

# Agenda -Notice of Meeting

Polk City | City Council

\*\*\*\*\*

June 26, 2023 | 6:00 pm

City Hall Council Chambers

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**Public Meeting participation in person or via phone**

**Call in # 515-726-3598 Participant Code 535355**

**Public members can also provide comments\* directly to [support@polkcityia.gov](mailto:support@polkcityia.gov)**

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

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

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Steve Karsjen | Mayor

Rob Sarchet | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Mandy Vogel | Ron Anderson

## 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 6pm on the date of the meeting by email at [jcoffin@polkcityia.gov](mailto:jcoffin@polkcityia.gov) include your name and address for the record. The Mayor will recognize you for five minutes of comment.*

## 5. Consent Items

- a. City Council Meeting Minutes for June 12, 2023
- b. City Council Work Session Meeting Minutes June 12, 2023
- c. Board of Adjustment Meeting Minutes for June 8, 2023
- d. Receive and file the P&Z Commission Meeting Minutes for June 19, 2023
- e. Claims listing June 26, 2023
- f. May 2023 Finance Report
- g. Amend Board of Adjustment application filing fee to \$150
- h. Set pay for Katie Berglund, Recreation Specialist, \$15 per hour
- i. Twelve-month Tobacco Permit for Polk City Liquor effective July 1, 2023
- j. Twelve-month Class C Liquor License for Tournament Club of Iowa LLC with Outdoor Services and Sunday Sales effective June 1, 2023
- k. Twelve-month Class C Liquor License for Waters Edge with Outdoor Services and Sunday Sales effective June 24, 2023
- l. Special Events Application for Polk City American Legion Summer Bike Nights fundraiser for Bikers against child abuse (BACA) with street closure of 1<sup>st</sup> street between Broadway and Van Dorn on July 1, 2023 from 12p-9p
- m. Special Events Application for Polk City American Legion Summer Bike Nights fundraiser for Combat Veterans Motorcycle Association with street closure of 1<sup>st</sup> street between Broadway and Van Dorn on July 29, 2023 from 12p-9p
- n. Resolution 2023-84 updating and confirming the salaries for the staff of the City of Polk City Iowa
- o. Resolution 2023-85 approving year-end transfers for the City of Polk City Iowa
- p. Resolution 2023-87 approving Pay Application No. 1 for the City Hall/Community Room project in the amount of \$142,178.33

**6. Business Items**

- a. Resolution 2023-86 Awarding General Obligation Corporate Purpose Bonds, Series 2023
- b. First Reading of Ordinance 2023-9200 amending Chapter 165.23 Board of Adjustment
- c. Third Reading of Ordinance 2023-9000 amending Chapter 92, Water Rates, Section 92.02, Rates for service
- d. Third Reading of Ordinance 2023-9100 amending Chapter 99, Section 99.02, Sewer Service Charges

**7. Reports & Particulars**

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

**8. Adjournment**

*--next meeting date July 10, 2023*

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. June 12, 2023**  
**City Hall – Council Chambers**

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., June 12, 2023. The agenda was posted at the City Hall office as required by law.

**These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Sarchet, Vogel, Anderson | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments** | None
5. **Consent Items** |
  - a. City Council Meeting Minutes for May 22, 2023
  - b. City Council Work Session Meeting Minutes May 22, 2023
  - c. Receive and file the Parks Commission Meeting Minutes for June 5, 2023
  - d. Claims listing June 12, 2023
  - e. Resolution 2023-73 approving application to State Rec Trails Grant
  - f. Resolution 2023-74 adopting Policy PA-55 Water Tower Relief Program
  - g. Resolution 2023-75 adopting Policy PA-56 Utility Bill Assistance Program
  - h. Building Official Job Description
  - i. City of Polk City Organizational Chart
  - j. Soil Quality Restoration Program Update
  - k. Acknowledge Cory Hoodjer, Library Board member term ending 6/30/23, not seeking reappointment
  - l. Reappoint Sarah Olson, Library Board, term ending 6/30/2029
  - m. Resolution 2023-76 setting Public Hearing to review an application for a State Revolving Fund (SRF) loan
  - n. Twelve Month Class E Retail Alcohol License effective August 9, 2023 for Casey's Store #1144
  - o. Twelve Month Class C Retail Alcohol License effective May 28, 2023 for Papa's Pizzeria
  - p. One day Class C Retail Alcohol License for Wine on Wheels effective July 26, 2023 for RAGBRAI
  - q. Amendments to the Polk City Handbook
    - i. Resolution 2023-77 approving proposed changes to time off accumulation policy
    - ii. Resolution 2023-78 approving proposed addition of City Clothing policy
  - r. Resolution 2023-79 approving Change Order No. 1 in the amount of \$10,200 for 2023 Street Repairs Project
  - s. Resolution 2023-80 approving Pay Application No. 1 in the amount of \$111,918.07 for the 2023 Street Repairs Project
  - t. Resolution 2023-81 approving Pay Application No. 1 (Sub final retainage held) in the amount of \$67,954.45 for the W. Bridge Road Water Main Loop Project
  - u. Resolution 2023-82 setting the date for the sale of General Obligation Corporate Purpose Bonds, Series 2023 and authorizing the use of a preliminary official statement in connection therewith
  - v. Resolution 2023-83 approving Pay Application No. 4 in the amount of \$110,841.25 for the Fire Department Remodel Project
  - w. Set pay for full-time Police Officer Jason Gibson at \$33.58 per hour effective July 1, 2023
  - x. Set pay for promotion of Nick Sherman to Sergeant at a rate of \$38.60 per hour effective July 1, 2023, with an increase to \$39.42 per hour upon satisfactory completion of six (6) month probation period
  - y. Sports Complex Fee Structure effective July 1, 2023
  - z. Library Board Meeting Minutes for June 5, 2023
  - aa. May 2023 Library Director Report
  - bb. Acknowledge Library Resolution 2023-03L updating and confirming the salaries for the staff of the Polk City Community Library

- cc. Set pay for Kurt Hohnstrater as year-round part-time position in Public Works at \$16.00 per hour effective June 12, 2023
- dd. Receive and file the May 2023 Parks & Recreation Department Report
- ee. Receive and file May 2023 Fire Department Report
- ff. Set pay for Tyler Pedersen as a full-time firefighter/paramedic at a rate of \$19.50 per hour effective July 3, 2023 with an increase to \$21.50 per hour upon receiving his paramedic certification
- gg. Set pay for new hire Ashley Fox to fill the part time paramedic position at a rate of \$19.00 per hour effective June 12, 2023 with increase to \$22.00 per hour when FFI Certification is received
- hh. Receive and file the May 2023 Water Department Report
- ii. Set pay for Mitchell Leppert to fill the seasonal part time position in Public Works at \$14.00 per hour effective June 13, 2023

**MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the consent agenda items

**MOTION CARRIED UNANIMOUSLY**

## 6. *Business Items*

- a. Engineering Agreements with Snyder and Associates
  - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the engineering agreement with Snyder & Associates for the Whitetail Parkway Corridor Study in the amount of \$24,000  
**YES: Sarchet, Vogel, Anderson, Dvorak**  
**ABSTAIN: Walters**  
**MOTION CARRIED**
  - ii. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve the engineering agreement with Snyder & Associates for the Polk City High Trestle Trail to Neal Smith Trail Connector Project Phase 1 in the amount of \$184,100  
**YES: Vogel, Anderson, Dvorak, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**
  - iii. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the engineering agreement with Snyder & Associates for the Polk City High Trestle Trail to Neal Smith Trail Connector Project Phase 6 & 7 in the amount of \$74,550  
**YES: Dvorak, Sarchet, Vogel, Anderson**  
**ABSTAIN: Walters**  
**MOTION CARRIED**
  - iv. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the engineering agreement with Snyder & Associates for the FY 2024 Street Repairs Project in the amount of \$25,000  
**YES: Anderson, Dvorak, Sarchet, Vogel**  
**ABSTAIN: Walters**  
**MOTION CARRIED**
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve April 2023 Engineering Services Invoice in the amount of \$56,550.25  
**YES: Vogel, Anderson, Dvorak, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**
- c. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve the Second Reading of Ordinance 2023-9000 amending Chapter 92, Water Rates, Section 92.02, Rates for Service  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the Second Reading of Ordinance 2023-9100 amending Chapter 99, Section 99.02, Sewer Service Charges  
**MOTION CARRIED UNANIMOUSLY**

## 7. *Mayor Proclamation* | Karsjen Proclaimed July 2023 as Parks and Recreation Month in Polk City Iowa

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

- Parks & Recreation Director Thraen recognized the North Polk Class of 2027 for their hard work volunteering on May 26<sup>th</sup> for 8<sup>th</sup> grade clean-up Polk City day. Thraen also recognized the Polk City Kiwanis for their generous donation of a new volleyball system to replace the ancient system at Kiwanis Park.
- Council Member Sarchet highlighted the Soil Quality Restoration program and the Library Board Members.

- Council Member Vogel thanked Cory Hoodjer for his time volunteering with the Library Board.
- Mayor Karsjen thanked all the people that have been volunteering in Polk City in the past few weeks, he called special thanks to the Four Seasons Festival Committee and RAGBRAI Committee as we look forward to July.

9. *Adjournment*

**MOTION:** A motion was made by Anderson and seconded by Dvorak to adjourn at 6:16 pm.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – June 26, 2023*

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:00 p.m., Monday, June 12, 2023**  
**City Hall Council Chambers**

A Council Work Session was held on June 12, 2023 at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

|   |   |
|---|---|
| <p><b><u>Mayor and City Council Members Present:</u></b></p> <p>Steve Karsjen   Mayor<br/>Rob Sarchet   Pro Tem<br/>Jeff Walters   City Council Member<br/>Dave Dvorak   City Council Member<br/>Mandy Vogel   City Council Member<br/>Ron Anderson   City Council Member</p> | <p><b><u>Staff Members Present:</u></b></p> <p>Chelsea Huisman   City Manager<br/>Jenny Coffin   City Clerk/Treasurer<br/>Mike Schulte   Public Works Director<br/>Jeremy Siepker   Police Chief<br/>Jason Thraen   Parks &amp; Recreation Director<br/>Jamie Noack   Library Director<br/>Karla Hogrefe   Fire Chief</p> |
|---|---|

**Minutes**

City Manager Huisman reviewed the City’s current LMI Fund balance and projections based on various scenarios of spending down the fund balance. Huisman reviewed the proposed Water Tower Relief Program. Council discussed ideas on other programs and better communication/education information for the public on available programs.

City Manager Huisman reviewed Capital Projects including the Regional Park and Water Tower Project.

**Motion** was made by Anderson and seconded by Vogel to Adjourn at 5:49 p.m.

***Motion carried Unanimously.***

\_\_\_\_\_  
Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Board of Adjustment**  
**4:00 p.m., Thursday, June 8, 2023**  
**City Hall**

Polk City, Board of Adjustment (BOA) held a meeting at 4:00 p.m., on June 8, 2023. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | *BOA Member Deason called the meeting to order at 4:00 p.m.*
2. **Roll Call** | Wilkins, McCann, Deason | In attendance  
Morse, Bequeaith | Absent
3. **Amendment to Chapter 165, Zoning Regulations section 165.23 Board Of Adjustments**  
***MOTION:*** A motion was made by McCann and seconded by Wilkins to recommend to Council an amendment to the Board of Adjustments Code Section  
***MOTION CARRIED UNANIMOUSLY***
4. **Proposed filing fee for Board Of Adjustments requests**  
***MOTION:*** A motion was made by McCann and seconded by Wilkins to recommend to Council fees for the BOA to be set at \$150 filing fee, plus two sets of address labels and stamps, plus the payment of all additional costs incurred by the City of Polk City for review by the City Engineer and/or City Attorney  
***MOTION CARRIED UNANIMOUSLY***
5. **Adjournment**  
***MOTION:*** A motion was made by McCann and seconded by Wilkins to adjourn at 4:16 p.m.  
***MOTION CARRIED UNANIMOUSLY***

Attest:

\_\_\_\_\_  
Jenny Coffin –City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, June 19, 2023**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on June 19, 2023, in City Hall Council Chambers.

The agenda was posted at the City Hall office as required by law.

**These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Chair Triplett called the meeting to order at 6:00 p.m.
  
2. **Roll Call** | Bowersox, Vogel, Triplett, Ohlfest, Pringnitz, Sires | In attendance  
Hankins | Absent
  
3. **Approval of Agenda**  
**MOTION:** A motion was made by Bowersox and seconded by Ohlfest to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
  
4. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Ohlfest and seconded by Bowersox to approve P&Z Commission Meeting Minutes for May 15, 2023.  
**MOTION CARRIED UNANIMOUSLY**
  
5. **Jester Park Business Group**
  - a) Elara Jondle, PE with Pelds Design Service provided a report of the project on behalf of the owner of the property and reviewed the proposed site plan and request of a waiver for the landscape buffer on the west side of the property.
  - b) Travis Thornburgh, City Engineer provided a report. He stated that prior to this item moving forward to City Council for approval, the developer should provide a Buffer Easement document, based on the City's standard form, that requires the property owner to perpetually maintain the easement area including replacement of plant materials, as necessary. The property owner will need to sign this document prior to this Site Plan Amendment being placed on the Council agenda. The property owner will also be responsible for paying all recording fees associated with this easement.
  - c) No one was present to make a public comment.  
The Commission discussed the request for a waiver of the 50-foot landscape buffer on the west side of the property and deliberated the desire for a setback for any future buildings or development on this property.  
**MOTION:** A motion was made by Sires and seconded by Pringnitz to recommend to the City Council to approve Site Plan for Jester Park Business Group and recommending Council not waive the landscape buffer but change it to a 25ft type B landscape buffer subject to Engineering and Staff comments dated June 15, 2023.  
**YES: Pringnitz, Sires, Bowersox, Triplett**  
**NO: Ohlfest**  
**MOTION CARRIED**
  
6. **Reports & Particulars**
  - Council Member Sarchet reviewed some items and action taken at the last couple of Council meetings including the ACE Hardware Site Plan and he said the private street component of the development was a noteworthy part of the Council's discussion. He mentioned the planning for the Four Seasons Festival activities. Sarchet discussed the Council Work Session regarding future Capital Improvement Planning and how productive it was. He highlighted where the City Hall/Community Room project is at and that he feels that the next pressing issue for Council to figure out is the regional park. Sarchet said it is exciting for the City to see the Mexican restaurant open and the amount of commercial development going on including Home State Bank, the Torres Building, and On with Life, City Hall, Ace Hardware and Maven Crux development of Leonard Senior Living.



- Commission Member Sires said he would not be at the July P&Z meeting.

**5. Adjournment**

**MOTION:** A motion was made by Ohlfest and seconded by Sires to adjourn at 6:57 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday July 17, 2023*

Attest:

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Jenny Coffin - City Clerk

| CLAIMS REPORT                  |                                |                      |
|--------------------------------|--------------------------------|----------------------|
| CITY OF POLK CITY              | DATED                          | \$ 45,089.00         |
| 5 FINGERS CREATIVE             | SRP WITH TIM READ              | \$ 200.00            |
| Amazon                         | PROGRAMMING                    | \$ 550.99            |
| AMERICAN HOME SERVICES         | SHOP OFFICES HVAC              | \$ 10,000.00         |
| ANGEL NELSON                   | YELLOW BALL TENNIS             | \$ 108.00            |
| ARNOLD MOTOR SUPPLY            | VEHICLE PARTS & SUPPLIES       | \$ 248.62            |
| Automatic Systems Co           | FIBER HOOKUP AT WATER PLANT    | \$ 6,978.00          |
| AVESIS                         | CITY VISION                    | \$ 328.23            |
| BAKER & TAYLOR                 | BOOKS                          | \$ 101.57            |
| BIG GREEN UMBRELLA MEDIA       | APRIL AND MAY PARK AD          | \$ 1,166.00          |
| BLACKBURN MFG CO               | MARKING FLAGS                  | \$ 347.67            |
| BOMGAARS                       | MONTHLY CREDIT ACCOUNT         | \$ 1,810.00          |
| BRICE HIBBING                  | BOAT BATTERY REIMBURSE         | \$ 249.98            |
| BURT DIRTWORKS                 | SEWER ABANDONMENT              | \$ 2,180.33          |
| CAPITAL CITY EQUIPMENT CO.     | SKIDLOADER REPAIRS             | \$ 4,806.50          |
| CENTURY LINK                   | PHONE SERVICE                  | \$ 285.05            |
| Controlled Access of the Midwe | GATE MAINTENANCE               | \$ 1,324.65          |
| CURTIS REES                    | TREE REMOVAL                   | \$ 4,950.00          |
| RLC ENTERPRISES                | PEST MANAGEMENT                | \$ 200.00            |
| ELDON LAVALLEY                 | RESCUE REFUND                  | \$ 200.00            |
| Electrical Eng & Equipment Co  | ELECTRICAL SUPPLIES            | \$ 2,384.67          |
| ETECH SOLUTIONS LLC            | TECH SERVICES                  | \$ 5,553.89          |
| FREEDOM FLATWORK               | POCKET PARK                    | \$ 37,190.00         |
| GENERAL FIRE & SAFETY          | FIRE EXTINGUISHER SERVICE      | \$ 1,432.50          |
| GROUT MUSEUM DISTRICT          | SRP                            | \$ 346.20            |
| GURNSEY ELECTRICAL             | SHOP ELECTRICAL                | \$ 8,614.50          |
| HAWKINS INC                    | CHLORINE                       | \$ 586.00            |
| HOTSY CLEANING SYSTEMS INC.    | PRESSURE WASHER SOAP           | \$ 176.00            |
| I.C.A.P.                       | PROPERTY DAMAGE                | \$ 1,704.00          |
| IOWA LEAGUE OF CITIES          | MEMBER DUES 7/1/23-6/30/24     | \$ 2,707.00          |
| IOWA TITLE COMPANY             | CONTINUATION ABSTRACT 306 S 3R | \$ 1,155.00          |
| JENNY COFFIN                   | GCMOA MEETING MILEAGE          | \$ 23.58             |
| JONATHAN MAY                   | SRP                            | \$ 350.00            |
| Keck Energy                    | FUEL                           | \$ 2,310.58          |
| KEYSTONE LABORATORIES INC.     | WATER TESTING                  | \$ 109.00            |
| KILLIAN'S CUSTOM METAL         | SIDING FOR SHOP                | \$ 1,696.15          |
| KIMBALL MIDWEST                | MISC SUPPLIES                  | \$ 481.12            |
| KIRBYBUILT                     | PARK PICNIC TABLES             | \$ 3,460.58          |
| LINDE GAS & EQUIPMENT INC      | OXYGEN                         | \$ 721.36            |
| MERCYONE NORTH PHARMACY        | RX SUPPLIES                    | \$ 55.19             |
| METRO WASTE AUTHORITY          | CONTRACT MANAGEMENT JUNE       | \$ 23,075.85         |
| MIDAMERICAN ENERGY             | ELECTRIC CHARGES               | \$ 15,088.18         |
| MIDLAND POWER CO-OP            | STREET LIGHTING                | \$ 1,069.08          |
| MUNICIPAL SUPPLY CO.           | MAINTENANCE SUPPLIES           | \$ 111.44            |
| O'Halloran International Inc   | REPAIRS ON UNIT 405            | \$ 6,416.86          |
| OVERDRIVE INC                  | DIGITAL BOOKS                  | \$ 264.99            |
| POMP'S                         | 214 FRONT END ALIGNMENT        | \$ 118.33            |
| PREMIER PLUMBING, INC.         | MENS TOILET                    | \$ 177.12            |
| REGISTER MEDIA                 | PUBLIC HEARING                 | \$ 151.95            |
| Sandry Fire Supply L.L.C.      | MASK                           | \$ 87.00             |
| SBS SERVICES GROUP LLC         | WINDOW CLEANING                | \$ 350.00            |
| SCHOOL LIFE                    | SRP                            | \$ 172.20            |
| Sprayer Specialities Inc       | SPRAYER                        | \$ 529.78            |
| THE VERNON COMPANY             | RAGBRAI KOOZIES                | \$ 549.39            |
| TOBY KID KLAUENBERG            | SRP                            | \$ 375.00            |
| UPHDM OCCUPATIONAL MEDICINE    | PREEMPLOY DRUG SCREENS         | \$ 51.75             |
| VERIZON WIRELESS               | PHONE AND DATA PLAN            | \$ 369.05            |
| <b>TOTAL</b>                   |                                | <b>\$ 156,050.88</b> |
| GENERAL                        |                                | \$ 32,563.63         |
| ROAD USE                       |                                | \$ 35,181.98         |
| CITY FACILITIES TOTAL          |                                | \$ 39,661.09         |
| WATER                          |                                | \$ 2,944.79          |
| SEWER                          |                                | \$ 14,389.82         |
| SOLID WASTE/RECYCLING          |                                | \$ 23,075.85         |
| STORM WATER UTILITY            |                                | \$ 8,233.72          |
| <b>TOTAL FUNDS</b>             |                                | <b>\$ 156,050.88</b> |



**POLK CITY** - A City For All Seasons -

# **Monthly Finance Report**

## **May 2023**

**Prepared By:**

**Jenny Coffin**  
**City Clerk/Treasurer**

| ACCOUNT TITLE               | LAST REPORT<br>END BALANCE | RECEIVED   | DISBURSED  | CHANGE IN<br>LIABILILTY | ENDING<br>BALANCE |
|-----------------------------|----------------------------|------------|------------|-------------------------|-------------------|
| 001 GENERAL                 | 4,465,987.32               | 112,734.88 | 323,514.24 | 1,982.38                | 4,257,190.34      |
| 110 ROAD USE                | 557,100.18                 | 68,800.75  | 27,597.33  | 2.64                    | 598,306.24        |
| 111 I-JOBS                  | .00                        | .00        | .00        | .00                     | .00               |
| 121 LOCAL OPTION SALES TAX  | 2,061,177.76               | 101,592.39 | .00        | .00                     | 2,162,770.15      |
| 125 TIF                     | 680,710.67                 | 5,652.65   | .00        | .00                     | 686,363.32        |
| 135 L.M.I                   | 1,166,960.51               | .00        | 8,137.18   | .00                     | 1,158,823.33      |
| 167 PC COMM. LIB TRUST      | 11,789.34                  | .00        | .00        | .00                     | 11,789.34         |
| 177 ASSET FORFEITURE        | 18,716.81                  | .00        | .00        | .00                     | 18,716.81         |
| 200 DEBT SERVICE            | 501,432.16                 | 5,803.07   | .00        | 586,512.50-             | 79,277.27-        |
| 301 CITY FACILITIES TOTAL   | 4,356,750.08               | .00        | 222,349.30 | .00                     | 4,134,400.78      |
| 302 CAPITAL WATER PROJECT   | 519,198.85                 | 59,368.75  | 19,820.00  | .00                     | 558,747.60        |
| 303 CAPITAL EQUIPMENT/VEHIC | 214,564.91-                | .00        | 196,910.00 | .00                     | 411,474.91-       |
| 304 FOUR SEASONS PUB IMPROV | 32,992.00                  | .00        | .00        | .00                     | 32,992.00         |
| 305 NORTHSIDE DRIVE PROJECT | .00                        | .00        | .00        | .00                     | .00               |
| 306 TRAIL PROJECTS          | .00                        | .00        | .00        | .00                     | .00               |
| 307 STREET PROJECTS         | .00                        | .00        | .00        | .00                     | .00               |
| 600 WATER                   | 1,763,583.37               | 101,206.78 | 95,822.71  | 347.36-                 | 1,768,620.08      |
| 610 SEWER                   | 1,445,044.06               | 151,435.03 | 37,653.62  | 347.34-                 | 1,558,478.13      |
| 670 SOLID WASTE/RECYCLING   | 68,339.69                  | 32,655.64  | 32,191.05  | .00                     | 68,804.28         |
| 740 STORM WATER UTILITY     | 176,921.17                 | 8,507.04   | 59.99      | 800.00-                 | 184,568.22        |
| 920 ESCROW                  | .00                        | .00        | .00        | .00                     | .00               |
| Report Total                | 17,612,139.06              | 647,756.98 | 964,055.42 | 586,022.18-             | 16,709,818.44     |

**BANK CASH REPORT**  
2023

| BANK FUND                         | BANK NAME                      | APRIL CASH BALANCE   | MAY RECEIPTS      | MAY DISBURSMENTS    | MAY CASH BALANCE     | OUTSTANDING TRANSACTIONS | MAY BANK BALANCE     |
|-----------------------------------|--------------------------------|----------------------|-------------------|---------------------|----------------------|--------------------------|----------------------|
| <b>Grinnell State Bank BK#1</b>   |                                |                      |                   |                     |                      |                          |                      |
| BANK 001                          | Grinnell State Bank            |                      |                   |                     |                      |                          | 11,849,812.52        |
| 001                               | CHECKING - GENERAL             | 295,667.63           | 133,577.50        | 342,575.01          | 86,670.12            | 20,305.53                |                      |
| 110                               | CHECKING - ROAD USE            | 557,100.18           | 70,801.12         | 29,595.06           | 598,306.24           | 1,571.40                 |                      |
| 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        | 2,061,177.76         | 101,592.39        | 0.00                | 2,162,770.15         |                          |                      |
| 125                               | CHECKING - TIF                 | 680,710.67           | 5,652.65          | 0.00                | 686,363.32           |                          |                      |
| 135                               | CHECKING - L.M.I.              | 447,917.65           | 0.00              | 8,137.18            | 439,780.47           |                          |                      |
| 167                               | CHECKING - PC COMM. LIB TRUST  | 11,789.34            | 0.00              | 0.00                | 11,789.34            |                          |                      |
| 177                               | CHECKING - FORFEITURE          | 18,716.81            | 0.00              | 0.00                | 18,716.81            |                          |                      |
| 200                               | CHECKING - DEBT SERVICE        | 501,432.16           | 5,803.07          | 586,512.50          | 79,277.27-           |                          |                      |
| 301                               | CHECKING - CAPITAL PROJECT     | 4,356,750.08         | 3,862.78          | 226,212.08          | 4,134,400.78         |                          |                      |
| 302                               | CHECKING - CAPITAL WATER PROJ  | 519,198.85           | 59,368.75         | 19,820.00           | 558,747.60           |                          |                      |
| 303                               | CHECKING - CAP EQUIP/VEHICLE   | 214,564.91-          | 0.00              | 196,910.00          | 411,474.91-          | 190,000.00               |                      |
| 304                               | CHECKING                       | 32,992.00            | 0.00              | 0.00                | 32,992.00            |                          |                      |
| 305                               | CHECKING                       | 0.00                 | 0.00              | 0.00                | 0.00                 |                          |                      |
| 306                               | CHECKING                       | 0.00                 | 0.00              | 0.00                | 0.00                 |                          |                      |
| 307                               | CHECKING                       | 0.00                 | 0.00              | 0.00                | 0.00                 |                          |                      |
| 600                               | CHECKING - WATER UTILITY       | 1,763,582.37         | 114,578.80        | 109,542.09          | 1,768,619.08         | 969.70                   |                      |
| 610                               | CHECKING - SEWER UTILITY       | 1,445,043.06         | 155,828.62        | 42,394.55           | 1,558,477.13         | 1,662.97                 |                      |
| 670                               | CHECKING-SOLID WASTE/RECYCLING | 68,339.69            | 33,017.36         | 32,552.77           | 68,804.28            | 23,075.85                |                      |
| 740                               | CHECKING                       | 176,921.17           | 8,567.01          | 919.96              | 184,568.22           | 59.99                    |                      |
| 920                               | CHECKING - ESCROW BANK ACCOUNT | 0.00                 | 0.00              | 0.00                | 0.00                 |                          |                      |
|                                   | PENDING CREDIT-CARD DEPOSITS   |                      |                   |                     |                      | 208,408.03               |                      |
|                                   | DEPOSITS                       |                      |                   |                     |                      | 123.76                   |                      |
|                                   | WITHDRAWALS                    |                      |                   |                     |                      | 445.51                   |                      |
| <b>Grinnell State Bank TOTALS</b> |                                | <b>12,722,774.51</b> | <b>692,650.05</b> | <b>1,595,171.20</b> | <b>11,820,253.36</b> | <b>29,559.16</b>         | <b>11,849,812.52</b> |

12/2023 Transaction cleared on statement was entered in a future period. 166,097.74-  
 5/31/2023 Calculated Statement Balance 11,683,714.78

|                                |                                |                  |               |             |                  |             |                  |
|--------------------------------|--------------------------------|------------------|---------------|-------------|------------------|-------------|------------------|
| <b>LUANA SAV. BK MM BK#2</b>   |                                |                  |               |             |                  |             |                  |
| BANK 001                       | LUANA SAV. BK MM               |                  |               |             |                  |             | 78,860.31        |
| 001                            | Luana Savings Bank - M.M. Acco | 640,368.64-      | 187.09        | 0.00        | 640,181.55-      |             |                  |
| 135                            | Luana Money Market Account     | 719,041.86       | 0.00          | 0.00        | 719,041.86       |             |                  |
| <b>LUANA SAV. BK MM TOTALS</b> |                                | <b>78,673.22</b> | <b>187.09</b> | <b>0.00</b> | <b>78,860.31</b> | <b>0.00</b> | <b>78,860.31</b> |

|                                       |                         |                     |             |             |                     |             |                     |
|---------------------------------------|-------------------------|---------------------|-------------|-------------|---------------------|-------------|---------------------|
| <b>GRINNELL STATE BK- C.D. BK#3</b>   |                         |                     |             |             |                     |             |                     |
| BANK 001                              | GRINNELL STATE BK- C.D. |                     |             |             |                     |             | 1,550,000.00        |
| 001                                   | GRINNELL STATE BANK CD  | 1,550,000.00        | 0.00        | 0.00        | 1,550,000.00        |             |                     |
| <b>GRINNELL STATE BK- C.D. TOTALS</b> |                         | <b>1,550,000.00</b> | <b>0.00</b> | <b>0.00</b> | <b>1,550,000.00</b> | <b>0.00</b> | <b>1,550,000.00</b> |

**BANK CASH REPORT  
2023**

| BANK FUND                 | BANK NAME                                   | APRIL CASH BALANCE   | MAY RECEIPTS      | MAY DISBURSMENTS    | MAY CASH BALANCE     | OUTSTANDING TRANSACTIONS | MAY BANK BALANCE     |
|---------------------------|---|----------------------|-------------------|---------------------|----------------------|--------------------------|----------------------|
|                           | GRINNELL STATE BK-MM BK#4                   |                      |                   |                     |                      |                          |                      |
| BANK 001                  | GRINNELL STATE BK-MM SUPER MONEY MKT II     | 10,252.33            | 13.44             | 0.00                | 10,265.77            |                          | 10,265.77            |
|                           | GRINNELL STATE BK-MM TOTALS                 | 10,252.33            | 13.44             | 0.00                | 10,265.77            | 0.00                     | 10,265.77            |
|                           | LUANA SAVINGS BANK CD BK#6                  |                      |                   |                     |                      |                          |                      |
| BANK 001                  | LUANA SAVINGS BANK CD LUANA BANK C.D.-1.85% | 3,250,000.00         | 0.00              | 0.00                | 3,250,000.00         |                          | 3,250,000.00         |
|                           | LUANA SAVINGS BANK CD TOTALS                | 3,250,000.00         | 0.00              | 0.00                | 3,250,000.00         | 0.00                     | 3,250,000.00         |
| <b>TOTAL OF ALL BANKS</b> |   | <b>17,611,700.06</b> | <b>692,850.58</b> | <b>1,595,171.20</b> | <b>16,709,379.44</b> | <b>29,559.16</b>         | <b>16,738,938.60</b> |

**BUDGET REPORT**  
**CALENDAR 5/2023, FISCAL 11/2023**

**PCT OF FISCAL YTD 91.6%**

| ACCOUNT NUMBER | ACCOUNT TITLE                  | TOTAL BUDGET  | MTD BALANCE | YTD BALANCE   | PERCENT EXPENDED | UNEXPENDED   |
|----------------|--------------------------------|---------------|-------------|---------------|------------------|--------------|
|                | GENERAL TOTAL                  | 4,354,434.00  | 323,514.24  | 3,534,206.28  | 81.16            | 820,227.72   |
|                | ROAD USE TOTAL                 | 699,950.00    | 27,597.33   | 397,525.70    | 56.79            | 302,424.30   |
|                | LOCAL OPTION SALES TAX TOTAL   | 940,000.00    | .00         | .00           | .00              | 940,000.00   |
|                | TIF TOTAL                      | 622,409.00    | .00         | 198,649.82    | 31.92            | 423,759.18   |
|                | L.M.I TOTAL                    | 60,000.00     | 8,137.18    | 45,739.38     | 76.23            | 14,260.62    |
|                | PC COMM. LIB TRUST TOTAL       | 2,600.00      | .00         | 2,550.00      | 98.08            | 50.00        |
|                | DEBT SERVICE TOTAL             | 932,930.00    | .00         | 176,359.17    | 18.90            | 756,570.83   |
|                | CITY FACILITIES TOTAL TOTAL    | 4,092,000.00  | 222,349.30  | 2,480,324.70  | 60.61            | 1,611,675.30 |
|                | CAPITAL WATER PROJECT TOTAL    | 150,000.00    | 19,820.00   | 155,800.75    | 103.87           | 5,800.75-    |
|                | CAPITAL EQUIPMENT/VEHICLE TOTA | 819,750.00    | 196,910.00  | 714,996.60    | 87.22            | 104,753.40   |
|                | FOUR SEASONS PUB IMPROVEM TOTA | .00           | .00         | 3,000.00      | .00              | 3,000.00-    |
|                | WATER TOTAL                    | 1,746,828.00  | 95,822.71   | 1,272,576.74  | 72.85            | 474,251.26   |
|                | SEWER TOTAL                    | 2,238,551.00  | 37,653.62   | 1,564,981.49  | 69.91            | 673,569.51   |
|                | SOLID WASTE/RECYCLING TOTAL    | 401,000.00    | 32,191.05   | 316,863.90    | 79.02            | 84,136.10    |
|                | STORM WATER UTILITY TOTAL      | 125,000.00    | 59.99       | 1,359.99      | 1.09             | 123,640.01   |
|                | TOTAL EXPENSES BY FUND         | =====         | =====       | =====         | =====            | =====        |
|                |                                | 17,185,452.00 | 964,055.42  | 10,864,934.52 | 63.22            | 6,320,517.48 |
|                |                                | =====         | =====       | =====         | =====            | =====        |

**BUDGET REPORT**  
**CALENDAR 5/2023, FISCAL 11/2023**

**PCT OF FISCAL YTD 91.6%**

| ACCOUNT NUMBER | ACCOUNT TITLE                            | TOTAL BUDGET        | MTD BALANCE       | YTD BALANCE         | PERCENT EXPENDED | UNEXPENDED          |
|----------------|--|---------------------|-------------------|---------------------|------------------|---------------------|
|                | POLICE TOTAL                             | 1,142,326.00        | 90,531.95         | 1,040,373.14        | 91.07            | 101,952.86          |
|                | CIVIL DEFENSE TOTAL                      | 31,500.00           | 4,044.86          | 8,636.18            | 27.42            | 22,863.82           |
|                | FIRE TOTAL                               | 903,450.00          | 56,623.10         | 778,867.15          | 86.21            | 124,582.85          |
|                | BUILDING/HOUSING TOTAL                   | 548,500.00          | 61,212.19         | 336,043.49          | 61.27            | 212,456.51          |
|                | DOG CONTROL TOTAL                        | 5,100.00            | 225.00            | 4,012.74            | 78.68            | 1,087.26            |
|                | <b>PUBLIC SAFETY TOTAL</b>               | <b>2,630,876.00</b> | <b>212,637.10</b> | <b>2,167,932.70</b> | <b>82.40</b>     | <b>462,943.30</b>   |
|                | ROAD USE TOTAL                           | 692,318.00          | 36,683.32         | 491,756.77          | 71.03            | 200,561.23          |
|                | STREET LIGHTING TOTAL                    | 60,000.00           | 69.15             | 47,197.14           | 78.66            | 12,802.86           |
|                | <b>PUBLIC WORKS TOTAL</b>                | <b>752,318.00</b>   | <b>36,752.47</b>  | <b>538,953.91</b>   | <b>71.64</b>     | <b>213,364.09</b>   |
|                | ENV.HEALTH SERVICES TOTAL                | 2,000.00            | .00               | .00                 | .00              | 2,000.00            |
|                | <b>HEALTH &amp; SOCIAL SERVICES TOTA</b> | <b>2,000.00</b>     | <b>.00</b>        | <b>.00</b>          | <b>.00</b>       | <b>2,000.00</b>     |
|                | LIBRARY TOTAL                            | 425,360.00          | 24,701.20         | 363,497.64          | 85.46            | 61,862.36           |
|                | PARKS TOTAL                              | 404,645.00          | 49,828.65         | 334,295.46          | 82.61            | 70,349.54           |
|                | COMMUNITY CENTER TOTAL                   | 15,600.00           | 203.15            | 5,720.38            | 36.67            | 9,879.62            |
|                | <b>CULTURE &amp; RECREATION TOTAL</b>    | <b>845,605.00</b>   | <b>74,733.00</b>  | <b>703,513.48</b>   | <b>83.20</b>     | <b>142,091.52</b>   |
|                | TIF/ECON DEV TOTAL                       | 464,009.00          | 8,137.18          | 244,389.20          | 52.67            | 219,619.80          |
|                | <b>COMMUNITY &amp; ECONOMIC DEV TOTA</b> | <b>464,009.00</b>   | <b>8,137.18</b>   | <b>244,389.20</b>   | <b>52.67</b>     | <b>219,619.80</b>   |
|                | MAYOR COUNCIL TOTAL                      | 97,038.00           | 4,031.77          | 88,188.67           | 90.88            | 8,849.33            |
|                | POLICY ADMINISTRATION TOTAL              | 156,247.00          | 6,336.61          | 121,733.86          | 77.91            | 34,513.14           |
|                | CITY ATTORNEY TOTAL                      | 60,500.00           | 11,090.00         | 64,219.43           | 106.15           | 3,719.43-           |
|                | CITY HALL TOTAL                          | 239,600.00          | 2,830.62          | 107,823.35          | 45.00            | 131,776.65          |
|                | OTHER CITY GOVERNMENT TOTAL              | 157,800.00          | 2,700.00          | 141,916.58          | 89.93            | 15,883.42           |
|                | <b>GENERAL GOVERNMENT TOTAL</b>          | <b>711,185.00</b>   | <b>26,989.00</b>  | <b>523,881.89</b>   | <b>73.66</b>     | <b>187,303.11</b>   |
|                | DEBT SERVICE TOTAL                       | 932,930.00          | .00               | 176,359.17          | 18.90            | 756,570.83          |
|                | <b>DEBT SERVICE TOTAL</b>                | <b>932,930.00</b>   | <b>.00</b>        | <b>176,359.17</b>   | <b>18.90</b>     | <b>756,570.83</b>   |
|                | POLICE TOTAL                             | 159,250.00          | .00               | 148,578.43          | 93.30            | 10,671.57           |
|                | FIRE TOTAL                               | 315,500.00          | 6,910.00          | 295,649.89          | 93.71            | 19,850.11           |
|                | BUILDING/HOUSING TOTAL                   | .00                 | .00               | 3,000.00            | .00              | 3,000.00-           |
|                | OTHER PUBLIC WORKS TOTAL                 | 345,000.00          | 190,000.00        | 270,768.28          | 78.48            | 74,231.72           |
|                | <b>CAPITAL IMPROVEMENT TOTAL</b>         | <b>4,092,000.00</b> | <b>222,349.30</b> | <b>2,480,324.70</b> | <b>60.61</b>     | <b>1,611,675.30</b> |



**BUDGET REPORT**  
**CALENDAR 5/2023, FISCAL 11/2023**

**PCT OF FISCAL YTD 91.6%**

| ACCOUNT NUMBER | ACCOUNT TITLE          | TOTAL BUDGET  | MTD BALANCE | YTD BALANCE   | PERCENT EXPENDED | UNEXPENDED   |
|----------------|------------------------|---------------|-------------|---------------|------------------|--------------|
|                | WATER UTILITY TOTAL    | 150,000.00    | 19,820.00   | 155,800.75    | 103.87           | 5,800.75-    |
|                | CAPITAL PROJECTS TOTAL | 5,061,750.00  | 439,079.30  | 3,354,122.05  | 66.26            | 1,707,627.95 |
|                | WATER UTILITY TOTAL    | 1,367,950.00  | 95,822.71   | 1,272,576.74  | 93.03            | 95,373.26    |
|                | SEWER UTILITY TOTAL    | 2,058,551.00  | 37,653.62   | 1,564,981.49  | 76.02            | 493,569.51   |
|                | RECYCLING TOTAL        | 401,000.00    | 32,191.05   | 316,863.90    | 79.02            | 84,136.10    |
|                | STORM WATER TOTAL      | 125,000.00    | 59.99       | 1,359.99      | 1.09             | 123,640.01   |
|                | ENTERPRISE FUNDS TOTAL | 3,952,501.00  | 165,727.37  | 3,155,782.12  | 79.84            | 796,718.88   |
|                | TRANSFER TOTAL         | 1,832,278.00  | .00         | .00           | .00              | 1,832,278.00 |
|                | TRANSFER OUT TOTAL     | 1,832,278.00  | .00         | .00           | .00              | 1,832,278.00 |
|                | TOTAL EXPENSES         | 17,185,452.00 | 964,055.42  | 10,864,934.52 | 63.22            | 6,320,517.48 |

**REVENUE REPORT**  
**CALENDAR 5/2023, FISCAL 11/2023**

**PCT OF FISCAL YTD 91.6%**

| ACCOUNT NUMBER | ACCOUNT TITLE                  | BUDGET       | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>RECVD | UNCOLLECTED  |
|----------------|--------------------------------|--------------|----------------|----------------|------------------|--------------|
|                | GENERAL TOTAL                  | 4,242,778.00 | 112,734.88     | 3,888,159.41   | 91.64            | 354,618.59   |
|                | ROAD USE TOTAL                 | 700,000.00   | 68,800.75      | 677,207.00     | 96.74            | 22,793.00    |
|                | LOCAL OPTION SALES TAX TOTAL   | 940,000.00   | 101,592.39     | 1,038,916.38   | 110.52           | 98,916.38-   |
|                | TIF TOTAL                      | 576,409.00   | 5,652.65       | 581,414.38     | 100.87           | 5,005.38-    |
|                | L.M.I TOTAL                    | 158,400.00   | .00            | 33,845.94      | 21.37            | 124,554.06   |
|                | PC COMM. LIB TRUST TOTAL       | .00          | .00            | 215.00         | .00              | 215.00-      |
|                | ASSET FORFEITURE TOTAL         | .00          | .00            | 17,031.00      | .00              | 17,031.00-   |
|                | DEBT SERVICE TOTAL             | 962,930.00   | 5,803.07       | 693,783.33     | 72.05            | 269,146.67   |
|                | CITY FACILITIES TOTAL TOTAL    | 3,530,000.00 | .00            | 3,197.00       | .09              | 3,526,803.00 |
|                | CAPITAL WATER PROJECT TOTAL    | 620,000.00   | 59,368.75      | 473,472.41     | 76.37            | 146,527.59   |
|                | CAPITAL EQUIPMENT/VEHICLE TOTA | 605,750.00   | .00            | 123,764.71     | 20.43            | 481,985.29   |
|                | FOUR SEASONS PUB IMPROVEM TOTA | .00          | .00            | 17,992.00      | .00              | 17,992.00-   |
|                | WATER TOTAL                    | 1,639,100.00 | 101,206.78     | 1,487,840.28   | 90.77            | 151,259.72   |

**REVENUE REPORT**  
**CALENDAR 5/2023, FISCAL 11/2023**

**PCT OF FISCAL YTD 91.6%**

| ACCOUNT NUMBER | ACCOUNT TITLE               | BUDGET        | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>RECV'D | UNCOLLECTED  |
|----------------|-----------------------------|---------------|----------------|----------------|-------------------|--------------|
|                | SEWER TOTAL                 | 1,909,000.00  | 151,435.03     | 1,697,725.17   | 88.93             | 211,274.83   |
|                | SOLID WASTE/RECYCLING TOTAL | 401,000.00    | 32,655.64      | 348,659.20     | 86.95             | 52,340.80    |
|                | STORM WATER UTILITY TOTAL   | 115,000.00    | 8,507.04       | 87,966.18      | 76.49             | 27,033.82    |
|                | TOTAL REVENUE BY FUND       | 16,400,367.00 | 647,756.98     | 11,171,189.39  | 68.12             | 5,229,177.61 |

**BALANCE SHEET  
CALENDAR 5/2023, FISCAL 11/2023**

| ACCOUNT NUMBER | ACCOUNT TITLE                  | MTD<br>BALANCE | YTD<br>BALANCE |
|----------------|--------------------------------|----------------|----------------|
| 001-000-1110   | CHECKING - GENERAL             | 208,997.51-    | 86,670.12      |
| 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            | 41,206.06      | 598,306.24     |
| 111-000-1110   | CHECKING - I-JOBS              | .00            | .00            |
| 121-000-1110   | CHECKING - LOCAL OPTION        | 101,592.39     | 2,162,770.15   |
| 125-000-1110   | CHECKING - TIF                 | 5,652.65       | 686,363.32     |
| 135-000-1110   | CHECKING - L.M.I.              | 8,137.18-      | 439,780.47     |
| 167-000-1110   | CHECKING - PC COMM. LIB TRUST  | .00            | 11,789.34      |
| 177-000-1110   | CHECKING - FORFEITURE          | .00            | 18,716.81      |
| 200-000-1110   | CHECKING - DEBT SERVICE        | 580,709.43-    | 79,277.27-     |
| 301-000-1110   | CHECKING - CAPITAL PROJECT     | 222,349.30-    | 4,134,400.78   |
| 302-000-1110   | CHECKING - CAPITAL WATER PROJ  | 39,548.75      | 558,747.60     |
| 303-000-1110   | CHECKING - CAP EQUIP/VEHICLE   | 196,910.00-    | 411,474.91-    |
| 304-000-1110   | CHECKING                       | .00            | 32,992.00      |
| 305-000-1110   | CHECKING                       | .00            | .00            |
| 306-000-1110   | CHECKING                       | .00            | .00            |
| 307-000-1110   | CHECKING                       | .00            | .00            |
| 600-000-1110   | CHECKING - WATER UTILITY       | 5,036.71       | 1,768,619.08   |
| 600-000-1805   | ACCUM. DEPR. - WATER           | .00            | .00            |
| 610-000-1110   | CHECKING - SEWER UTILITY       | 113,434.07     | 1,558,477.13   |
| 610-000-1805   | ACCUM. DEPR. - SEWER           | .00            | .00            |
| 670-000-1110   | CHECKING-SOLID WASTE/RECYCLING | 464.59         | 68,804.28      |
| 740-000-1110   | CHECKING                       | 7,647.05       | 184,568.22     |
| 920-000-1110   | CHECKING - ESCROW BANK ACCOUNT | .00            | .00            |
|                | CHECKING TOTAL                 | 902,521.15-    | 11,820,253.36  |
| 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            |

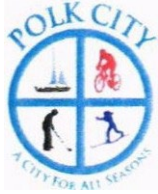
**BALANCE SHEET**  
**CALENDAR 5/2023, FISCAL 11/2023**

| ACCOUNT NUMBER | ACCOUNT TITLE                | MTD<br>BALANCE | YTD<br>BALANCE     |
|----------------|------------------------------|----------------|--------------------|
| 600-000-1115   | Water Holding Account        | .00            | .00                |
|                | TOTAL                        | -----<br>.00   | -----<br>.00       |
| 001-000-1120   | LIBR.PETTY CASH              | .00            | 35.00              |
| 600-000-1120   | WATER PETTY CASH             | .00            | .00                |
|                | PETTY CASH TOTAL             | -----<br>.00   | -----<br>35.00     |
| 001-000-1121   | GENERAL PETTY CASH           | .00            | 100.00             |
|                | PETTY CASH TOTAL             | -----<br>.00   | -----<br>100.00    |
| 001-000-1122   | PETTY CASH-POLICE            | .00            | 300.00             |
|                | PETTY CASH-POLICE TOTAL      | -----<br>.00   | -----<br>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               | -----<br>.00   | -----<br>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                | -----<br>.00   | -----<br>.00       |
| 600-000-1152   | WATER TRUST INVESTMT.        | .00            | .00                |
|                | WATER TRUST INVESTMENT TOTAL | -----<br>.00   | -----<br>.00       |
| 001-000-1160   | SUPER MONEY MKT II           | 13.44          | 10,265.77          |
| 110-000-1160   | SAVINGS                      | .00            | .00                |
| 125-000-1160   | SAVINGS                      | .00            | .00                |
|                | SUPER MONEY MKT II TOTAL     | -----<br>13.44 | -----<br>10,265.77 |

**BALANCE SHEET**  
**CALENDAR 5/2023, FISCAL 11/2023**

| ACCOUNT NUMBER | ACCOUNT TITLE                  | MTD<br>BALANCE | YTD<br>BALANCE |
|----------------|--------------------------------|----------------|----------------|
| 001-000-1161   | GRINNELL STATE BANK CD         | .00            | 1,550,000.00   |
| 610-000-1161   | Polk County Bank CD            | .00            | .00            |
|                | GRINNELL STATE BANK CD TOTAL   | .00            | 1,550,000.00   |
| 001-000-1162   | LUANA BANK C.D.-1.85%          | .00            | 3,250,000.00   |
|                | TOTAL                          | .00            | 3,250,000.00   |
| 001-000-1163   | Luana Savings Bank - M.M. Acco | 187.09         | 640,181.55-    |
| 135-000-1163   | Luana Money Market Account     | .00            | 719,041.86     |
| 600-000-1163   | Luana Momey Market Account     | .00            | .00            |
| 610-000-1163   | Luana Money Market Account     | .00            | .00            |
|                | LUANA MONEY MARKET TOTAL       | 187.09         | 78,860.31      |
| 600-000-1220   | ACCOUNTS RECEIVABLE            | .00            | .00            |
| 610-000-1220   | ACCOUNTS RECEIVABLE            | .00            | .00            |
|                | TOTAL                          | .00            | .00            |
|                | TOTAL CASH                     | 902,320.62-    | 16,709,818.44  |

| <b>Board of Adjustment Fees by City</b> |                  |               |                  |               |                  |                        |                        |                 |
|---|------------------|---------------|------------------|---------------|------------------|------------------------|------------------------|-----------------|
|   | <b>Polk City</b> | <b>Ankeny</b> | <b>Bondurant</b> | <b>Grimes</b> | <b>Urbandale</b> | <b>West Des Moines</b> | <b>Windsor Heights</b> | <b>Average:</b> |
| Residential                             | \$100.00         | \$120.00      | \$350.00         | \$150.00      | \$75.00          | \$200.00               | \$300.00               | \$185.00        |
| Commercial                              | \$100.00         | \$240.00      | \$350.00         | \$150.00      | \$175.00         | \$200.00               | \$300.00               | \$216.43        |



# City of Polk City

## INSTRUCTIONS FOR REQUIRED INFORMATION

### **NO APPEAL CAN BE ACCEPTED FOR FILING UNLESS ALL OF THE REQUIRED INFORMATION IS PRESENTED**

**1. GENERAL INFORMATION.** The Polk City Board of Adjustment is empowered by Iowa Law and by ordinance to hear requests and to make decisions on said requests regarding certain appeals for variances to the Zoning Ordinance and for certain exceptions to the district regulations. The Board of Adjustment is a five-member quasi-judicial body with authority to grant variance permits in exceptional cases and is limited to such cases that are consistent with the general purpose and spirit of zoning regulations. The Board has NO authority to allow a variance that would have the effect of establishing a non-conforming use of land or to change district boundaries except as outlined in the Zoning Ordinance. The Board has NO authority to allow a variance whose effect is not in harmony with the intended spirit and purpose of the Zoning Ordinance. Specifically, the Board is limited to the powers and duties outlined in the Polk City Zoning Ordinance, 165.21 Board of Adjustment.

**2. MEETING DATES.** The Board of Adjustment meets on an as needed basis each month. The submittal of all the information does not in any way ensure that the application will be placed on the next available Board of Adjustment agenda. All Board of Adjustment meetings are normally held in the Council Chambers in City Hall, 112 3rd Street, Polk City, Iowa. The meetings are open to the public. Agendas for all Board of Adjustment meetings may be obtained at City Hall.

**3. NOTE:** Be sure that you have all the required material submitted. Failure to do so may result in your appeal being delayed.

**4. FILING FEE:** A filing fee is required at the time the materials are filed with the City. The fee helps cover administrative expenses and legal notification of surrounding property owners within 250 lineal feet of the property in question. The Board of Adjustment *rules* state that no appeal is to be considered filed until this fee is received. The fee for both a variance request and a special use permit is \$100, plus two sets of address labels and stamps. The fee is non-refundable unless the appeal is withdrawn prior to staff starting its review. City of Polk City 112 S 3<sup>rd</sup> St P.O. Box 426 Polk City, IA 50226

**PLUS:** All additional costs incurred by the City of Polk City for review by the City Engineer and/or City Attorney; and reimbursement for the publications charges when warranted due to excessive costs, shall be reimbursed to the City of Polk City by the applicant or agent of the person who filed the site plan, or by the party who filed the petition, or his agent.



**5. SITE PLAN.** The applicant must submit a site plan which clearly shows the variance that is sought. The site plan should be drawn to scale, and should be a reproducible, black line drawing or free hand drawing on a sheet of paper no larger than 1" x 17". (*Use of actual property survey is suggested but not required.*) The applicant may submit the same site plan that was submitted for a building permit.

The site plan shall include the following information: (a) property lines and dimensions. (b) abutting rights-of-way; (c) location and size of all existing and proposed property lines; (d) structures; (e) driveways and parking areas fully dimensioned; and (f) any other pertinent information necessary to fully understand the need for a variance (e.g., significant change in topography, location, and size of mature trees, etc.).

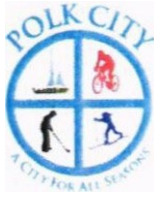
**NOTE:** If the appeal is for a sign, the appeal must be accompanied by: (a) a fully dimensioned, elevation drawing (to scale) of the sign; and (b) a fully dimensioned site plan (to scale) showing the exact location of the sign, including whether it is a free standing or a building-mounted sign.

**6. SUPPORTING INFORMATION FORM.** The Board of Adjustment may grant a variance provided that: 1) "unnecessary hardship" exists; 2) that the variance is not contrary to the public interest; and 3) that the spirit of the Zoning Ordinance is upheld. The "Supporting Information" form addresses these issues and asks for responses to each of the "tests" to grant a variance. The "Supporting Information" form must be filled out to process the application for a variance.

**7. ADDITIONAL INFORMATION.** If you have questions about this form, or should you require additional information regarding the variance process, please contact the City of Polk City at 515-984-6233 or [support@polkcityia.gov](mailto:support@polkcityia.gov)

**8.** This appeal cannot be processed until all required materials are submitted. In addition to this application, the following information is required to be submitted:

- a) **A site plan, drawn to scale.** This plan should not be larger than 11" x 17 "; use of graph paper is highly recommended.
- b) **A completed "Support Information Form".** This form is included in this packet of information.
- c) **Legal description of the property.**
- d) **Application fee.** An application is not considered filed until the filing fee is paid.
- e) **Map and List.** List all property owners within 250 feet of the exterior dimensions of the property involved in this appeal with stamped self-addressed envelopes.



# City of Polk City

## BOARD OF ADJUSTMENT APPLICATION FOR VARIANCE HEARING

**For Office Use Only**

Hearing #: \_\_\_\_\_

Date of Hearing: \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_

ADDRESS OF PROPERTY \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

Applicant is Property Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Other \_\_\_\_\_

Property is zoned \_\_\_\_\_ Principal use of Property is \_\_\_\_\_

Have you reviewed the Board of Adjustment Information Packet? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you talked with a City Administrative Official about your request? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this application for:

1) Administrative Review? **165.23 (4.) A.**

To hear and decide appeals where it is alleged there is error in any order, requirement, rescission, or determination made by the Zoning Enforcement Officer in enforcement of this Chapter. **Explain in detail what is being appealed and the grounds therefore:**

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2) A Special Exemption?      **Section 165.23 (4.) C.**

To permit exceptions to the district regulations set forth in this Ordinance subject to the requirements of this Section.

Section number for which exception is sought: \_\_\_\_\_

Grounds for exception:

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3) A Variance? **Section 165.23 (4.) B.**

To authorize upon appeal in specific cases such Variance from the terms of this Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this Ordinance would result in unnecessary hardship. **A Variance from the terms of the Zoning Ordinance shall not be granted unless and until all eight of the criteria listed in Municipal Code Section 165.23 (5.) D. are proven to be capable of being answered 'yes'.**

I request a variation from the current zoning requirement for: (circle one)

Front Yard    Side Yard    Rear Yard    Fence    Sign    Parking    Height

Other \_\_\_\_\_

Polk City Zoning Code Section # \_\_\_\_\_ which state(s) \_\_\_\_\_

I would propose the following in lieu of that required:

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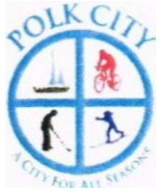
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SUPPORTING INFORMATION FORM

All the following questions must be answered. The board will use this information to review your request. Additional information may be attached if necessary.

The applicant makes the following request:

**Please state your hardship.**

**In order to grant a variance, the Board of Adjustment must make a finding of unnecessary hardship.** The hardship must be related to the physical aspects of the property and not a personal hardship. The granting of a variance should not merely serve as a convenience to the applicant. To support a finding of unnecessary hardship, the board must find, based upon your evidence, that all the following are met:

1. Are there limitations on the use of the property due to physical topographical and geologic features? If yes, please explain.

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2. Will this variance grant any special privilege to you? \_\_\_\_\_ If yes, please explain.

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3. Can you demonstrate that without a variance there can be no reasonable use of the property? \_\_\_\_\_  
If yes, please explain.

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4. Is the request for a variance based solely on economic reasons? \_\_\_\_\_ If no, please explain.

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5. Is the necessity for the variance created by you? \_\_\_\_\_ If so, please explain.

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6. Does the variance request the minimum variance necessary to allow reasonable use of the property? \_\_\_\_\_ Please explain.

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7. Will granting the variance be injurious to the public's health, safety, or welfare? \_\_\_\_\_  
Please explain.

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8. Does the property possess one or more unique characteristics generally not applicable to similarly situated properties? \_\_\_\_\_ Please explain.

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**Additional Comments.**

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Have you paid your fee for the appeal? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you submitted a detailed site plan? Yes \_\_\_\_\_ No \_\_\_\_\_

**Applicant - In order to ensure a timely appeal and a smooth hearing, please attach any and all relevant information, documents, permits, site plans and correspondence that the Board may consider for your appeal.**

No appeal can be accepted for filing unless all the required information is presented.

Attached hereto and made a part of this appeal, I submit the following:

- a) A statement indicating the reasons for my appeal.
- b) A drawing showing proposed variance requested.
- c) A letter of authorization from the owner or lessee, if applicable.
- d) List of property owners within 250 feet together with stamped self-addressed envelopes.

AFFIDAVIT

State of Iowa           )ss  
County of Polk         )

I hereby deposit and say that all the above statements and the statements contained in the papers submitted herewith are true.

\_\_\_\_\_  
(Signature of Applicant)

Signed and sworn to before me, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary Public)

Office use only

Filing # \_\_\_\_\_

Scheduled Meeting Date \_\_\_\_\_

Date fee received \_\_\_\_\_

Paid: Cash \_\_\_\_\_ Check # \_\_\_\_\_



**WAIVER**

The undersigned, Petitioner for the granting of a variance or special exception to the Zoning Ordinance of the City of Polk City, Iowa for property at\_\_\_\_\_ Is fully aware that any aggrieved party may appeal to the District Court of Polk County for a review of a Polk City Board of Adjustment ruling; that such right of appeal exists for a period of thirty (30) days from the date of the Board of Adjustment decision in this matter.

By requesting a Building Permit in the City of Polk City, Iowa, according to the terms authorized by the Polk City Board of Adjustment, the undersigned hereby waives any and all claims that they or it may have against the City of Polk City, Iowa upon the granting of a Building Permit and further agree that the undersigned will abide by any court order which results from the appeal to the above named court which may include the removal and restoration of any and all construction that may take place prior to and after a court decision regarding the subject matter of the Petition to the Polk City Board of Adjustment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Date of Board of Adjustment Decision \_\_\_\_\_, 20\_\_\_\_\_

By Owner of Property at: \_\_\_\_\_

Witness: \_\_\_\_\_

**Instructions on the reverse side**

For period (MM/DD/YYYY) 07/01/23 through June 30, 2024

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

**Business Information:**

Trade name/Doing business as: Polk City Liquor  
Physical location address: 201 N 3rd St Suite A City: Polk City ZIP: 50226  
Mailing address: PO Box 138 City: Polk City State: IA ZIP: 50226  
Business phone number: 515 984 9627

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor  Partnership  Corporation  LLC  LLP   
Name of sole proprietor, partnership, corporation, LLC, or LLP SARA BER LLC  
Mailing address: PO Box 138 City: Polk City State: IA ZIP: 50226  
Phone number: 515 984 9627 Fax number: \_\_\_\_\_ Email: mat6747@yahoo.com

**Retail Information:**

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

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

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

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

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

Name (please print): Madhav Niraula , Name (please print): \_\_\_\_\_  
Signature: Niraula Signature: \_\_\_\_\_  
Date: 6-12-23 Date: \_\_\_\_\_

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

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

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

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.  
• Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)  
• Fax: 515-281-7375



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

|                              |
|------------------------------|
| Permit # _____               |
| Application Fee* <b>\$50</b> |

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

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

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

**Please check the following type of event:**

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

**Contact Information:**

|   |                                     |
|---|-------------------------------------|
| Contact Name & Title:<br><small>*(contact must be onsite for setup &amp; teardown of event)</small> | Jacob Duncalf, America Legion Rider |
| Contact Mailing Address:  | 114 W Broadway, Polk City IA 50226  |
| Contact Phone number:   | 515-802-0423                        |
| Contact Email Address:  | jjduncalf46@gmail.com               |
| Sponsor Organization:<br><small>*(if applicable)</small>  | Polk City American Legion           |

**Event Information:**

|  |   |   |   |
|--|---|---|---|
| Name of Event:   | Bike Night  | Requested event location:   | 114 W Broadway<br>Polk City IA 50226                  |
| Event Date(s) & Time(s):   | 7-1-2023  | Event Setup & Teardown:<br>(dates & times)                                | 12pm-9pm  |
| Estimated Attendance:  | 300   | Number of Vehicles:   | 150   |
| Will Event Fee Be Charged?   | <b>Y</b> or <b>N</b><br>NO                            | Event Fee Amount:<br>(if applicable)                                      | Free  |
| Product Sales on Site:   | <b>Y</b> or <b>N</b><br>no                            | Amplified sounds:<br>(a noise waiver may be required)                     | <b>Y</b> or <b>N</b><br>Yes                           |
| Tent and/or canopy:  | <b>Y</b> or <b>N</b><br>Qty. <u>          </u><br>No  | Inflatables:<br>(valid State of Iowa permit required)                     | <b>Y</b> or <b>N</b><br>No<br>Qty. <u>          </u>  |
| Access to water:   | <b>Y</b> or <b>N</b><br>Yes                           | Access to electricity:  | <b>Y</b> or <b>N</b><br>Yes                           |
| Alcoholic Beverages:<br><small>(must obtain Iowa Beverage Permit with outdoor services &amp; area of alcohol must be fenced off)</small> | <b>Y</b> or <b>N</b><br>Yes                           | Portable Toilets:<br><small>*(1 toilet for every 250 people est.)</small> | <b>Y</b> or <b>N</b><br>No<br>Qty. <u>          </u>  |
| Street Closure:  | <b>Y</b> or <b>N</b><br>Yes<br>Qty. <u>          </u> | On Street Parking Closure:  | <b>Y</b> or <b>N</b><br>Yes<br>Qty. <u>          </u> |

**Event Description:** (describe activities)

Bike event is a fund raiser for Bikers against child abuse (BACA) will have around 100 to 200 motorcycles and is a fund raiser for the Polk City American Legion.

We will be serving hamburgers and hotdogs and will have outdoor beer sales. We request the street closure to all for motorcycle parking. We plan to use our own barriers.

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

NA

|                      |                     |                     |                     |
|----------------------|---------------------|---------------------|---------------------|
| Barricades Required: | Qty. <u>NA</u>      | Security on site:   | <b>Y or N</b><br>No |
| Traffic Control:     | <b>Y or N</b><br>No | Emergency Services: | <b>Y or N</b><br>No |

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

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

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

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

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

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

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

**Additional Remarks:**

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

**Signature and Title of Applicant:** Jacob Duncalf

**Date:** 6 / 14 / 2023

✓ *If Provided*

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

**OFFICIAL USE ONLY:**

Department approvals:

Fire Chief: \_\_\_\_\_ Police Chief: \_\_\_\_\_

Public Works Director: \_\_\_\_\_ City Manager: \_\_\_\_\_



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

|                              |
|------------------------------|
| Permit # _____               |
| Application Fee* <b>\$50</b> |

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

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

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

**Please check the following type of event:**

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

**Contact Information:**

|   |                                     |
|---|-------------------------------------|
| Contact Name & Title:<br><small>*(contact must be onsite for setup &amp; teardown of event)</small> | Jacob Duncalf, America Legion Rider |
| Contact Mailing Address:  | 114 W Broadway, Polk City IA 50226  |
| Contact Phone number:   | 515-802-0423                        |
| Contact Email Address:  | jjduncalf46@gmail.com               |
| Sponsor Organization:<br><small>*(if applicable)</small>  | Polk City American Legion           |

**Event Information:**

|  |   |   |   |
|--|---|---|---|
| Name of Event:   | Bike Night  | Requested event location:   | 114 W Broadway<br>Polk City IA 50226                  |
| Event Date(s) & Time(s):   | 7-29-2023   | Event Setup & Teardown:<br>(dates & times)                                | 12pm-9pm  |
| Estimated Attendance:  | 300   | Number of Vehicles:   | 150   |
| Will Event Fee Be Charged?   | <b>Y</b> or <b>N</b><br>NO                            | Event Fee Amount:<br>(if applicable)                                      | Free  |
| Product Sales on Site:   | <b>Y</b> or <b>N</b><br>no                            | Amplified sounds:<br>(a noise waiver may be required)                     | <b>Y</b> or <b>N</b><br>Yes                           |
| Tent and/or canopy:  | <b>Y</b> or <b>N</b><br>Qty. <u>          </u><br>No  | Inflatables:<br>(valid State of Iowa permit required)                     | <b>Y</b> or <b>N</b><br>No<br>Qty. <u>          </u>  |
| Access to water:   | <b>Y</b> or <b>N</b><br>Yes                           | Access to electricity:  | <b>Y</b> or <b>N</b><br>Yes                           |
| Alcoholic Beverages:<br><small>(must obtain Iowa Beverage Permit with outdoor services &amp; area of alcohol must be fenced off)</small> | <b>Y</b> or <b>N</b><br>Yes                           | Portable Toilets:<br><small>*(1 toilet for every 250 people est.)</small> | <b>Y</b> or <b>N</b><br>No<br>Qty. <u>          </u>  |
| Street Closure:  | <b>Y</b> or <b>N</b><br>Yes<br>Qty. <u>          </u> | On Street Parking Closure:  | <b>Y</b> or <b>N</b><br>Yes<br>Qty. <u>          </u> |

**Event Description:** (describe activities)

Bike event is a fund raiser for Combat Veterans Motorcycle Association will have around 100 to 200 motorcycles and is a fund raiser for the Polk City American Legion.

We will be serving hamburgers and hotdogs and will have outdoor beer sales. We request the street closure to all for motorcycle parking. We plan to use our own barriers.

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

NA

|                      |                     |                     |                     |
|----------------------|---------------------|---------------------|---------------------|
| Barricades Required: | Qty. <u>NA</u>      | Security on site:   | <b>Y or N</b><br>No |
| Traffic Control:     | <b>Y or N</b><br>No | Emergency Services: | <b>Y or N</b><br>No |

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

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

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

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

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

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

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

**Additional Remarks:**

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

**Signature and Title of Applicant:** Jacob Duncalf

**Date:** 6 / 14 / 2023

✓ *If Provided*

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

**OFFICIAL USE ONLY:**

Department approvals:

Fire Chief: \_\_\_\_\_ Police Chief: \_\_\_\_\_

Public Works Director: \_\_\_\_\_ City Manager: \_\_\_\_\_

## RESOLUTION NO. 2023-84

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POLK CITY IOWA:

The following persons and positions named shall be paid the salary or wages indicated and the City Clerk is authorized to issue warrants/checks/electronic payments, less legally required or authorized deductions from the amounts set out below, and make such contribution to I.P.E.R.S. and Social Security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council.

### A RESOLUTION UPDATING AND CONFIRMING THE SALARIES FOR THE STAFF OF THE CITY OF POLK CITY

#### **Non-union Full-time**

| <b><u>employees</u></b> | <b><u>Position</u></b>                 | <b><u>Hourly Rate</u></b> | <b><u>Salary</u></b> |
|-------------------------|--|---------------------------|----------------------|
| Aswegan, Matt           | Police Lieutenant                      |                           | \$93,441.60          |
| Benge, Mark             | Public Works Operations Specialist I   | \$24.15                   | \$50,232.00          |
| Bolten, Jacob           | Public Works/GIS Laborer               | \$24.15                   | \$50,232.00          |
| Coffin, Jenny           | City Clerk/Treasurer                   |                           | \$90,720.00          |
| Doyon, Michael          | Paramedic/FF Full-time                 | \$21.79                   | \$65,152.10          |
| Franzen, Randall        | Public Works Supervisor                |                           | \$90,000.00          |
| Furness, Nick           | Construction Observer/Public Works     | \$31.02                   | \$64,521.60          |
| Godfrey, Dennis         | Public Works Laborer II/Ops Specialist | \$29.53                   | \$61,422.40          |
| Hogrefe, Karla          | Fire Chief                             |                           | \$103,500.00         |
| Merritt, Meri           | Deputy City Clerk                      | \$29.00                   | \$60,320.00          |
| Moeckly, Cody           | Public Works Laborer II/Ops Specialist | \$28.86                   | \$60,028.80          |
| Noack, Jamie            | Library Director                       |                           | \$80,443.00          |
| Noggle, Riley           | Paramedic/FF Full-time                 | \$22.66                   | \$67,753.00          |
| Pederson, Tyler         | Paramedic/FF Full-time                 | \$19.50                   | \$58,305.00          |
| Ramsey, Toby            | Public Works Laborer I/Ops Specialist  | \$25.97                   | \$54,017.60          |
| Reister, Allyson        | Youth Services Librarian               | \$24.39                   | \$50,731.20          |
| Schulte, Mike           | Public Works Director                  |                           | \$113,000.00         |
| Siepkner, Jeremy        | Police Chief                           |                           | \$113,000.00         |
| Sherman, Nick           | Police Sergeant                        |                           | \$80,000.00          |
| Thraen, Jason           | Parks & Recreation Director            | \$37.07                   | \$77,105.60          |
| Quindel, Devin          | Billing Clerk                          | \$24.75                   | \$51,480.00          |

#### **Part time employees**

|                  | <b><u>Position</u></b> | <b><u>Hourly Rate</u></b> |
|------------------|------------------------|---------------------------|
| Ahrens, Tyler    | EMT/Fire-Fighter       | \$18.03                   |
| Bakken, Lucas    | Library Page           | \$13.00                   |
| Bristle, Chrissy | EMT/Fire-Fighter       | \$18.03                   |
| Brooks, Cory     | Paramedic/Fire-Fighter | \$22.66                   |
| Burgod, Nathan   | EMT/Fire-Fighter       | \$18.03                   |
| Burke, Brennan   | Paramedic/Fire-Fighter | \$22.66                   |
| Chaney, Grant    | EMT/Fire-Fighter       | \$18.03                   |
| Culham, Joseph   | EMT/Fire-Fighter       | \$18.03                   |
| Dunham, Zach     | Deputy Fire Chief      | \$25.66                   |
| Feller, Jeff     | Deputy Fire Chief      | \$21.03                   |
| Fowle, Elena     | Library Page           | \$13.00                   |

|                   |                                   |         |
|-------------------|-----------------------------------|---------|
| Fox, Ashley       | Paramedic                         | \$19.57 |
| Fox, Kristin      | Advanced EMT/Fire-Fighter         | \$19.06 |
| Ernst, Anna       | Police Officer, part-time         | \$26.46 |
| Gries, Kent       | Police Officer, part-time         | \$26.46 |
| Hall, Joel        | Police Officer, part-time         | \$26.46 |
| Hall, Linda       | Library Clerk                     | \$14.50 |
| Hanson, Brian     | EMT/Fire-Fighter                  | \$18.03 |
| Hibbing, Brice    | Fire Department Lieutenant        | \$19.03 |
| Hohnstrater, Kurt | Public Works Year-Round Part-time | \$18.00 |
| Holdeman, Nicole  | EMT/Fire-Fighter                  | \$18.03 |
| Jacobson, Jane    | Police Administrative Assistant   | \$22.45 |
| Klatt, Nick       | Fire Department Captain           | \$20.03 |
| Klinge, Joshua    | Paramedic/Fire-Fighter            | \$22.66 |
| Koster, Bryan     | Paramedic/Fire-Fighter            | \$22.66 |
| Leppert, Mitchell | Seasonal Part-Time Public Works   | \$15.00 |
| Llewellyn, David  | Fire Department Lieutenant        | \$19.03 |
| McKay, Justin     | EMT/Fire-Fighter                  | \$18.03 |
| Marriot, Richard  | Seasonal Part-Time Public Works   | \$15.00 |
| Miller, Brody     | EMT/Fire-Fighter                  | \$18.03 |
| Noack, Steve      | Fire Department Lieutenant        | \$19.03 |
| Owen, Tanner      | Fire Department Lieutenant        | \$23.66 |
| Palmer, Sam       | Paramedic/Fire-Fighter            | \$22.66 |
| Parsons, Dottie   | Fire Department Captain           | \$24.66 |
| Peer, Betty       | Library Page                      | \$10.00 |
| Peters, Jake      | EMT/Fire-Fighter                  | \$18.03 |
| Poen, Jeff        | Police Officer, part-time         | \$26.46 |
| Pries, Marissa    | Library Page                      | \$13.00 |
| Reetz, Matthew    | Fire Department Recruit           | \$17.26 |
| Reis, Nathan      | Paramedic/Fire-Fighter            | \$22.66 |
| Sosby, Craig      | Paramedic/Fire-Fighter            | \$22.66 |
| Stern, Matthew    | Fire-Fighter                      | \$17.26 |
| Voyek, Mark       | EMT/Fire-Fighter                  | \$18.03 |
| Wallace, Alyssa   | Paramedic                         | \$19.57 |
| Watson, Tad       | Paramedic/Fire-Fighter            | \$22.66 |
| Wilkinson, Deb    | EMT/Fire-Fighter                  | \$18.03 |
| Winter, Steve     | EMT/Fire-Fighter                  | \$18.03 |
| Zahnd, Rob        | Paramedic/Fire-Fighter            | \$22.66 |

**BY ORDER OF THE CITY COUNCIL**, the new salaries as set above will go into effect with the pay period including July 01, 2023.

**PASSED AND APPROVED** this 26 day of June 2023.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** June 26, 2023 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** FY23 Year-end Transfers

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**BACKGROUND:** Each year we budget to move money between funds, and then at the end of the year, we ask the City Council to approve the year-end transfers.

Most of the transfers are relative to the capital fund and the capital equipment fund. The expenses are paid out of the capital funds, and then we use the revenue from multiple other funds and transfer into the capital fund, so the fund is balanced. In 2018 the City borrowed money to fund the pump station project completed with Des Moines Water Works and purchase capacity. The City did not borrow enough funds, and we need to balance the fund out with some water money.

The other transfers are relative to TIF. The City has started to utilize tax increment financing (TIF) for our Chamber contribution, and to supplement employee salary & benefits. Each year we move money from TIF to the general fund for this purpose. The last TIF related transfer is relative to the State of Iowa's requirement to set aside LMI funds when TIF is used for residential development. This last transfer is regarding the Deerhaven Development Agreement.

**ALTERNATIVES:** Do not approve

**FINANCIAL CONSIDERATIONS:** No financial considerations. We are not spending money, we are simply moving money from one fund to another.

**RECOMMENDATION:** It is my recommendation that the City Council approve the year-end transfers for the fiscal year ending June 30, 2023.

**RESOLUTION NO. 2023-85**

**A RESOLUTION APPROVING YEAR-END TRANSFERS FOR THE CITY OF POLK CITY**

**WHEREAS**, as reflected in the FY2022-23 budget, the City does need to transfer money between funds and these transfers are completed at the end of the year; and

**WHEREAS**, the following transfers between funds need to be authorized for the budget year ending June 30, 2023:

| <i>Amount</i> | <i>From Fund</i>                       | <i>To Fund</i>                         | <i>Purpose</i>  |
|---------------|--|--|---|
| \$115,000     | Road Use Fund<br>110-910-6910          | Capital Projects Fund<br>303-910-4830  | Public Works Equipment  |
| \$650,000     | Local Option Sales Tax<br>121-910-6910 | Capital Projects Fund<br>301-910-4830  | Capital Projects  |
| \$200,000     | Local Option Sales Tax<br>121-910-6910 | Capital Equipment Fund<br>303-910-4830 | Police & Fire Equipment   |
| \$110,000     | TIF Fund<br>125-910-6910               | General Fund<br>001-910-4830           | GoPolkCity/Chamber<br>Development Agreement &<br>Administrative program |
| \$97,676      | TIF Fund<br>125-910-6910               | LMI Fund<br>135-910-4830               | Deerhaven LMI Development<br>Agreement requirements                     |
| \$133,878     | Water Fund<br>600-910-6910             | Debt Service Fund<br>200-910-4830      | 2018 GO Loan Water Revenue<br>Property Tax Relief                       |
| \$100,000     | Water Fund<br>600-910-6910             | Capital Fund<br>302-910-4830           | 2018 Water Pump Station<br>project balance                              |
| \$115,000     | Water Fund<br>600-910-6910             | Capital Equipment Fund<br>303-910-4830 | Public Works Equipment  |
| \$65,000      | Sewer Fund<br>610-815-6910             | Debt Service Fund<br>200-910-4830      | 2021 GO Loan Sewer Revenue<br>Property Tax Relief                       |
| \$115,000     | Sewer Fund<br>610-815-6910             | Capital Equipment Fund<br>303-910-4830 | Public Works Equipment  |

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Polk City, Iowa that the City Clerk is hereby authorized to make the fund transfers listed above.

**PASSED AND APPROVED** the 26 day of June 2023.

\_\_\_\_\_  
Steve Karsjen, Mayor

Attest:

\_\_\_\_\_  
Jenny Coffin, City Clerk

**RESOLUTION NO 2023-87**

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 1  
FOR THE CITY HALL/COMMUNITY ROOM PROJECT**

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**WHEREAS**, the City of Polk City, City Council, approved Resolution 2023-22 ordering construction for the City Hall/Community Room Project on February 13, 2023; and

**WHEREAS**, the City Council approved Resolution 2023-37 on March 27, 2023, awarding the construction contract to Henkel Construction Company; and

**WHEREAS**, on March 27, 2023, the City Council approved Resolution 2023-38 approving the contract in the amount of \$5,740,000 with alternate #2 bid totaling \$4,500 and alternate # 5 totaling \$8,000 for a total contract of \$5,752,500; and

**WHEREAS**, Henkel Construction Company and the City Architect, FEH Design have submitted the Application for Partial Payment No. 1 giving a detailed estimate of work completed with an application for payment in the amount of \$142,178.33.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 1 for the City Hall/Community Room Project and the City Clerk/Treasurer is hereby authorized to issue a check to Henkel Construction Company in the amount of \$142,783.33.

**PASSED AND APPROVED** the 26 day of June 2023.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

**TO OWNER/CLIENT:**

City of Polk City  
200 S 4th St.  
Polk City, Iowa 50226

**PROJECT:**

Polk City New City Hall  
200 S 4th St.  
Polk City, Iowa 50226

**APPLICATION NO: 1**

**INVOICE NO:** 2321A.01

**PERIOD:** 05/01/23 - 05/31/23

**PROJECT NO:** 2321A

**FROM CONTRACTOR:**

Henkel Construction Company  
208 East State St  
Mason City, Iowa 50401

**VIA ARCHITECT/ENGINEER:**

Cory Sharp (FEH Design)

**CONTRACT DATE:**

**CONTRACT FOR:** Polk City New City Hall

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

|  |                |
|--|----------------|
| 1. Original Contract Sum   | \$5,752,500.00 |
| 2. Net change by change orders   | \$0.00         |
| 3. Contract Sum to date (Line 1 ± 2)   | \$5,752,500.00 |
| 4. Total completed and stored to date<br>(Column G on detail sheet)          | \$149,661.40   |
| 5. Retainage:  |                |
| a. 5.00% of completed work   | \$7,483.07     |
| b. 0.00% of stored material  | \$0.00         |
| Total retainage<br>(Line 5a + 5b or total in column I of detail sheet)       | \$7,483.07     |
| 6. Total earned less retainage<br>(Line 4 less Line 5 Total)                 | \$142,178.33   |
| 7. Less previous certificates for payment<br>(Line 6 from prior certificate) | \$0.00         |
| 8. Current payment due:  | \$142,178.33   |
| 9. Balance to finish, including retainage<br>(Line 3 less Line 6)            | \$5,610,321.67 |

| CHANGE ORDER SUMMARY                                       | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Total changes approved in previous months by Owner/Client: | \$0.00    | \$0.00     |
| Total approved this month:                                 | \$0.00    | \$0.00     |
| Totals:  | \$0.00    | \$0.00     |
| Net change by change orders:                               | \$0.00    |            |

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

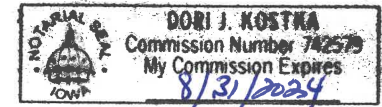
CONTRACTOR: Henkel Construction Company

By: *Mason Harms* Date: June 5, 2023  
Mason Harms, Controller

State of: Iowa  
County of: Cerro Gordo

Subscribed and sworn to before me this 5<sup>th</sup> day of June 2023

Notary Public: *Dori J. Kostka*  
My commission expires: 8/31/2024



**ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$142,178.33

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: *Cory Sharp* Date: 6-7-2023

This certificate is non-negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
 Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 1

APPLICATION DATE: 5/31/2023

PERIOD: 05/01/23 - 05/31/23

Contract Lines

| ITEM NO. | BUDGET CODE                               | DESCRIPTION OF WORK        | SCHEDULED VALUE | WORK COMPLETED                    |   | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE  |
|----------|---|----------------------------|-----------------|-----------------------------------|---|--|--|-----------|---------------------------|------------|
|          |   |                            |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD                               |  |  |           |                           |            |
|          |   |                            |                 | 1                                 | 1.C<br>General Conditions.Misc.<br>Credit |  |  |           |                           |            |
| 2        | 1.C<br>General Conditions.Misc.<br>Credit | Bond/Insurance             | \$58,000.00     | \$0.00                            | \$58,000.00                               | \$0.00                                     | \$58,000.00                                    | 100.00%   | \$0.00                    | \$2,900.00 |
| 3        | 1.C<br>General Conditions.Misc.<br>Credit | Supervision                | \$98,000.00     | \$0.00                            | \$4,900.00                                | \$0.00                                     | \$4,900.00                                     | 5.00%     | \$93,100.00               | \$245.00   |
| 4        | 1.C<br>General Conditions.Misc.<br>Credit | Mobilization               | \$15,500.00     | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$15,500.00               | \$0.00     |
| 5        | 1.C<br>General Conditions.Misc.<br>Credit | Demobilization             | \$5,000.00      | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$5,000.00                | \$0.00     |
| 6        | 1.C<br>General Conditions.Misc.<br>Credit | Shop Drawings/Engineering  | \$85,000.00     | \$0.00                            | \$12,750.00                               | \$0.00                                     | \$12,750.00                                    | 15.00%    | \$72,250.00               | \$637.50   |
| 7        | 1.C<br>General Conditions.Misc.<br>Credit | Record Documents           | \$5,000.00      | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$5,000.00                | \$0.00     |
| 8        | 1.C<br>General Conditions.Misc.<br>Credit | Temp Facilities            | \$10,000.00     | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$10,000.00               | \$0.00     |
| 9        | 3.C<br>Concrete.Misc. Credit              | Footing & Foundations - M  | \$95,000.00     | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$95,000.00               | \$0.00     |
| 10       | 3.C<br>Concrete.Misc. Credit              | Footings & Foundations - L | \$65,000.00     | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$65,000.00               | \$0.00     |
| 11       | 3.C<br>Concrete.Misc. Credit              | Interior Slabs - M         | \$85,000.00     | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$85,000.00               | \$0.00     |
| 12       | 3.C<br>Concrete.Misc. Credit              | Interior Slabs - L         | \$65,000.00     | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$65,000.00               | \$0.00     |
| 13       | 4.C<br>Masonry.Misc. Credit               | Masonry - M                | \$95,000.00     | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$95,000.00               | \$0.00     |
| 14       | 4.C<br>Masonry.Misc. Credit               | Masonry - L                | \$65,000.00     | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$65,000.00               | \$0.00     |
| 15       | 5.C<br>Steel.Misc. Credit                 | Structural Steel - M       | \$150,000.00    | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$150,000.00              | \$0.00     |
| 16       | 5.C<br>Steel.Misc. Credit                 | Structural Steel - L       | \$115,000.00    | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$115,000.00              | \$0.00     |
| 17       | 5.C<br>Steel.Misc. Credit                 | Steel Joists & Decking - M | \$185,000.00    | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$185,000.00              | \$0.00     |
| 18       | 5.C<br>Steel.Misc. Credit                 | Steel Joists & Decking - L | \$55,000.00     | \$0.00                            | \$0.00                                    | \$0.00                                     | \$0.00   | 0.00%     | \$55,000.00               | \$0.00     |

| A<br>ITEM<br>NO. | B<br>BUDGET CODE                        | C<br>DESCRIPTION OF WORK        | D<br>SCHEDULED<br>VALUE | E<br>WORK COMPLETED                     |             | F<br>MATERIALS<br>PRESENTLY<br>STORED<br>(NOT IN D OR E) | G<br>TOTAL<br>COMPLETED<br>AND STORED TO<br>DATE<br>(D + E + F) |       | H<br>BALANCE TO<br>FINISH<br>(C - G) | I<br>RETAINAGE |
|------------------|---|---------------------------------|-------------------------|---|-------------|--|---|-------|--------------------------------------|----------------|
|                  |   |                                 |                         | FROM PREVIOUS<br>APPLICATION<br>(D + E) | THIS PERIOD |  | %<br>(G / C)  |       |                                      |                |
|                  |   |                                 |                         |   |             |  |   |       |                                      |                |
| 19               | 5.C<br>Steel.Misc. Credit               | Metal Stairs - M                | \$50,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$50,000.00                          | \$0.00         |
| 20               | 5.C<br>Steel.Misc. Credit               | Metal Stairs - L                | \$20,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$20,000.00                          | \$0.00         |
| 21               | 5.C<br>Steel.Misc. Credit               | Cold Formed Framing - M         | \$55,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$55,000.00                          | \$0.00         |
| 22               | 5.C<br>Steel.Misc. Credit               | Cold Formed Framing - L         | \$55,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$55,000.00                          | \$0.00         |
| 23               | 6.C<br>Carpentry.Misc. Credit           | Rough Carpentry - M             | \$19,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$19,000.00                          | \$0.00         |
| 24               | 6.C<br>Carpentry.Misc. Credit           | Rough Carpentry - L             | \$25,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$25,000.00                          | \$0.00         |
| 25               | 6.C<br>Carpentry.Misc. Credit           | Architectural Wood Casework - M | \$45,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$45,000.00                          | \$0.00         |
| 26               | 6.C<br>Carpentry.Misc. Credit           | Architectural Wood Casework - L | \$9,500.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$9,500.00                           | \$0.00         |
| 27               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Roofing - M                     | \$100,000.00            | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$100,000.00                         | \$0.00         |
| 28               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Roofing - L                     | \$35,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$35,000.00                          | \$0.00         |
| 29               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Sheet Metal and Flashing - M    | \$6,000.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$6,000.00                           | \$0.00         |
| 30               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Sheet Metal and Flashing - L    | \$12,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$12,000.00                          | \$0.00         |
| 31               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Joint Sealants - M              | \$5,000.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$5,000.00                           | \$0.00         |
| 32               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Joint Sealants - L              | \$6,500.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$6,500.00                           | \$0.00         |
| 33               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Weather Barriers - M            | \$10,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$10,000.00                          | \$0.00         |
| 34               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Weather Barriers - L            | \$20,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$20,000.00                          | \$0.00         |
| 35               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Metal Wall Panels - M           | \$250,000.00            | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$250,000.00                         | \$0.00         |
| 36               | 7.C<br>Thermal-Moist PR.Misc.<br>Credit | Metal Wall Panels - L           | \$63,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$63,000.00                          | \$0.00         |
| 37               | 8.C<br>Doors & Windows.Misc.<br>Credit  | HM Doors/Frames - M             | \$20,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$20,000.00                          | \$0.00         |
| 38               | 8.C                                     | HM Doors/Frames - L             | \$15,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00  | 0.00% | \$15,000.00                          | \$0.00         |

| ITEM NO. | BUDGET CODE                         | DESCRIPTION OF WORK           | SCHEDULED VALUE | WORK COMPLETED                    |             | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE |
|----------|-------------------------------------|-------------------------------|-----------------|-----------------------------------|-------------|--|--|-----------|---------------------------|-----------|
|          |                                     |                               |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD |  |  |           |                           |           |
|          |                                     |                               |                 |                                   |             |  |  |           |                           |           |
|          | Doors & Windows.Misc. Credit        |                               |                 |                                   |             |  |  |           |                           |           |
| 39       | 8.C<br>Doors & Windows.Misc. Credit | Door Hardware - M             | \$50,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$50,000.00               | \$0.00    |
| 40       | 8.C<br>Doors & Windows.Misc. Credit | Door Hardware - L             | \$7,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$7,500.00                | \$0.00    |
| 41       | 8.C<br>Doors & Windows.Misc. Credit | Wood Doors - M                | \$16,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$16,000.00               | \$0.00    |
| 42       | 8.C<br>Doors & Windows.Misc. Credit | Wood Doors - L                | \$6,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$6,500.00                | \$0.00    |
| 43       | 8.C<br>Doors & Windows.Misc. Credit | Coiling Counter Doors - M     | \$6,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$6,500.00                | \$0.00    |
| 44       | 8.C<br>Doors & Windows.Misc. Credit | Coiling Counter Doors - L     | \$1,000.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$1,000.00                | \$0.00    |
| 45       | 8.C<br>Doors & Windows.Misc. Credit | Storefronts & Entrances - M   | \$205,000.00    | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$205,000.00              | \$0.00    |
| 46       | 8.C<br>Doors & Windows.Misc. Credit | Storefronts & Entrances - L   | \$90,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$90,000.00               | \$0.00    |
| 47       | 9.C<br>Finishes.Misc. Credit        | Interior Painting - M         | \$9,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$9,500.00                | \$0.00    |
| 48       | 9.C<br>Finishes.Misc. Credit        | Interior Painting - L         | \$34,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$34,000.00               | \$0.00    |
| 49       | 9.C<br>Finishes.Misc. Credit        | Wall Coverings - M            | \$15,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$15,000.00               | \$0.00    |
| 50       | 9.C<br>Finishes.Misc. Credit        | Wall Coverings - L            | \$16,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$16,000.00               | \$0.00    |
| 51       | 9.C<br>Finishes.Misc. Credit        | High Performance Coatings - M | \$9,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$9,500.00                | \$0.00    |
| 52       | 9.C<br>Finishes.Misc. Credit        | High Performance Coatings - L | \$22,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$22,000.00               | \$0.00    |
| 53       | 9.C<br>Finishes.Misc. Credit        | Metal Framing - M             | \$25,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$25,000.00               | \$0.00    |
| 54       | 9.C<br>Finishes.Misc. Credit        | Metal Framing - L             | \$50,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$50,000.00               | \$0.00    |
| 55       | 9.C<br>Finishes.Misc. Credit        | Thermal Insulation - M        | \$8,000.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$8,000.00                | \$0.00    |
| 56       | 9.C<br>Finishes.Misc. Credit        | Thermal Insulation - L        | \$8,000.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$8,000.00                | \$0.00    |
| 57       | 9.C<br>Finishes.Misc. Credit        | Firestopping - M              | \$8,000.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$8,000.00                | \$0.00    |
| 58       | 9.C                                 | Firestopping - L              | \$8,000.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$8,000.00                | \$0.00    |

| ITEM NO. | BUDGET CODE                             | DESCRIPTION OF WORK         | SCHEDULED VALUE | WORK COMPLETED                    |             | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE |
|----------|---|-----------------------------|-----------------|-----------------------------------|-------------|--|--|-----------|---------------------------|-----------|
|          |   |                             |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD |  |  |           |                           |           |
|          |   |                             |                 |                                   |             |  |  |           |                           |           |
|          | Finishes.Misc. Credit                   |                             |                 |                                   |             |  |  |           |                           |           |
| 59       | 9.C<br>Finishes.Misc. Credit            | Gyp Board Assemblies - M    | \$95,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$95,000.00               | \$0.00    |
| 60       | 9.C<br>Finishes.Misc. Credit            | Gyp Board Assemblies - L    | \$175,000.00    | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$175,000.00              | \$0.00    |
| 61       | 9.C<br>Finishes.Misc. Credit            | Gyp Sheathing - M           | \$16,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$16,000.00               | \$0.00    |
| 62       | 9.C<br>Finishes.Misc. Credit            | Gyp Sheathing - L           | \$27,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$27,000.00               | \$0.00    |
| 63       | 9.C<br>Finishes.Misc. Credit            | Acoustical Ceilings - M     | \$25,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$25,000.00               | \$0.00    |
| 64       | 9.C<br>Finishes.Misc. Credit            | Acoustical Ceilings - L     | \$13,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$13,000.00               | \$0.00    |
| 65       | 9.C<br>Finishes.Misc. Credit            | Suspended Wood Ceilings - M | \$40,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$40,000.00               | \$0.00    |
| 66       | 9.C<br>Finishes.Misc. Credit            | Suspended Wood Ceilings - L | \$8,000.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$8,000.00                | \$0.00    |
| 67       | 9.C<br>Finishes.Misc. Credit            | Ceramic Tile - M            | \$55,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$55,000.00               | \$0.00    |
| 68       | 9.C<br>Finishes.Misc. Credit            | Ceramic Tile - L            | \$25,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$25,000.00               | \$0.00    |
| 69       | 9.C<br>Finishes.Misc. Credit            | Resilient Flooring - M      | \$15,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$15,000.00               | \$0.00    |
| 70       | 9.C<br>Finishes.Misc. Credit            | Resilient Flooring - L      | \$3,800.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$3,800.00                | \$0.00    |
| 71       | 9.C<br>Finishes.Misc. Credit            | Tile Carpeting - M          | \$25,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$25,000.00               | \$0.00    |
| 72       | 9.C<br>Finishes.Misc. Credit            | Tile Carpeting - L          | \$3,700.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$3,700.00                | \$0.00    |
| 73       | 10.C<br>Specialty Items.Misc.<br>Credit | Toilet Accessories - M      | \$4,250.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$4,250.00                | \$0.00    |
| 74       | 10.C<br>Specialty Items.Misc.<br>Credit | Toilet Accessories - L      | \$1,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$1,500.00                | \$0.00    |
| 75       | 10.C<br>Specialty Items.Misc.<br>Credit | Flagpole - M                | \$4,000.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$4,000.00                | \$0.00    |
| 76       | 10.C<br>Specialty Items.Misc.<br>Credit | Flagpole - L                | \$1,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$1,500.00                | \$0.00    |
| 77       | 10.C<br>Specialty Items.Misc.<br>Credit | Folding Panel Partition - M | \$30,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$30,000.00               | \$0.00    |
| 78       | 10.C<br>Specialty Items.Misc.<br>Credit | Folding Panel Partition - L | \$15,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$15,000.00               | \$0.00    |
| 79       | 10.C                                    | Toilet Partitions - M       | \$5,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$5,500.00                | \$0.00    |



| A<br>ITEM<br>NO. | B<br>BUDGET CODE                          | B<br>DESCRIPTION OF WORK       | C<br>SCHEDULED<br>VALUE | D<br>WORK COMPLETED                     |             | F<br>MATERIALS<br>PRESENTLY<br>STORED<br>(NOT IN D OR E) | G  |              | H<br>BALANCE TO<br>FINISH<br>(C - G) | I<br>RETAINAGE |
|------------------|---|--------------------------------|-------------------------|---|-------------|--|--|--------------|--------------------------------------|----------------|
|                  |   |                                |                         | FROM PREVIOUS<br>APPLICATION<br>(D + E) | THIS PERIOD |  | TOTAL<br>COMPLETED<br>AND STORED TO<br>DATE<br>(D + E + F) | %<br>(G / C) |                                      |                |
|                  |   |                                |                         |   |             |  |  |              |                                      |                |
|                  | Specialty Items.Misc.<br>Credit           |                                |                         |   |             |  |  |              |                                      |                |
| 80               | 10.C<br>Specialty Items.Misc.<br>Credit   | Toilet Partitions - L          | \$1,500.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$1,500.00                           | \$0.00         |
| 81               | 10.C<br>Specialty Items.Misc.<br>Credit   | Signage - M                    | \$15,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$15,000.00                          | \$0.00         |
| 82               | 10.C<br>Specialty Items.Misc.<br>Credit   | Signage - L                    | \$2,500.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$2,500.00                           | \$0.00         |
| 83               | 12.C<br>Special Equipment.Misc.<br>Credit | Countertops - M                | \$20,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$20,000.00                          | \$0.00         |
| 84               | 12.C<br>Special Equipment.Misc.<br>Credit | Countertops - L                | \$17,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$17,000.00                          | \$0.00         |
| 85               | 12.C<br>Special Equipment.Misc.<br>Credit | Window Shades - M              | \$10,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$10,000.00                          | \$0.00         |
| 86               | 12.C<br>Special Equipment.Misc.<br>Credit | Window Shades - L              | \$3,000.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$3,000.00                           | \$0.00         |
| 87               | 14.C<br>Cranes and Hoists.Misc.<br>Credit | Electric Traction Elevator - M | \$85,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$85,000.00                          | \$0.00         |
| 88               | 14.C<br>Cranes and Hoists.Misc.<br>Credit | Electric Traction Elevator - L | \$45,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$45,000.00                          | \$0.00         |
| 89               | 15.C<br>Mechanical.Misc. Credit           | Fire Sprinkler - M             | \$38,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$38,000.00                          | \$0.00         |
| 90               | 15.C<br>Mechanical.Misc. Credit           | Fire Sprinkler - L             | \$23,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$23,000.00                          | \$0.00         |
| 91               | 15.C<br>Mechanical.Misc. Credit           | Hangers and Supports - M       | \$8,000.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$8,000.00                           | \$0.00         |
| 92               | 15.C<br>Mechanical.Misc. Credit           | Hangers and Supports - L       | \$7,500.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$7,500.00                           | \$0.00         |
| 93               | 15.C<br>Mechanical.Misc. Credit           | Plumbing ID - M                | \$800.00                | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$800.00                             | \$0.00         |
| 94               | 15.C<br>Mechanical.Misc. Credit           | Plumbing ID - L                | \$1,100.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$1,100.00                           | \$0.00         |
| 95               | 15.C<br>Mechanical.Misc. Credit           | Insulation - M                 | \$6,500.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$6,500.00                           | \$0.00         |
| 96               | 15.C<br>Mechanical.Misc. Credit           | Insulation - L                 | \$4,000.00              | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$4,000.00                           | \$0.00         |
| 97               | 15.C<br>Mechanical.Misc. Credit           | Plumbing Piping - M            | \$36,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$36,000.00                          | \$0.00         |
| 98               | 15.C<br>Mechanical.Misc. Credit           | Plumbing Piping - L            | \$35,000.00             | \$0.00                                  | \$0.00      | \$0.00   | \$0.00   | 0.00%        | \$35,000.00                          | \$0.00         |

| ITEM NO. | BUDGET CODE                     | DESCRIPTION OF WORK                      | SCHEDULED VALUE | WORK COMPLETED                    |                                 | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE |
|----------|---------------------------------|--|-----------------|-----------------------------------|---------------------------------|--|--|-----------|---------------------------|-----------|
|          |                                 |  |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD                     |  |  |           |                           |           |
|          |                                 |  |                 | 99                                | 15.C<br>Mechanical.Misc. Credit |  |  |           |                           |           |
| 100      | 15.C<br>Mechanical.Misc. Credit | Gas Piping - L                           | \$22,000.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$22,000.00               | \$0.00    |
| 101      | 15.C<br>Mechanical.Misc. Credit | Plumbing Specialties - M                 | \$4,000.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$4,000.00                | \$0.00    |
| 102      | 15.C<br>Mechanical.Misc. Credit | Plumbing Specialties - L                 | \$5,000.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$5,000.00                | \$0.00    |
| 103      | 15.C<br>Mechanical.Misc. Credit | Domestic Water Pumps - M                 | \$5,300.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$5,300.00                | \$0.00    |
| 104      | 15.C<br>Mechanical.Misc. Credit | Domestic Water Pumps - L                 | \$2,500.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$2,500.00                | \$0.00    |
| 105      | 15.C<br>Mechanical.Misc. Credit | Sump Pumps - M                           | \$3,500.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$3,500.00                | \$0.00    |
| 106      | 15.C<br>Mechanical.Misc. Credit | Sump Pumps - L                           | \$2,000.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$2,000.00                | \$0.00    |
| 107      | 15.C<br>Mechanical.Misc. Credit | Plumbing Equipment - M                   | \$10,000.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$10,000.00               | \$0.00    |
| 108      | 15.C<br>Mechanical.Misc. Credit | Plumbing Equipment - L                   | \$6,000.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$6,000.00                | \$0.00    |
| 109      | 15.C<br>Mechanical.Misc. Credit | Plumbing Fixtures - M                    | \$48,000.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$48,000.00               | \$0.00    |
| 110      | 15.C<br>Mechanical.Misc. Credit | Plumbing Fixtures - L                    | \$20,000.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$20,000.00               | \$0.00    |
| 111      | 15.C<br>Mechanical.Misc. Credit | RTU, Cabinet & Duct Heater - M           | \$153,400.00    | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$153,400.00              | \$0.00    |
| 112      | 15.C<br>Mechanical.Misc. Credit | RTU, Cabinet & Duct Heater - L           | \$28,000.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$28,000.00               | \$0.00    |
| 113      | 15.C<br>Mechanical.Misc. Credit | Terminal Air Box & System Management - M | \$55,000.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$55,000.00               | \$0.00    |
| 114      | 15.C<br>Mechanical.Misc. Credit | Terminal Air Box & System Management - L | \$25,000.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$25,000.00               | \$0.00    |
| 115      | 15.C<br>Mechanical.Misc. Credit | Screen Wall - M                          | \$44,000.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$44,000.00               | \$0.00    |
| 116      | 15.C<br>Mechanical.Misc. Credit | Screen Wall - L                          | \$2,100.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$2,100.00                | \$0.00    |
| 117      | 15.C<br>Mechanical.Misc. Credit | GRD's FD's - M                           | \$7,500.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$7,500.00                | \$0.00    |
| 118      | 15.C<br>Mechanical.Misc. Credit | GRD's & FD's - L                         | \$19,400.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$19,400.00               | \$0.00    |
| 119      | 15.C<br>Mechanical.Misc. Credit | Mini Split & Exhaust Fan - M             | \$7,900.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$7,900.00                | \$0.00    |
| 120      | 15.C<br>Mechanical.Misc. Credit | Mini Split & Exhaust Fan - L             | \$5,200.00      | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$5,200.00                | \$0.00    |
| 121      | 15.C<br>Mechanical.Misc. Credit | Ductwork - M                             | \$24,900.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$24,900.00               | \$0.00    |
| 122      | 15.C                            | Ductwork - L                             | \$57,000.00     | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%     | \$57,000.00               | \$0.00    |

| ITEM NO. | BUDGET CODE                     | DESCRIPTION OF WORK            | SCHEDULED VALUE | WORK COMPLETED                    |             | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE |
|----------|---------------------------------|--------------------------------|-----------------|-----------------------------------|-------------|--|--|-----------|---------------------------|-----------|
|          |                                 |                                |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD |  |  |           |                           |           |
|          |                                 |                                |                 |                                   |             |  |  |           |                           |           |
|          | Mechanical.Misc. Credit         |                                |                 |                                   |             |  |  |           |                           |           |
| 123      | 15.C<br>Mechanical.Misc. Credit | Hangers - M                    | \$3,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$3,500.00                | \$0.00    |
| 124      | 15.C<br>Mechanical.Misc. Credit | Hangers - L                    | \$13,600.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$13,600.00               | \$0.00    |
| 125      | 15.C<br>Mechanical.Misc. Credit | TAB - L&M                      | \$9,400.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$9,400.00                | \$0.00    |
| 126      | 16.C<br>Electrical.Misc. Credit | Site-service work - Material   | \$15,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$15,000.00               | \$0.00    |
| 127      | 16.C<br>Electrical.Misc. Credit | Site-service work - Labor      | \$20,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$20,000.00               | \$0.00    |
| 128      | 16.C<br>Electrical.Misc. Credit | Temporary Power - Labor        | \$10,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$10,000.00               | \$0.00    |
| 129      | 16.C<br>Electrical.Misc. Credit | Temporary Power - Material     | \$10,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$10,000.00               | \$0.00    |
| 130      | 16.C<br>Electrical.Misc. Credit | Underground Raceway - Material | \$25,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$25,000.00               | \$0.00    |
| 131      | 16.C<br>Electrical.Misc. Credit | Underground Raceway - Labor    | \$25,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$25,000.00               | \$0.00    |
| 132      | 16.C<br>Electrical.Misc. Credit | Raceway - Material             | \$62,300.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$62,300.00               | \$0.00    |
| 133      | 16.C<br>Electrical.Misc. Credit | Raceway - Labor                | \$52,600.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$52,600.00               | \$0.00    |
| 134      | 16.C<br>Electrical.Misc. Credit | Generator - Material           | \$29,600.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$29,600.00               | \$0.00    |
| 135      | 16.C<br>Electrical.Misc. Credit | Generator - Labor              | \$18,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$18,000.00               | \$0.00    |
| 136      | 16.C<br>Electrical.Misc. Credit | Distribution - Material        | \$55,000.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$55,000.00               | \$0.00    |
| 137      | 16.C<br>Electrical.Misc. Credit | Distribution - Labor           | \$55,700.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$55,700.00               | \$0.00    |
| 138      | 16.C<br>Electrical.Misc. Credit | Lighting - Material            | \$122,500.00    | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$122,500.00              | \$0.00    |
| 139      | 16.C<br>Electrical.Misc. Credit | Lighting - Labor               | \$44,600.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$44,600.00               | \$0.00    |
| 140      | 16.C<br>Electrical.Misc. Credit | Fire Alarm - Material          | \$20,400.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$20,400.00               | \$0.00    |
| 141      | 16.C<br>Electrical.Misc. Credit | Fire Alarm - Labor             | \$9,300.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$9,300.00                | \$0.00    |
| 142      | 16.C<br>Electrical.Misc. Credit | Device - Material              | \$2,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$2,500.00                | \$0.00    |
| 143      | 16.C<br>Electrical.Misc. Credit | Device - Labor                 | \$2,500.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$2,500.00                | \$0.00    |
| 144      | 16.C<br>Electrical.Misc. Credit | Communications - Material      | \$27,900.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$27,900.00               | \$0.00    |
| 145      | 16.C<br>Electrical.Misc. Credit | Communications - Labor         | \$24,400.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00   | 0.00%     | \$24,400.00               | \$0.00    |

| ITEM NO.       | BUDGET CODE                     | DESCRIPTION OF WORK             | SCHEDULED VALUE       | WORK COMPLETED                    |                                 | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C)    | BALANCE TO FINISH (C - G) | RETAINAGE         |
|----------------|---------------------------------|---------------------------------|-----------------------|-----------------------------------|---------------------------------|--|--|--------------|---------------------------|-------------------|
|                |                                 |                                 |                       | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD                     |  |  |              |                           |                   |
|                |                                 |                                 |                       | 146                               | 16.C<br>Electrical.Misc. Credit |  |  |              |                           |                   |
| 147            | 16.C<br>Electrical.Misc. Credit | Audio/Visual - Labor            | \$40,109.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$40,109.00               | \$0.00            |
| 148            | 16.C<br>Electrical.Misc. Credit | Security - Material             | \$25,603.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$25,603.00               | \$0.00            |
| 149            | 16.C<br>Electrical.Misc. Credit | Security - Labor                | \$10,459.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$10,459.00               | \$0.00            |
| 150            | 2.C<br>Sitework.Misc. Credit    | Site Clearing & Earthwork - L&M | \$110,000.00          | \$0.00                            | \$60,500.00                     | \$0.00                                     | \$60,500.00                                    | 55.00%       | \$49,500.00               | \$3,025.00        |
| 151            | 2.C<br>Sitework.Misc. Credit    | Plantings - M                   | \$15,000.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$15,000.00               | \$0.00            |
| 152            | 2.C<br>Sitework.Misc. Credit    | Concrete Paving - M             | \$75,000.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$75,000.00               | \$0.00            |
| 153            | 2.C<br>Sitework.Misc. Credit    | Concrete Paving - L             | \$45,000.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$45,000.00               | \$0.00            |
| 154            | 2.C<br>Sitework.Misc. Credit    | Plantings - L                   | \$2,500.00            | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$2,500.00                | \$0.00            |
| 155            | 2.C<br>Sitework.Misc. Credit    | Seeding & SOD - M               | \$6,500.00            | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$6,500.00                | \$0.00            |
| 156            | 2.C<br>Sitework.Misc. Credit    | Seeding & SOD - L               | \$2,500.00            | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$2,500.00                | \$0.00            |
| 157            | 2.C<br>Sitework.Misc. Credit    | Mulch - M                       | \$7,500.00            | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$7,500.00                | \$0.00            |
| 158            | 2.C<br>Sitework.Misc. Credit    | Mulch - L                       | \$4,500.00            | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$4,500.00                | \$0.00            |
| 159            | 2.C<br>Sitework.Misc. Credit    | Retaining Wall - M              | \$25,000.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$25,000.00               | \$0.00            |
| 160            | 2.C<br>Sitework.Misc. Credit    | Retaining Wall - L              | \$8,500.00            | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$8,500.00                | \$0.00            |
| 161            | 2.C<br>Sitework.Misc. Credit    | Storm Sewer - M                 | \$175,000.00          | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$175,000.00              | \$0.00            |
| 162            | 2.C<br>Sitework.Misc. Credit    | Storm Sewer - L                 | \$55,000.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$55,000.00               | \$0.00            |
| 163            | 2.C<br>Sitework.Misc. Credit    | Water Service - M               | \$21,000.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$21,000.00               | \$0.00            |
| 164            | 2.C<br>Sitework.Misc. Credit    | Water Service - L               | \$12,000.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$12,000.00               | \$0.00            |
| 165            | 2.C<br>Sitework.Misc. Credit    | Sanitary Service - M            | \$9,100.00            | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$9,100.00                | \$0.00            |
| 166            | 2.C<br>Sitework.Misc. Credit    | Sanitary Service - L            | \$12,000.00           | \$0.00                            | \$0.00                          | \$0.00                                     | \$0.00   | 0.00%        | \$12,000.00               | \$0.00            |
| <b>TOTALS:</b> |                                 |                                 | <b>\$5,752,500.00</b> | <b>\$0.00</b>                     | <b>\$149,661.40</b>             | <b>\$0.00</b>                              | <b>\$149,661.40</b>                            | <b>2.60%</b> | <b>\$5,602,838.60</b>     | <b>\$7,483.07</b> |

| Grand Totals         |                     |                 |                                   |              |  |  |           |                           |            |
|----------------------|---------------------|-----------------|-----------------------------------|--------------|--|--|-----------|---------------------------|------------|
| A                    | B                   | C               | D                                 | E            | F  | G  |           | H                         | I          |
| ITEM NO.             | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK COMPLETED                    |              | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE  |
|                      |                     |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD  |  |  |           |                           |            |
| <b>GRAND TOTALS:</b> |                     | \$5,752,500.00  | \$0.00                            | \$149,661.40 | \$0.00                                     | \$149,661.40                                   | 2.60%     | \$5,602,838.60            | \$7,483.07 |



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

**Date:** June 26, 2023 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Awarding General Obligation Corporate Purpose Bonds, Series 2023

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**BACKGROUND:** On Monday, the City will be selling General Obligation Corporate Purpose bonds and awarding a contract to the best bidder. The city will not know the bid results until Monday. Those will be shared at Monday's meeting, with a recommendation of the lowest bidder made by PFM Financial Advisors. The City Council will finalize the loan proceedings process on July 10, 2023, when the City Council takes action on the loan agreement.

The proceeds from the bond sales will be utilized for the below projects:

1. Northside Drive realignment, street repairs project & trail project-not to exceed \$1,375,000.
2. Trail projects along Bridge Road-not to exceed \$275,000.
3. Police Equipment-not to exceed \$200,000.
4. City Hall, an Urban Renewal Project-not to exceed \$1,750,000 to construct a new City Hall/Community Center facility.

**ALTERNATIVES:** Do not approve the sale of bonds for the above-described project expenses.

**FINANCIAL CONSIDERATIONS:** \$3,600,000 of proposed new issuance. The new issuance will not increase the city's debt service levy, as we are able to keep the debt service levy at \$2.02 per \$1,000 assessed without increasing the levy rate.

**RECOMMENDATION:** It is my recommendation that the City Council award the sale of bonds.

June 21, 2023

**Via Email**

Chelsea Huisman  
City Manager/City Hall  
Polk City, Iowa

Re: General Obligation Corporate Purpose Bonds, Series 2023  
Our File No. 511493-10

Dear Chelsea:

We have prepared and attach proceedings to be used at the June 26, 2023 City Council meeting to report the bids received and to adopt the resolution approving the sale of General Obligation Corporate Purpose Bonds, Series 2023 (the “Bonds”) to the best bidder.

The attached resolution must be completed with the name of the purchaser of the Bonds. PFM Financial Advisors LLC will tabulate the bid results and provide that name to you.

The proceedings attached include the following items:

1. Resolution awarding the sale of the Bonds and providing for the adjournment of action on the Loan Agreement to July 10, 2023 for adoption of the issuance resolution.
2. Attestation Certificate with respect to the validity of the transcript.

As these proceedings are completed, please return one fully executed copy to our office.

If you have any questions, please contact Erin Regan, Cheryl Ritter or me.

Best regards,

John P. Danos

Attachments

cc: Jenny Coffin  
PFM Financial Advisors LLC  
Diana VanVleet

MINUTES TO RECEIVE BIDS AND  
SELL BONDS

511493-10

Polk City, Iowa

June 26, 2023

The City Council of the City of Polk City, Iowa, met on June 26, 2023, at 6 o'clock p.m., at the City of Polk City Polk City, Iowa.

The meeting was called to order by the Mayor, and the roll was called showing the following Council Members present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

This being the time and place fixed by the City Council for the consideration of bids for the purchase of the City's General Obligation Corporate Purpose Bonds, Series 2023, the Mayor announced that bids had been received and canvassed on behalf of the City at the time and place fixed therefor.

The results of the bids were then read and the substance of such bids was noted in the minutes, as follows:

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <b>Name and Address of Bidder</b> | <b>Final Bid (interest cost)</b> |
|-----------------------------------|----------------------------------|

**(Attached bid tabulation)**

After due consideration and discussion, Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption, seconded by Council Member \_\_\_\_\_. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.



••••

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. 2023-86

Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2023

WHEREAS, the City of Polk City (the “City”), in Polk County, State of Iowa, heretofore proposed to enter into a loan agreement (the “Essential Purpose Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$1,850,000, for the purpose of paying the costs, to that extent, of (a) constructing street, water system, sanitary sewer system, storm water drainage and sidewalk improvements; (b) acquiring and installing street lighting, signage and signalization improvements; and (c) acquiring vehicles and equipment for the municipal police and fire departments, and has published notice of the proposed action and has held a hearing thereon on March 13, 2023; and

WHEREAS, the City also proposed to enter into a loan agreement (the “Urban Renewal Loan Agreement” and, together with the Essential Purpose Loan Agreement, the “Loan Agreements”) and to borrow money thereunder in a principal amount not to exceed \$1,750,000, pursuant to the provisions of Sections 384.24A and 384.24.3(q) of the Code of Iowa, for the purpose of paying the costs, to that extent, of undertaking the City Hall Project in the Polk City Area II Urban Renewal Area consisting of constructing, furnishing and equipping a new City Hall facility, as further detailed in the urban renewal plan approved by the City Council on March 14, 2022, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of March 13, 2023, no petition had been filed with the City asking that the question of entering into the Urban Renewal Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, pursuant to Section 384.28 of the Code of Iowa, the City combined the Loan Agreements into a single loan agreement (the “Loan Agreement”); and

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared to facilitate the sale of General Obligation Corporate Purpose Bonds, Series 2023 (the “Bonds”) to be issued in evidence of the obligation of the City under the Loan Agreement, and the City Council has made provision for the approval of the P.O.S. and has authorized its preparation and use by PFM Financial Advisors LLC, as municipal financial advisor to the City, and has otherwise made provision for the sale of the Bonds; and

WHEREAS, pursuant to advertisement of sale, bids for the purchase of the Bonds to be issued in evidence of the City’s obligation under the Loan Agreement were received and canvassed on behalf of the City and the substance of such bids noted in the minutes; and

WHEREAS, upon final consideration of all bids, the bid of \_\_\_\_\_, \_\_\_\_\_ (the “Purchaser”), is the best, such bid proposing the lowest interest cost to the City for the Bonds;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The bid of the Purchaser referred to in the preamble hereof is hereby accepted, and the Bonds are hereby awarded to the Purchaser at the price specified in such bid, together with accrued interest, if any.

Section 2. The form of agreement of sale/official bid form (the "Sale Agreement") of the Bonds to the Purchaser is hereby approved, and the Mayor and City Clerk are hereby authorized to execute the Sale Agreement for and on behalf of the City.

Section 3. Further action with respect to the approval of the Loan Agreement and the issuance of the Bonds is hereby adjourned to the City Council meeting to be held on July 10, 2023.

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its approval and adoption, as provided by law.

Passed and approved June 26, 2023.

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Mayor

Attest:

---

City Clerk

**ATTESTATION CERTIFICATE**

STATE OF IOWA  
POLK COUNTY  
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, do hereby certify that as such City Clerk I have in my possession or have access to the complete corporate records of the City and of its City Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records in relation to the sale of General Obligation Corporate Purpose Bonds, Series 2023 of the City evidencing the City's obligation under a certain Loan Agreement and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
City Clerk

**(Attach here a copy of the bid of the successful bidder.)**

Robert W. Baird & Co., Inc. - Milwaukee , WI's Bid



**Polk City  
\$3,550,000 General Obligation Corporate Purpose Bonds, Series  
2023**

For the aggregate principal amount of \$3,550,000.00, we will pay you \$3,733,133.75, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

| Maturity Date | Amount \$ | Coupon % | Yield % | Dollar Price |
|---------------|-----------|----------|---------|--------------|
| 06/01/2025    | 20M       | 5.0000   | 3.1000  | 103.381      |
| 06/01/2026    | 90M       | 5.0000   | 2.9500  | 105.555      |
| 06/01/2027    | 130M      | 5.0000   | 2.8000  | 107.967      |
| 06/01/2028    | 135M      | 5.0000   | 2.7500  | 110.141      |
| 06/01/2029    | 140M      | 5.0000   | 2.7000  | 112.360      |
| 06/01/2030    | 150M      | 5.0000   | 2.7000  | 114.287      |
| 06/01/2031    | 160M      | 5.0000   | 2.7000  | 116.163      |
| 06/01/2032    | 165M      | 5.0000   | 2.7000  | 116.163      |
| 06/01/2033    | 175M      | 5.0000   | 2.8000  | 115.398      |
| 06/01/2034    | 185M      | 5.0000   | 2.8500  | 115.018      |
| 06/01/2035    | 195M      | 4.0000   | 3.1500  | 105.865      |
| 06/01/2036    | 205M      | 4.0000   | 3.3000  | 104.801      |
| 06/01/2037    | 220M      | 4.0000   | 3.4500  | 103.749      |
| 06/01/2038    | 230M      | 4.0000   | 3.6000  | 102.709      |
| 06/01/2039    | 240M      | 4.0000   | 3.7000  | 102.023      |
| 06/01/2040    | 255M      | 4.0000   | 3.7500  | 101.682      |
| 06/01/2041    | 270M      | 4.0000   | 3.8000  | 101.342      |
| 06/01/2042    | 285M      | 4.0000   | 3.8500  | 101.003      |
| 06/01/2043    | 300M      | 4.0000   | 3.9000  | 100.666      |

Total Interest Cost: \$1,912,893.06  
 Premium: \$183,133.75  
 Net Interest Cost: \$1,729,759.31  
 TIC: 3.714143  
 Time Last Bid Received On:06/26/2023 10:56:56 CDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Robert W. Baird & Co., Inc., Milwaukee , WI  
 Contact: Peter Anderson  
 Title:  
 Telephone:414-765-7331  
 Fax:

Issuer Name: City of Polk City Company Name: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

# RESULTS OF SALE

CITY OF POLK CITY, IOWA  
\$3,550,000 General Obligation Corporate Purpose Bonds, Series 2023

## AWARD

ROBERT W. BAIRD & CO., INC.

SALE DATE: June 26, 2023  
RATING: Moody's Investors Services 'Aa2'

DATED DATE: July 26, 2023  
BANK QUALIFIED: Yes

| BIDDER <sup>1)</sup>           | ADDRESS                   | YEAR | RATE   |                        |
|--------------------------------|---------------------------|------|--------|------------------------|
| ROBERT W. BAIRD & CO., INC.    | Milwaukee, Wisconsin      | 2025 | 5.000% | <b>Price</b>           |
| C.L. KING & ASSOCIATES, INC.   | Hoboken, New Jersey       | 2026 | 5.000% | <b>\$3,733,133.75*</b> |
| EDWARD D. JONES                | Saint Louis, Missouri     | 2027 | 5.000% |                        |
| COLLIERS SECURITIES            | Minneapolis, Minnesota    | 2028 | 5.000% | <b>NIC</b>             |
| FIDELITY CAPITAL MARKETS       | Boston, Massachusetts     | 2029 | 5.000% | <b>\$1,729,759.31*</b> |
| LOOP CAPITAL MARKETS, LLC      | New York, New York        | 2030 | 5.000% |                        |
| CREWS & ASSOCIATES, INC.       | Little Rock, Arkansas     | 2031 | 5.000% | <b>TIC</b>             |
| DAVENPORT & CO., LLC           | Richmond, Virginia        | 2032 | 5.000% | <b>3.7141%*</b>        |
| VINING SPARKS LTD PARTNERSHIP  | Chicago, Illinois         | 2033 | 5.000% |                        |
| DUNCAN-WILLIAMS, INC.          | Richmond, Virginia        | 2034 | 5.000% |                        |
| OPPENHEIMER & CO.              | Stamford, Connecticut     | 2035 | 4.000% |                        |
| SUMRIDGE PARTNERS, LLC         | Jersey City, New Jersey   | 2036 | 4.000% |                        |
| COUNTRY CLUB BANK              | Prairie Village, Kansas   | 2037 | 4.000% |                        |
| WINTRUST INVESTMENTS           | Rosemont, Illinois        | 2038 | 4.000% |                        |
| SIERRA PACIFIC SECURITIES      | Los Angeles, California   | 2039 | 4.000% |                        |
| CELADON FINANCIAL GROUP, LLC   | Chatham, New Jersey       | 2040 | 4.000% |                        |
| MIDLAND SECURITIES             | Montclair, New Jersey     | 2041 | 4.000% |                        |
| FMS BONDS, INC.                | Miami, Florida            | 2042 | 4.000% |                        |
| COMMERCE BANK, N.A.            | Kansas City, Missouri     | 2043 | 4.000% |                        |
| ISAAK BOND INVESTMENTS, INC.   | Denver, Colorado          |      |        |                        |
| FIRST SOUTHERN SECURITIES LLC  | Alpharetta, Georgia       |      |        |                        |
| MULTI-BANK SECURITIES, INC.    | Pleasant Ridge, Michigan  |      |        |                        |
| INSPEREX                       | San Francisco, California |      |        |                        |
| DINOSAUR SECURITIES            | New York, New York        |      |        |                        |
| FIRST BANKERS' BANC SEC., INC. | Saint Louis, Missouri     |      |        |                        |
| MOUNTAINSIDE SECURITIES        | Summit, New Jersey        |      |        |                        |
| STONEX FINANCIAL INC.          | Mobile, Alabama           |      |        |                        |
| UNITED BANKERS BANK            | Bloomington, Minnesota    |      |        |                        |

1) Preliminary syndicate list; subject to change.

\* Subsequent to the receipt of bids, the City adjusted certain Bond maturities, resulting in an increase in the Purchase Price to \$3,742,237.05, a decrease in the True Interest Rate to 3.6971%, and a decrease in the Net Interest Cost to \$1,693,549.06.



801 Grand Avenue, Suite 3300  
Des Moines, Iowa 50309  
(515) 243-2600

| BIDDER                     | ADDRESS                | YEAR               | RATE   |                       |
|----------------------------|------------------------|--------------------|--------|-----------------------|
| NORTHLAND SECURITIES, INC. | Minneapolis, Minnesota | 2025               | 5.000% | <u>Price</u>          |
|                            |                        | 2026               | 5.000% | <b>\$3,661,393.95</b> |
|                            |                        | 2027               | 5.000% |                       |
|                            |                        | 2028               | 5.000% | <u>NIC</u>            |
|                            |                        | 2029               | 5.000% | <b>\$1,749,601.19</b> |
|                            |                        | 2030               | 5.000% |                       |
|                            |                        | 2031               | 5.000% | <u>TIC</u>            |
|                            |                        | 2033 <sup>1)</sup> | 4.000% | <b>3.7951%</b>        |
|                            |                        | 2035 <sup>1)</sup> | 4.000% |                       |
|                            |                        | 2037 <sup>1)</sup> | 4.000% |                       |
|                            |                        | 2039 <sup>1)</sup> | 4.000% |                       |
|                            |                        | 2041 <sup>1)</sup> | 4.000% |                       |
|                            |                        | 2043 <sup>1)</sup> | 4.000% |                       |

| BIDDER                       | ADDRESS             | YEAR               | RATE   |                       |
|------------------------------|---------------------|--------------------|--------|-----------------------|
| STIFEL, NICOLAUS & CO., INC. | Birmingham, Alabama | 2025               | 4.000% | <u>Price</u>          |
|                              |                     | 2026               | 4.000% | <b>\$3,616,407.60</b> |
|                              |                     | 2027               | 4.000% |                       |
|                              |                     | 2028               | 4.000% | <u>NIC</u>            |
|                              |                     | 2029               | 4.000% | <b>\$1,749,097.96</b> |
|                              |                     | 2030               | 4.000% |                       |
|                              |                     | 2031               | 4.000% | <u>TIC</u>            |
|                              |                     | 2032               | 4.000% | <b>3.8084%</b>        |
|                              |                     | 2033               | 4.000% |                       |
|                              |                     | 2034               | 4.000% |                       |
|                              |                     | 2035               | 4.000% |                       |
|                              |                     | 2037 <sup>1)</sup> | 4.000% |                       |
|                              |                     | 2039 <sup>1)</sup> | 4.000% |                       |
|                              |                     | 2043 <sup>1)</sup> | 4.000% |                       |

| BIDDER              | ADDRESS          | YEAR               | RATE   |                       |
|---------------------|------------------|--------------------|--------|-----------------------|
| D.A. DAVIDSON & CO. | Denver, Colorado | 2025               | 5.000% | <u>Price</u>          |
|                     |                  | 2026               | 5.000% | <b>\$3,665,105.50</b> |
|                     |                  | 2027               | 5.000% |                       |
|                     |                  | 2028               | 5.000% | <u>NIC</u>            |
|                     |                  | 2029               | 5.000% | <b>\$1,760,487.56</b> |
|                     |                  | 2030               | 5.000% |                       |
|                     |                  | 2031               | 5.000% | <u>TIC</u>            |
|                     |                  | 2032               | 5.000% | <b>3.8195%</b>        |
|                     |                  | 2033               | 4.000% |                       |
|                     |                  | 2035 <sup>1)</sup> | 4.000% |                       |
|                     |                  | 2037 <sup>1)</sup> | 4.000% |                       |
|                     |                  | 2039 <sup>1)</sup> | 4.000% |                       |
|                     |                  | 2041 <sup>1)</sup> | 4.000% |                       |
|                     |                  | 2043 <sup>1)</sup> | 4.000% |                       |

1) Represents a term bond with mandatory redemption sinking payments.

| BIDDER        | ADDRESS            | YEAR | RATE   |                       |
|---------------|--------------------|------|--------|-----------------------|
| TD SECURITIES | New York, New York | 2025 | 4.000% | <u>Price</u>          |
|               |                    | 2026 | 4.000% | <b>\$3,645,217.75</b> |
|               |                    | 2027 | 4.000% |                       |
|               |                    | 2028 | 5.000% | <u>NIC</u>            |
|               |                    | 2029 | 5.000% | <b>\$1,757,844.06</b> |
|               |                    | 2030 | 5.000% |                       |
|               |                    | 2031 | 5.000% | <u>TIC</u>            |
|               |                    | 2032 | 4.000% | <b>3.8201%</b>        |
|               |                    | 2033 | 4.000% |                       |
|               |                    | 2034 | 4.000% |                       |
|               |                    | 2035 | 4.000% |                       |
|               |                    | 2036 | 4.000% |                       |
|               |                    | 2037 | 4.000% |                       |
|               |                    | 2038 | 4.000% |                       |
|               |                    | 2039 | 4.000% |                       |
|               |                    | 2040 | 4.000% |                       |
|               |                    | 2041 | 4.000% |                       |
| 2042          | 4.000%             |      |        |                       |
| 2043          | 4.000%             |      |        |                       |

| BIDDER          | ADDRESS                 | YEAR               | RATE   |                       |
|-----------------|-------------------------|--------------------|--------|-----------------------|
| THE BAKER GROUP | Oklahoma City, Oklahoma | 2025               | 5.000% | <u>Price</u>          |
|                 |                         | 2026               | 5.000% | <b>\$3,652,311.41</b> |
|                 |                         | 2027               | 5.000% |                       |
|                 |                         | 2028               | 5.000% | <u>NIC</u>            |
|                 |                         | 2029               | 5.000% | <b>\$1,768,929.56</b> |
|                 |                         | 2030               | 5.000% |                       |
|                 |                         | 2031               | 5.000% | <u>TIC</u>            |
|                 |                         | 2032               | 5.000% | <b>3.8471%</b>        |
|                 |                         | 2033               | 5.000% |                       |
|                 |                         | 2035 <sup>1)</sup> | 3.500% |                       |
|                 |                         | 2037 <sup>1)</sup> | 4.000% |                       |
|                 |                         | 2039 <sup>1)</sup> | 4.000% |                       |
|                 |                         | 2040               | 4.000% |                       |
|                 |                         | 2041               | 4.000% |                       |
|                 |                         | 2042               | 4.000% |                       |
|                 |                         | 2043               | 4.000% |                       |

| BIDDER                        | ADDRESS            | YEAR               | RATE   |                       |
|-------------------------------|--------------------|--------------------|--------|-----------------------|
| FHN FINANCIAL CAPITAL MARKETS | Memphis, Tennessee | 2025               | 5.000% | <u>Price</u>          |
|                               |                    | 2026               | 5.000% | <b>\$3,637,013.30</b> |
|                               |                    | 2027               | 5.000% |                       |
|                               |                    | 2028               | 5.000% | <u>NIC</u>            |
|                               |                    | 2029               | 5.000% | <b>\$1,773,981.84</b> |
|                               |                    | 2030               | 5.000% |                       |
|                               |                    | 2031               | 5.000% | <u>TIC</u>            |
|                               |                    | 2033 <sup>1)</sup> | 4.000% | <b>3.8646%</b>        |
|                               |                    | 2035 <sup>1)</sup> | 4.000% |                       |
|                               |                    | 2037 <sup>1)</sup> | 4.000% |                       |
|                               |                    | 2039 <sup>1)</sup> | 4.000% |                       |
|                               |                    | 2041 <sup>1)</sup> | 4.000% |                       |
|                               |                    | 2043 <sup>1)</sup> | 4.000% |                       |

1) Represents a term bond with mandatory redemption sinking payments.



| BIDDER             | ADDRESS       | YEAR               | RATE   |                       |
|--------------------|---------------|--------------------|--------|-----------------------|
| HILLTOP SECURITIES | Dallas, Texas | 2025               | 5.000% | <u>Price</u>          |
|                    |               | 2026               | 5.000% | <b>\$3,717,393.20</b> |
|                    |               | 2027               | 5.000% |                       |
|                    |               | 2028               | 5.000% | <u>NIC</u>            |
|                    |               | 2029               | 5.000% | <b>\$1,794,938.74</b> |
|                    |               | 2030               | 5.000% |                       |
|                    |               | 2031               | 5.000% | <u>TIC</u>            |
|                    |               | 2032               | 5.000% | <b>3.8686%</b>        |
|                    |               | 2033               | 5.000% |                       |
|                    |               | 2034               | 5.000% |                       |
|                    |               | 2035               | 5.000% |                       |
|                    |               | 2036               | 5.000% |                       |
|                    |               | 2038 <sup>1)</sup> | 4.000% |                       |
|                    |               | 2039               | 4.000% |                       |
|                    |               | 2041 <sup>1)</sup> | 4.000% |                       |
|                    |               | 2043 <sup>1)</sup> | 4.000% |                       |

| BIDDER                    | ADDRESS              | YEAR               | RATE   |                       |
|---------------------------|----------------------|--------------------|--------|-----------------------|
| BERNARDI SECURITIES, INC. | Northfield, Illinois | 2025               | 5.000% | <u>Price</u>          |
|                           |                      | 2026               | 5.000% | <b>\$3,604,707.60</b> |
|                           |                      | 2027               | 5.000% |                       |
|                           |                      | 2028               | 5.000% | <u>NIC</u>            |
|                           |                      | 2029               | 5.000% | <b>\$1,806,287.54</b> |
|                           |                      | 2030               | 5.000% |                       |
|                           |                      | 2031               | 5.000% | <u>TIC</u>            |
|                           |                      | 2032               | 4.000% | <b>3.9578%</b>        |
|                           |                      | 2033               | 4.000% |                       |
|                           |                      | 2034               | 4.000% |                       |
|                           |                      | 2035               | 4.000% |                       |
|                           |                      | 2036               | 4.000% |                       |
|                           |                      | 2037               | 4.000% |                       |
|                           |                      | 2039 <sup>1)</sup> | 4.000% |                       |
|                           |                      | 2041 <sup>1)</sup> | 4.000% |                       |
|                           |                      | 2043 <sup>1)</sup> | 4.000% |                       |

1) Represents a term bond with mandatory redemption sinking payments.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 165, ZONING REGULATIONS,  
OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA

---

WHEREAS, the City Council of the City of Polk City, Iowa, deems it necessary and proper to amend Chapter 165 of the Code of Ordinances to match current standards and practices.

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

**Section 1:** That Section 165.23, Board of Adjustments, be and is hereby amended to include the underlined language:

5. Decisions.

...

D. The Board of Adjustment shall be permitted to approve, approve with conditions or deny a request for a variance. Each request for a variance shall be consistent with the following criteria:

...

(5) The necessity for the variance was not created by the property owner, including a certification that the variance is not being requested due to the property owner having installed an improvement in violation of Polk City Code.

**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 its passage, approval and publication as provided by law.

**PASSED** by the City Council of the City of Polk City, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Steve Karsjen, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Coffin, City Clerk

**Published in the Des Moines Register**  
**On the \_\_\_ day of \_\_\_\_\_, 2023**

1<sup>st</sup> Con \_\_\_\_\_  
2<sup>nd</sup> Con \_\_\_\_\_  
3<sup>rd</sup> Con \_\_\_\_\_



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** June 26, 2023 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Board of Adjustment Ordinance

---

**BACKGROUND:** On Monday, the City Council will review an ordinance pertaining to the Board of Adjustments. The Board of Adjustments asked for some changes to be made to their Ordinance, specifically stating that variance requests cannot be made if a structure has already been built. Their concern comes from structures being built, unpermitted, and variance requests are made, and they do not want to feel obligated to approve because the structure has already been built. The Board of Adjustments had a special meeting in June to review the proposed ordinance, and have recommended the ordinance to the City Council.

**ALTERNATIVES:** Do not approve the 1<sup>st</sup> reading of the ordinance

**FINANCIAL CONSIDERATIONS:** None

**RECOMMENDATION:** It is my recommendation that the Council approve the 1<sup>st</sup> reading of an ordinance pertaining to the Board of Adjustments.



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

**Date:** June 26, 2023 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** 3<sup>rd</sup> Reading of Water Rate Ordinance

---

**BACKGROUND:** On Monday, the City Council will have the 3<sup>rd</sup> and final reading for an ordinance related to water rates. The City is proposing a 10% increase to water rates, effective for the utility bills in July. The new rates are as follows:

|                             |  |
|-----------------------------|--|
| Service Availability Charge | \$10.62 (minimum bill)                     |
| Usage Charge                | \$7.10 per 1,000 gallons                   |
| Irrigation usage charge     | \$12.12 (minimum bill) & per 1,000 gallons |

Over the last few years, the city has had to increase water rates to Polk City residents. Most of these proposed rate increases for the next several years are due to the significant costs associated with construction of the new water tower project. When we estimated the cost of a water tower project 5 years ago, we had assumed the project would cost \$3 million. We have expanded the size of the water tower but are now expecting the water tower to cost closer to \$8 million for the project to be completed.

**ALTERNATIVES:** Do not approve the 3<sup>rd</sup> reading of the proposed Ordinance

**FINANCIAL CONSIDERATIONS:** 10% revenue increase

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

| Lower user bill         | Current | New            |
|-------------------------|---------|----------------|
| Sewer Availability      | \$18.80 | <b>\$19.74</b> |
| Sewer Usage/1000g       | \$12.45 | <b>\$13.07</b> |
| Water Availability      | \$9.65  | <b>\$10.62</b> |
| Water Usage             | \$6.45  | <b>\$7.10</b>  |
| Water Irrigation/1000g  | \$11.02 | <b>\$12.12</b> |
| Stormwater              | \$3.00  | <b>\$3.00</b>  |
| Solid Waste             | \$10.73 | <b>\$11.13</b> |
| Recycling               | \$4.32  | <b>\$4.54</b>  |
| Tax                     | \$1.63  | \$1.79         |
| <b>Total Comparison</b> | \$78.05 | <b>\$83.11</b> |

| Average user bill       | Current  | New             |
|-------------------------|----------|-----------------|
| Sewer Availability      | \$18.80  | <b>\$19.74</b>  |
| Sewer Usage/4500g       | \$56.03  | <b>\$58.82</b>  |
| Water Availability      | \$9.65   | <b>\$10.62</b>  |
| Water Usage/4500g       | \$29.03  | <b>\$31.95</b>  |
| Water Irrigation/1000g  | \$11.02  | <b>\$12.12</b>  |
| Stormwater              | \$3.00   | <b>\$3.00</b>   |
| Solid Waste             | \$10.73  | <b>\$11.13</b>  |
| Recycling               | \$4.32   | <b>\$4.54</b>   |
| Tax                     | \$2.98   | \$3.28          |
| <b>Total Comparison</b> | \$145.55 | <b>\$155.20</b> |

| High user bill          | Current  | New             |
|-------------------------|----------|-----------------|
| Sewer Availability      | \$18.80  | <b>\$19.74</b>  |
| Sewer Usage/8500g       | \$105.83 | <b>\$111.10</b> |
| Water Availability      | \$9.65   | <b>\$10.62</b>  |
| Water Usage/8500g       | \$54.83  | <b>\$60.35</b>  |
| Water Irrigation/10000g | \$110.20 | <b>\$121.20</b> |
| Stormwater              | \$3.00   | <b>\$3.00</b>   |
| Solid Waste             | \$10.73  | <b>\$11.13</b>  |
| Recycling               | \$4.32   | <b>\$4.54</b>   |
| Tax                     | \$10.48  | \$11.53         |
| <b>Total Comparison</b> | \$327.83 | <b>\$353.21</b> |

| Rates Comparison       | Current | New            |
|------------------------|---------|----------------|
| Sewer Availability     | \$18.80 | <b>\$19.74</b> |
| Sewer Usage/1000g      | \$12.45 | <b>\$13.07</b> |
| Water Availability     | \$9.65  | <b>\$10.62</b> |
| Water Usage            | \$6.45  | <b>\$7.10</b>  |
| Water Irrigation/1000g | \$11.02 | <b>\$12.12</b> |
| Stormwater             | \$3.00  | <b>\$3.00</b>  |
| Solid Waste            | \$10.73 | <b>\$11.13</b> |
| Recycling              | \$4.32  | <b>\$4.54</b>  |



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** June 26, 2023 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** 3<sup>rd</sup> Reading of Sewer Rate Ordinance

---

**BACKGROUND:** On Monday, the City Council will have the 3<sup>rd</sup> and final reading for an ordinance related to sewer rates. The City is proposing a 5% increase to sewer rates, effective for the utility bills in July. The new rates are as follows:

|                             |                           |
|-----------------------------|---------------------------|
| Service Availability Charge | \$19.74 (minimum bill)    |
| Usage Charge                | \$13.07 per 1,000 gallons |

**ALTERNATIVES:** Do not approve the 3<sup>rd</sup> reading of the proposed Ordinance

**FINANCIAL CONSIDERATIONS:** 5% revenue increase

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

**ORDINANCE NO. 2023-9000**

**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   | \$10.62 (minimum bill)   |
| Usage Charge                  | \$7.10 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        | \$12.12 (minimum bill) |

**Section 2.** The new water rates will start with meter reads in the month of June 2023, payable in July 2023.

**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 \_\_\_\_\_ 2023.

\_\_\_\_\_  
Steve Karsjen, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Coffin, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:



**CITY OF POLK CITY, IOWA**

**Ordinance No. 2023-9100**

**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 \$19.74 per month (minimum bill).
2. Usage Charge. A usage charge of \$13.07 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 2023, payable in July 2023.

**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 \_\_\_\_\_ 2023.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

First reading:

Second reading:

Third reading:

Publication Date by posting: