
- Fire Chief Mitchell congratulated the recent staff with promotions and thanked Chief Siepker for participating in the interview process. He confirmed the FD had seen a record number of calls in 2020 and thanked his staff for responding.
- Council Member Vogel thanked the Library for offering the passport options locally, so residents have options to stay in our community to take care of their needs.
- Council Member Walters said he was excited he can stay in town for the passport program.
- Mayor Morse congratulated Tyler Rommel for his promotion and advancing his career with the Fire Department he started with as a young adult.

8. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:22 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –January 25, 2021

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, January 11, 2021
City Hall Council Chambers – VIA ZOOM

A Council Work Session was held on January 11, 2021 at 5:00 p.m. via Zoom.

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

Go Polk City Executive Director, Al Lorenzen discussed ideas on attracting business to Polk City and expanding Commercial growth. Chamber Administration, Brigett DeVos discussed the need to support the businesses we currently have in Polk City.

Go Polk City will attend the February work session with Council and Planning & Zoning to further discuss the future land use zoning to identify areas for commercial growth.

Adjournment – Mayor closed the work session at 6:00 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	1/25/2021
VENDOR	REFERENCE	AMOUNT
440-PRAXAIR DISTR. INC.	OXYGEN	\$ 38.96
Adventure Lighting	LIGHTS FOR BAND STAND	\$ 141.80
Amazon	LIBRARY BOOKS	\$ 413.32
AMAZON BUSINESS	THERMOMETER/WALL FANS	\$ 290.76
ANKENY HARDWARE	SNOW SHOVELS	\$ 205.35
ARDICK EQUIPMENT CO.	SIGNS	\$ 138.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 1,565.32
AUREON TECHNOLOGY	MANAGED SERVICES	\$ 3,550.50
AVESIS	VISION INSURANCE	\$ 270.98
BUSINESS PUBLICATIONS CORP	CLAIMS/MEETING MINUTES 12/20	\$ 709.00
CAHOY PUMP SERVICE, INC	WELL #3 EXPLORATION FOR REPAIR	\$ 3,150.00
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 42.54
CENTURY LINK	PHONE SERVICE	\$ 207.72
CITY OF POLK CITY	UB ASSISTANCE PROGRAM	\$ 621.31
CLEANING CONNECTION INC	JANUARY JANITORIAL	\$ 398.92
CONFLUENCE, INC.	REGIONAL PARK MASTER PLAN #2	\$ 2,160.00
CORE AND MAIN	STOCK VALVES/GASKETS	\$ 1,939.00
Crystal Clear Water Co	PURCHASED WATER	\$ 50.75
Delta Dental	DENTAL INSURANCE	\$ 1,088.96
Des Moines Metal Fabricating	VEHICLE REPAIRS	\$ 112.26
DYNAMIC IMAGING SOLUTIONS INC	SPINE LABELS	\$ 137.00
EHRIS URBAN	ADULT ZOOM PROGRAM	\$ 125.00
Electrical Eng & Equipment Co	ELECTRICAL SUPPLIES	\$ 3,338.20
FAIR & IMPARTIAL POLICING LLC	FAIR & IMPARTIAL POLICE TRAIN	\$ 435.00
FAREWAY	COMET CUPBOARD PURCHASES	\$ 3,489.66
GENERAL FIRE & SAFETY	FIRE EXTINGUISHER SERVICE	\$ 174.00
GNA TRUCKING LLC	TRUCKING SERVICES - SNOW	\$ 330.00
HAWKEYE TRUCK EQUIPMENT	LIGHTS FOR SNOW REMOVAL	\$ 450.00
HOTSY CLEANING SYSTEMS INC.	SALT REMOVER	\$ 405.00
I.A.P.E.	EVIDENCE TECH MEMBERSHIP	\$ 50.00
IOWA D.O.T.	SNOW BLADES	\$ 675.05
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 65.90
Keck Energy	SNOW REMOVAL FUEL	\$ 1,032.73
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 75.00
KIMBALL MIDWEST	BIN RESTOCK	\$ 554.87
LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$ 708.94
MEDIACOM	INTERNET SERVICE	\$ 144.40
MICROMARKETING, LLC	BOOK ON CD	\$ 33.99
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 7,278.90
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 513.09
OVERDRIVE INC	AUDIO/EBOOKS	\$ 1,103.81
P & M APPAREL	CITY CLOTHING	\$ 160.00
PLEXA	PLEXA DUES	\$ 20.00

POLK COUNTY CONSERVATION BOARD	HTT CONNECTOR STUDY AGREEMENT	\$ 8,875.00
Polk County Public Works	CITY HALL GENERATOR	\$ 155.00
SECRETARY OF STATE	JANE JACOBSON NOTARY RENEWAL	\$ 30.00
SHIVE-HATTERY	CITY FACILITES MASTER PLAN	\$ 10,189.60
Smith's Sewer Service	CLEAN/TV MAIN - 214 S 3RD	\$ 397.00
SPEER FINANCIAL, INC.	NEW TIF REPORT WITH BINDERS	\$ 1,800.00
STRYKER SALES CORPORATION	CARDIAC MONITOR PAPER	\$ 112.45
TELEFLEX FUNDING LLC	IO STABILIZERS	\$ 59.50
Toyne Inc	SOLENOID FOR PRIMER PUMP R458	\$ 105.04
UPHDM OCCUPATIONAL MEDICINE	HEARING TEST	\$ 192.40
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 444.18
Accounts Payable Total		\$ 60,756.16
GENERAL		\$ 38,636.04
ROAD USE		\$ 5,800.84
L.M.I		\$ 1,018.31
CAPITAL IMPROVEMENTS		\$ 3,489.66
WATER		\$ 7,947.14
SEWER		\$ 3,864.17
TOTAL FUNDS		\$ 60,756.16

December Treasurer's Report

Beginning Balance	\$ 11,214,763.96
Revenues	\$ 492,804.15
Expenditures	\$ 1,455,754.12
Ending Balance	\$ 10,251,813.99



POLK CITY - A City For All Seasons -

Monthly Finance Report December 2020

Prepared By:

**Jenny Gibbons
City Clerk/Treasurer**

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	5,156,314.24	177,435.92	350,530.43	557.12-	5,000,041.53
110 ROAD USE	112,943.25	41,918.00	40,952.36	56.74	113,965.63
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	.00	.00	.00	.00	.00
125 TIF	224,072.09	6,351.98	153,217.23	.00	70,854.86
135 L.M.I	1,457,599.08	20,213.73	5,013.47	.00	1,472,799.34
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	4,939.75	.00	.00	.00	4,939.75
200 DEBT SERVICE	29,558.44-	11,026.94	550.00	.00	30,108.44-
301 CAPITAL IMPROVEMENTS	76,206.75	.00	609,881.79	.00	533,675.04-
302 CAPITAL WATER PROJECT	1,627,725.34	.00	.00	.00	1,627,725.34
303 CAPITAL EQUIPMENT/VEHIC	.00	.00	.00	.00	.00
600 WATER	1,217,502.71	85,341.31	123,528.09	217.10	1,179,533.03
610 SEWER	1,273,999.14	127,910.97	82,523.12	256.43-	1,319,130.56
670 SOLID WASTE/RECYCLING	79,145.71	22,605.30	89,017.92	.00	12,733.09
740 STORM WATER UTILITY	.00	.00	.00	.00	.00
920 ESCROW	.00	.00	.00	.00	.00
Report Total	11,214,763.96	492,804.15	1,455,214.41	539.71-	10,251,813.99

BANK CASH REPORT
2020

BANK FUND	BANK NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
Grinnell State Bank							

BANK 001	Grinnell State Bank						6,272,480.03
001	CHECKING - GENERAL	1,118,509.22	196,500.86	353,962.55	961,047.53	62,908.03	
110	CHECKING - ROAD USE	112,943.25	42,399.16	41,376.78	113,965.63	3,228.65	
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	224,072.09	15,899.23	169,116.46	70,854.86	36,620.46	
135	CHECKING - L.M.I.	738,556.22	20,213.73	5,013.47	753,756.48		
167	CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
177	CHECKING - FORFEITURE	4,939.75	0.00	0.00	4,939.75	122.70	
200	CHECKING - DEBT SERVICE	29,558.44	0.00	550.00	30,108.44		
301	CHECKING - CAPITAL PROJECT	76,206.75	2,857.63	612,739.42	533,675.04	559,793.00	
302	CHECKING - CAPITAL WATER PROJ	1,627,725.34	0.00	0.00	1,627,725.34		
303	CHECKING - CAP EQUIP/VEHICLE	0.00	0.00	0.00	0.00		
600	CHECKING - WATER UTILITY	1,217,501.71	93,790.47	131,760.15	1,179,532.03	11,422.54	
610	CHECKING - SEWER UTILITY	1,273,998.14	128,280.32	83,148.90	1,319,129.56	16,021.62	
670	CHECKING-SOLID WASTE/RECYCLING	79,145.71	22,678.23	89,090.85	12,733.09	89,017.92	
740	CHECKING	0.00	0.00	0.00	0.00		
920	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	DEPOSITS					728.96	
	WITHDRAWALS					298.94	
	Grinnell State Bank TOTALS	6,457,914.08	522,619.63	1,486,758.58	5,493,775.13	778,704.90	6,272,480.03

LUANA SAV. BK MONEY MARKET							

BANK 001	LUANA SAV. BK MONEY MARKET						1,648,162.71
001	Luana Savings Bank - M.M. Acco	927,931.87	1,188.98	0.00	929,120.85		
135	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
	LUANA SAV. BK MONEY MARKET TOT	1,646,973.73	1,188.98	0.00	1,648,162.71	0.00	1,648,162.71

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
2020**

BANK FUND GL	BANK NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC 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	11,214,324.96	523,808.61	1,486,758.58	10,251,374.99	778,704.90	11,030,079.89
=====							

BUDGET REPORT
CALENDAR 12/2020, FISCAL 6/2021

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	4,851,696.00	350,530.43	1,924,872.83	39.67	2,926,823.17
	ROAD USE TOTAL	444,573.00	40,952.36	274,039.14	61.64	170,533.86
	TIF TOTAL	335,461.00	153,217.23	153,217.23	45.67	182,243.77
	L.M.I TOTAL	36,000.00	5,013.47	238,720.80	663.11	202,720.80-
	ASSET FORFEITURE TOTAL	.00	.00	1,022.50	.00	1,022.50-
	DEBT SERVICE TOTAL	342,120.00	550.00	70,868.32	20.71	271,251.68
	CAPITAL IMPROVEMENTS TOTAL	2,639,117.35	609,881.79	2,446,372.68	92.70	192,744.67
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	628,235.06	125.65	128,235.06-
	WATER TOTAL	1,138,867.00	123,528.09	599,649.06	52.65	539,217.94
	SEWER TOTAL	1,473,685.00	82,523.12	387,341.20	26.28	1,086,343.80
	SOLID WASTE/RECYCLING TOTAL	176,630.00	89,017.92	120,389.89	68.16	56,240.11
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		11,938,149.35	1,455,214.41	6,844,728.71	57.33	5,093,420.64
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 12/2020, FISCAL 6/2021

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	988,321.00	103,488.65	529,926.86	53.62	458,394.14
	CIVIL DEFENSE TOTAL	6,500.00	1,087.90	2,680.82	41.24	3,819.18
	FIRE TOTAL	745,658.00	71,044.77	334,710.87	44.89	410,947.13
	BUILDING/HOUSING TOTAL	349,361.00	38,499.80	306,644.88	87.77	42,716.12
	DOG CONTROL TOTAL	2,000.00	202.24	783.82	39.19	1,216.18
	PUBLIC SAFETY TOTAL	2,091,840.00	214,323.36	1,174,747.25	56.16	917,092.75
	ROAD USE TOTAL	564,772.00	45,834.20	309,374.79	54.78	255,397.21
	STREET LIGHTING TOTAL	60,000.00	82.94	17,771.81	29.62	42,228.19
	PUBLIC WORKS TOTAL	624,772.00	45,917.14	327,146.60	52.36	297,625.40
	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	32,578.14	173,994.58	47.87	189,485.42
	PARKS TOTAL	432,518.00	20,906.31	180,900.07	41.82	251,617.93
	COMMUNITY CENTER TOTAL	15,000.00	879.42	4,990.56	33.27	10,009.44
	CULTURE & RECREATION TOTAL	810,998.00	54,363.87	359,885.21	44.38	451,112.79
	TIF/ECON DEV TOTAL	371,461.00	154,594.83	183,788.83	49.48	187,672.17
	COMMUNITY & ECONOMIC DEV TOTA	371,461.00	154,594.83	183,788.83	49.48	187,672.17
	MAYOR COUNCIL TOTAL	99,848.00	32,649.08	78,355.20	78.47	21,492.80
	POLICY ADMINISTRATION TOTAL	285,411.00	19,232.42	133,040.05	46.61	152,370.95
	CITY ATTORNEY TOTAL	61,000.00	2,670.00	27,071.10	44.38	33,928.90
	CITY HALL TOTAL	919,650.00	5,647.67	45,210.56	4.92	874,439.44
	OTHER CITY GOVERNMENT TOTAL	187,750.00	16,679.25	54,478.50	29.02	133,271.50
	GENERAL GOVERNMENT TOTAL	1,553,659.00	76,878.42	338,155.41	21.77	1,215,503.59
	DEBT SERVICE TOTAL	342,120.00	550.00	70,868.32	20.71	271,251.68
	DEBT SERVICE TOTAL	342,120.00	550.00	70,868.32	20.71	271,251.68
	CAPITAL IMPROVEMENT TOTAL	2,639,117.35	609,881.79	2,446,372.68	92.70	192,744.67
	WATER UTILITY TOTAL	500,000.00	.00	628,235.06	125.65	128,235.06
	CAPITAL PROJECTS TOTAL	3,139,117.35	609,881.79	3,074,607.74	97.94	64,509.61

BUDGET REPORT
CALENDAR 12/2020, FISCAL 6/2021

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,138,867.00	123,528.09	599,649.06	52.65	539,217.94
	SEWER UTILITY TOTAL	913,892.00	82,523.12	387,341.20	42.38	526,550.80
	RECYCLING TOTAL	176,630.00	89,017.92	120,389.89	68.16	56,240.11
	ENTERPRISE FUNDS TOTAL	2,229,389.00	295,069.13	1,107,380.15	49.67	1,122,008.85
	TRANSFER TOTAL	759,793.00	.00	27,551.82	3.63	732,241.18
	GENERAL REVENUES TOTAL	.00	3,635.87	180,597.38	.00	180,597.38
	TRANSFER OUT TOTAL	759,793.00	3,635.87	208,149.20	27.40	551,643.80
	TOTAL EXPENSES	11,938,149.35	1,455,214.41	6,844,728.71	57.33	5,093,420.64

REVENUE REPORT
CALENDAR 12/2020, FISCAL 6/2021

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,050,997.00	177,435.92	2,163,827.42	53.41	1,887,169.58
	ROAD USE TOTAL	445,000.00	41,918.00	256,217.22	57.58	188,782.78
	TIF TOTAL	335,461.00	6,351.98	195,487.18	58.27	139,973.82
	L.M.I TOTAL	.00	20,213.73	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	11,026.94	274,500.20	80.85	65,024.80
	CAPITAL IMPROVEMENTS TOTAL	2,639,117.35	.00	1,863,298.98	70.60	775,818.37
	WATER TOTAL	1,174,000.00	85,341.31	904,562.92	77.05	269,437.08
	SEWER TOTAL	1,475,360.00	127,910.97	870,208.35	58.98	605,151.65
	SOLID WASTE/RECYCLING TOTAL	176,630.00	22,605.30	133,122.98	75.37	43,507.02
	TOTAL REVENUE BY FUND	10,636,090.35	492,804.15	6,688,661.41	62.89	3,947,428.94

BALANCE SHEET
CALENDAR 12/2020, FISCAL 6/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	157,461.69-	961,047.53
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	1,022.38	113,965.63
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	.00	.00
125-000-1110	CHECKING - TIF	153,217.23-	70,854.86
135-000-1110	CHECKING - L.M.I.	15,200.26	753,756.48
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	4,939.75
200-000-1110	CHECKING - DEBT SERVICE	550.00-	30,108.44-
301-000-1110	CHECKING - CAPITAL PROJECT	609,881.79-	533,675.04-
302-000-1110	CHECKING - CAPITAL WATER PROJ	.00	1,627,725.34
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	.00
600-000-1110	CHECKING - WATER UTILITY	37,969.68-	1,179,532.03
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	45,131.42	1,319,129.56
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	66,412.62-	12,733.09
740-000-1110	CHECKING	.00	.00
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	964,138.95-	5,493,775.13
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 12/2020, FISCAL 6/2021

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 12/2020, FISCAL 6/2021

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	1,188.98	929,120.85
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	1,188.98	1,648,162.71
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	962,949.97-	10,251,813.99

Applicant License Application (LE0003402)

Name of Applicant: <u>MAATARANI LLC</u>		
Name of Business (DBA): <u>Polk City Liquor</u>		
Address of Premises: <u>201 N 3rd Street</u>		
City <u>Polk City</u>	County: <u>Polk</u>	Zip: <u>50226</u>
Business <u>(515) 984-9627</u>		
Mailing <u>203 N 3rd Street</u>		
City <u>Polk City</u>	State <u>IA</u>	Zip: <u>50226</u>

Contact Person

Name <u>Manish Adhikari</u>		
Phone: <u>(515) 305-4707</u>	Email <u>aiswarya.mrkd@gmail.com</u>	

Classification Class E Liquor License (LE)

Term: 12 months

Effective Date: 02/10/2021

Expiration Date: 02/09/2022

Privileges:

- Class B Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>		
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>	

Ownership

Renuka Adhikari

First Name: Renuka **Last Name:** Adhikari
City: Grimes **State:** Iowa **Zip:** 50111
Position: CEO
% of Ownership: 100.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>EMPLOYERS MUTUAL CASUALTY COMPANY</u>	
Policy Effective Date: <u>02/10/2021</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

MAX LEVY RESOLUTION NO. 2021-05

CITY NAME Polk City	NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY Fiscal Year July 1, 2021 - June 30, 2022	CITY CODE 77-723
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/22/2021	Meeting Time: 6:00pm	Meeting Location: ZOOM - CALL IN 515-329-8019 CODE 593054
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At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy.

After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

City Web Site (if available): www.polkcityia.gov	City Telephone Number: 515-984-6233
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Iowa Department of Management	Current Year Certified Property Tax 2019/2020	Budget Year Effective Property Tax 2020/2021**	Budget Year Proposed Maximum Property Tax 2020/2021	Annual % CHG
Regular Taxable Valuation 1	272,165,630	283,927,908	283,927,908	
Tax Levies:				
Regular General 2	\$2,204,542	\$2,204,542	\$2,299,816	\$8.10000
Contract for Use of Bridge 3	\$0	\$0		\$0.00000
Opr & Maint Publicly Owned Transit 4	\$0	\$0		\$0.00000
Rent, Ins. Maint. Of Non-Owned Civ. Ctr. 5	\$0	\$0		\$0.00000
Opr & Maint of City-Owned Civic Center 6	\$0	\$0		\$0.00000
Planning a Sanitary Disposal Project 7	\$0	\$0		\$0.00000
Liability, Property & Self-Insurance Costs 8	\$38,550	\$38,550	\$40,000	\$0.14088
Support of Local Emer. Mgmt. Commission 9	\$0	\$0		\$0.00000
Emergency 10	\$0	\$0		\$0.00000
Police & Fire Retirement 11	\$0	\$0		\$0.00000
FICA & IPERS 12	\$0	\$0		\$0.00000
Other Employee Benefits 13	\$105,263	\$105,263	\$130,017	\$0.45792
*Total 384.15A Maximum Tax Levy 14	\$2,348,355	\$2,348,355	\$2,469,833	5.17%
Calculated 384.15A Maximum Tax Rate 15	\$8.62840	\$8.27096	\$8.69880	

Explanation of significant increases in the budget:

The only significant increase is due to the increase in taxable valuations.

If applicable, the above notice also available online at:

Polk City Website and Polk City Facebook page

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

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

Passed this 25th day of January 2021

Signature
City Clerk/Finance Officer

Signature
Mayor

NOTICE OF PUBLIC HEARING - CITY OF POLK CITY - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2021 - June 30, 2022

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:
Meeting Date: 2/22/2021 **Meeting Time:** 06:00 PM **Meeting Location:** Zoom - call in 515-329-8019 code 593054
 At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
 www.polkcityia.gov

City Telephone Number
 (315) 984-6235

	Current Year Certified Property Tax 2020 - 2021	Budget Year Effective Property Tax 2021 - 2022	Budget Year Proposed Maximum Property Tax 2021 - 2022	Annual % CHG
Regular Taxable Valuation	272,165,630	283,927,908	283,927,908	
Tax Levies:				
Regular General	2,204,542	2,204,542	2,299,816	
Contract for Use of Bridge	0	0	0	
Opr & Maint Publicly Owned Transit	0	0	0	
Rent. Ins. Maint. Of Non-Owned Civ. Cr.	0	0	0	
Opr & Maint of City-Owned Civic Center	0	0	0	
Planning a Sanitary Disposal Project	0	0	0	
Liability, Property & Self-Insurance Costs	38,550	38,550	40,000	
Support of Local Emer. Mgmt. Commission	0	0	0	
Emergency	0	0	0	
Police & Fire Retirement	0	0	0	
FICA & IPERS	0	0	0	
Other Employee Benefits	105,263	105,263	130,017	
Total Tax Levy	2,348,355	2,348,355	2,469,833	5.17
Tax Rate	8.62840	8.27006	8.69880	

Explanation of significant increases in the budget:

The only significant increase is due to the increase in taxable valuations.

If applicable, the above notice also available online at:

Polk City Website and Polk City Facebook page

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.
 **Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

Applicant License Application (LC0008074)

Name of Applicant:	<u>THE POLK CITY POST NO. 232.</u>				
Name of Business (DBA):	<u>Polk City Post No. 232, American Legion, The</u>				
Address of Premises:	<u>114 W Broadway</u>				
City	<u>Polk City</u>	County:	<u>Polk</u>	Zip:	<u>5022600</u>
Business	<u>(515) 984-9345</u>				
Mailing	<u>114 W Broadway</u>				
City	<u>Polk City</u>	State	<u>IA</u>	Zip:	<u>502260000</u>

Contact Person

Name	<u>Michael Dennis</u>				
Phone:	<u>(515) 984-9345</u>	Email	<u>barmanager232@gmail.com</u>		

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 02/24/2021

Expiration Date: 02/23/2022

Privileges:

- Class C Liquor License (LC) (Commercial)
- Outdoor Service
- Sunday Sales

Status of Business

BusinessType:	<u>Privately Held Corporation</u>				
Corporate ID Number:	<u>XXXXXXXXXX</u>	Federal Employer ID	<u>XXXXXXXXXX</u>		

Ownership

Larry Matijevich

First Name: Larry **Last Name:** Matijevich
City: Polk City **State:** Iowa **Zip:** 50226
Position: Commander
% of Ownership: 0.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company:	<u>Illinois Casualty Co</u>				
Policy Effective Date:	<u>02/24/2021</u>	Policy Expiration	<u>02/23/2022</u>		
Bond Effective	Dram Cancel Date:				
Outdoor Service Effective	Outdoor Service Expiration				
Temp Transfer Effective Date	Temp Transfer Expiration Date:				



City of Polk City, Iowa City Council Agenda Communication

Date: 01/20/2021
To: Mayor and Council
From: Mike Schulte

Subject: Budgeted Emergency Generator at the Polk City Valve Pit

BACKGROUND: Polk City Water Department has a meter and valve pit on the southeast side of town where Des Moines Waterworks flows water into our system. It is a critical point in the process that allows Des Moines Waterworks to adjust valves automatically and see the percentage that the valves are open from their communications center. In the past few years we have noticed more power failures at that location, which in turn does not allow for the proper operation. We try to maintain a certain balance of Polk City water versus Des Moines Waterworks water and that is disrupted during these times.

Des Moines Waterworks has worked through these issues in other areas of their distribution system and they are willing to draw up the plans and quote this project for us. They estimated that the equipment and install would not exceed \$25,000.

This install is budgeted in the current year.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: Not to exceed \$25,000.

RECOMMENDATION: Contract Des Moines waterworks to install an emergency generator at the Polk City meter and valve pit, for a cost not to exceed \$25,000.

MEETING MINUTES
The City of Polk City
Work Session
2:00 p.m., Friday, January 15, 2021
City Hall – VIA ZOOM

A Council Work Session was held on January 15, 2021 at 2:00 p.m. via ZOOM in Polk City, Iowa.

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

Minutes

City Financial Advisor, Matthew Stoffel with PFM, provided an overview of the Water and Sewer Fund based on revenue and expense projections. Stoffel advised the Council on necessary rate increases to sustain the Funds to pay the debts to WRA and Des Moines Water Works and plan for large expenditures the Council has approved in the Capital Improvement Plan.

City Manager, Chelsea Huisman presented the proposed FY 21/22 Budget. She reviewed some of the City’s revenue items such as Property Tax evaluations, Local Option Sales Tax fund, Road Use Tax, Water Fund, and Sewer Fund. She reviewed some of the City’s expenses such as Water, Staffing, Public Works, outstanding Debt, and Capital Projects. Huisman also reviewed some of the expenses for various departments such as Public Safety, Culture and Recreation, Administration, Solid Waste, and Building and Development. She explained why some of the expenses are estimated to increase in FY 21/22, such as the 25% estimated increase in property insurance because of the Derecho damage statewide, and the necessary renovations of the Historical Museum and the Community Room. Huisman finished the presentation by reviewing the Capital Equipment plan.

Next step in the Budget process will be for Council to set a Public Hearing at the next Council Meeting for the Maximum Property Tax Levy Rate.

Adjournment – Meeting adjourned at 4:20 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: January 25, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Polk City Citizens Academy

BACKGROUND: I have done some research around the topic of a Citizens/Leadership Academy. There are many cities that offer a program, that allow a group of residents to learn more about their local government. As we continue to try to focus on communications and public relations, this program would be beneficial for both the city government and the local residents wishing to participate. The staff has put together a 4-part series for the Fall of 2021 to offer additional insight and information to a group of residents.

Our focus is to maximize the learning component within a small focus group of 15 people. The benefits of offering the program would be to allow people to learn, and become more engaged, and it provides an opportunity for residents to consider further involvement through our various city boards and commissions. I would like to evaluate the program and the outcome, but the intent would be for this to be an annual offering.

For this program to be successful, I recommend that the City Council members help promote the program, and perhaps solicit a few residents that may be interested in participating. We will also approach current members of our Boards/Commissions to see if there is interest of participation.

This program will allow the staff an opportunity to further explain the day-to-day operations of each department and answer questions. We will also be including tours of the various facilities, as part of the program.

Below is a proposed schedule:

City Government & Administration-September 23, 2021
Public Works-September 30, 2021
Library, Parks & Recreation-October 7, 2021
Police & Fire-October 14, 2021

ALTERNATIVES: Do not approve the program

FINANCIAL CONSIDERATIONS: \$500-we will be including meals for approximately 15 people to attend the academy for four weeks. Staff will have to designate time for the program; however, our main expense will just be for dinner.

RECOMMENDATION: It is my recommendation that the Council approve proceeding with opening up to take applications for the Citizens Academy 2021, with the dates outlined in the flyer.

Polk City Citizens Academy • Fall 2021 Schedule

*The Polk City Citizens Academy is sponsored by the Mayor and City Council.
The Academy addresses one of the established goals of the City Council which is to
“connect our community” with each other and with local government.*

Week 1: CITY GOVERNMENT & ADMINISTRATION

Thursday, Sept. 23 (5:30 – 7:30 pm)

Location: City Hall, 112 Third St

Presenters: Chelsea Huisman, City Manager
Jenny Gibbons, City Clerk

Week 2: PUBLIC WORKS

Thursday, Sept. 30 (5:30 – 7:30 pm)

Location: Public Works, 301 E Northside Dr
Presenters: Mike Schulte, Public Works Director
To be determined

Week 3: LIBRARY, PARKS & RECREATION

Thursday, Oct. 7 (5:30 – 7:30 pm)

Location: Library, 1500 W Broadway St

Presenters: Jamie Noack, Library Director
Jason Thraen, Parks & Recreation Director

Week 4: POLICE & FIRE

Thursday, Oct. 14 (5:30 – 7:30 pm)

Location: Public Safety Building, 309 E Van Dorn St
Presenters: Jeremy Sieper, Police Chief
Jim Mitchell, Fire Chief

If you have ever wondered how the City functions behind the scenes, then this academy is for you!
During this FREE four-week experience you will become more connected with your local government.
Dinner will be provided. Class size is limited to 15 participants so APPLY TODAY!
Applications available at City Hall or the City website www.polkcityia.gov



Polk City | IOWA
A City for All Seasons

For questions about the Citizens Academy
please call the Clerk's Office
(515)-984-6233 or email
support@polkcityia.gov



City of Polk City, Iowa City Council Agenda Communication

Date: January 25, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: 1st Reading of Sewer Rate Ordinance

BACKGROUND: For your consideration on Monday, is 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 first reading of the proposed Ordinance

FINANCIAL CONSIDERATIONS: 6.5% revenue increase

RECOMMENDATION: It is my recommendation that the Council approve the 1st 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. I am recommending the Council proceed with the rate increases at this time, as the information is fresh from our budget work session, and to allow maximum amount of time to communicate with the residents prior to the rate increase being put in place.

Low user Bill:	Current	New
Sewer Availability	\$17.30	\$18.43
Sewer Usage 1000 gallons	\$11.35	\$12.09
Water Availability	\$8.80	\$9.37
Water Usage 1000 gallons	\$5.89	\$6.27
Stormwater	n/a	\$3.00
Solid Waste	\$8.34	\$8.34
Recycling	\$3.45	\$3.45
Tax	\$0.88	\$0.94
Total Comparison	\$56.01	\$61.89

Average user Bill:	Current	New
Sewer Availability	\$17.30	\$18.43
Sewer Usage 4500 gallons	\$51.08	\$54.41
Water Availability	\$8.80	\$9.37
Water Usage 4500 gallons	\$26.51	\$28.22
Water Irrigation 1000 gallons	\$10.05	\$10.70
Stormwater	n/a	\$3.00
Solid Waste	\$8.34	\$8.34
Recycling	\$3.45	\$3.45
Tax	\$2.72	\$2.90
Total Comparison	\$128.25	\$138.82

High User Bill:	Current	New
Sewer Availability	\$17.30	\$18.43
Sewer Usage 8500 gallons	\$96.48	\$102.77
Water Availability	\$8.80	\$9.37
Water Usage 8500 gallons	\$50.07	\$53.30
Water Irrigation 10000 gallons	\$100.50	\$107.00
Stormwater	n/a	\$3.00
Solid Waste	\$8.34	\$8.34
Recycling	\$3.45	\$3.45
Tax	\$9.56	\$10.18
Total Comparison	\$294.50	\$315.84

Rates	Current	New
Sewer Availability	\$17.30	\$18.43
Sewer Usage/1000g	\$11.35	\$12.09
Water Availability	\$8.80	\$9.37
Water Usage	\$5.89	\$6.27
Water Irrigation/1000g	\$10.05	\$10.70
Stormwater	n/a	\$3.00
Solid Waste	\$8.34	\$8.34
Recycling	\$3.45	\$3.45
Tax	6% on water	6% on water

CITY OF POLK CITY, IOWA

Ordinance No. 2021-1000

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

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: January 25, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: 1st Reading of Water Rate Ordinance

BACKGROUND: For your consideration on Monday, is 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 first reading of the proposed Ordinance

FINANCIAL CONSIDERATIONS: 6.5% revenue increase

RECOMMENDATION: It is my recommendation that the Council approve the 1st 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. I am recommending the Council proceed with the rate increases at this time, as the information is fresh from our budget work session, and to allow maximum amount of time to communicate with the residents prior to the rate increase being put in place.

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: