

Agenda -Notice of Meeting

Polk City | City Council

March 14, 2022 | 6:00 pm

City Hall | Electronic Meeting

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

**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>

Steve Karsjen | Mayor

Ron Anderson | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Mandy Vogel | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearings

- a. FY 22.23 Budget Public Hearing
 - i. Resolution 2022-28 approving FY 22.23 Budget
- b. Urban Renewal Plan Amendment Public Hearing
 - i. Resolution 2022-29 to Approve Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area

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

6. Consent Items

- a. City Council Meeting Minutes for February 28, 2022
- b. Receive and file Parks Commission Meeting Minutes for March 7, 2022
- c. Claims listing February 28, 2022
- d. February 2022 Finance Report
- e. Receive and file Library Board Meeting Minutes for February 7, 2022
- f. Receive and file Library Mini Stats Report for February 2022
- g. Receive and file Library Director Report for February 2022
- h. Receive and file the February 2022 Police Department Report
- i. Receive and file the February 2022 Parks & Recreation Department Report
- j. Receive and file the February 2022 Water Department Report
- k. Public Works Budgeted FY 22.23 vehicle purchase in the amount of \$33,440.80
- l. Street closure on Van Dorn from 3rd to 1st Street from 7am to 1pm on Saturday April 23, 2022 for Earth Day Family 5K Run/Walk event
- m. Set pay for Police Officer candidate Dakota Gilleland at \$27.91 per hour contingent upon successful completion of pre-employment physical and MMPI psychological evaluation
- n. Set pay for Firefighter/Emt candidate Mark Voyek at \$14.64 per hour, and \$14.14 paid on call rate contingent upon successful completion of a physical examination and background check

- o. Resolution 2022-30 initiating a request for proposals for 717 Waldo St.
- p. Resolution 2022-31 setting the date for public hearings and additional action on proposals to enter into General Obligation Loan Agreements and to borrow money thereunder
- q. Resolution 2022-32 setting date for Public Hearing for complaints filed on tobacco sales permit violations
- r. Resolution 2022-33 setting date for Public Hearing for complaints filed on tobacco sales permit violations
- s. Amend the Polk City Handbook
 - i. Resolution 2022-34 approving Policy PA-48 Probationary Period
 - ii. Resolution 2022-35 approving Policy PA-49 Gym Membership

7. Business Items

- a. Budgeted FY 22.23 NE Trunk Sewer Study with Snyder & Associates in the amount of \$20,000
- b. 3rd Reading of Ordinance 2022-1200 rezoning portions of the Lillskau property located west of NW 44th Street

8. Reports & Particulars

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

9. Adjournment

--next meeting date March 28, 2022



City of Polk City, Iowa City Council FY2023 Budget Memo

Date: March 14, 2022
To: Mayor Steve Karsjen and City Council
From: Chelsea Huisman, City Manager
Subject: FY2023 Budget Memo Communication

General Overview:

Once again, I am proud to present to the City Council the proposed FY2022-2023 operating budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023. This year's budget was more challenging than previous years, but I thank the City Council and City staff for the time commitment involved with the important budget decisions that have been made.

This memo outlines the main points regarding the budget. I have listed some highlights at the beginning of the memo, and then you will find all major highlights by fund. You will also have the full budget in your workbook and please ask if you have questions. A public hearing on the proposed budget is scheduled to be held at the regular City Council meeting on March 14, 2022. The City Council will consider adoption of the budget immediately after the public hearing.

The proposed budget has a city tax levy of \$11.00 per \$1,000 assessed. This is an increase from the current budget year of \$10.39 per \$1,000 assessed. The increased levy will specifically be used for projects prioritized by the City Council.

In 2018, the State Legislature enacted a "Truth in Taxation" bill that required city and county governments to have an additional public hearing prior to adoption of the budget. In general, the rule states that if a city exceeds 2% or more in revenue generated from their operating taxes, a public hearing and approval is required. A City that exceeds the 2% increase in revenue must have approval by the City Council prior to setting the public hearing for the budget adoption. Polk City has had this maximum property tax hearing the last two years and I would expect it every year moving forward as we are a growing community, and we have averaged annual growth of 6-10%. The maximum property tax public hearing was held on February 28, 2022 & the Maximum property tax levy was approved by the City Council.

The City's taxable valuations continue to rise annually with the growth. For the City's operating taxable valuation, we are seeing a 7% increase from current fiscal year of \$283,911,154 to \$307,403,769 and an 8%

increase for debt service valuation from \$319,296,725 to \$345,877,132. Taxable valuation is solely based on what is taxable; therefore, TIF and the rollback are factored into those numbers.

There are several factors that play into increased taxable valuations, but a few items are of notable relevance for the FY22-23 budget. First is Polk City's growth of taxable property. As a growing community, we continue to add new property to the city's tax rolls. In 2021 the City issued 103 single family home permits, 10 townhome/duplex permits and 7 commercial building permits. 2021 was a record year issuing building permits for the City of Polk City.

One factor that impacted the city for the upcoming fiscal year is the FY22-23 residential rollback. In the State of Iowa, residential property owners do not pay taxes on their full 100% valuation. Instead, they pay a lesser number, known as the residential rollback. The rollback history generally trends around 55-56%, meaning that a residential property owner pays 55-56% of their valuation in property taxes. The residential rollback does fluctuate year to year. For the proposed budget, the residential rollback will be 54.1302, a significant decrease from the current year of 56.4094. A decrease in the residential rollback will be difficult for many cities state-wide. Polk City's growth will outpace the decrease for the upcoming fiscal year, but this is important to recognize.

The proposed budget has total revenue (excluding transfers) of \$14,235,339 and total expenditures (excluding transfers) of \$14,083,216. The city has \$3.8 million in capital projects planned for FY22-23, therefore, the City's total operating budget is approximately \$10.3 million.

Each fund in the city budget is balanced, with the exception of the city's capital fund. The only reason the capital fund is not balanced is the city will have expenses in FY23, however, the revenue has 1) Already been deposited prior to July 1, 2022, or 2) Will be deposited prior to FY22-23. Therefore, it may appear that we are spending more than we are bringing in for the capital fund, however, the revenue and expenses for the proposed capital projects will occur in different budget years.

Revenue & Expenses-General Fund (001):

The City's largest revenue source is property taxes. Other sources of revenue to support the General Fund consist of a portion of LOST (property tax relief), hotel/motel tax, ambulance billing, permit fees, franchise fees, donations, rentals, interest, lease agreement revenue, grants, and other miscellaneous items.

For FY2023, the City's taxable valuations increased approximately 7% for general operating and 8% for debt service. The City's proposed levy for FY22-23 is \$11.00 per \$1,000 assessed. Here is the breakdown of the City's overall tax levy of \$11.00:

- Of our regular taxable property valuations, a city can only levy a maximum of 8.10 mils per 1,000 assessed (**\$8.10 per \$1,000**) for general operating expenses. Our total dollar amount, or \$8.10 per \$1,000 of taxable valuations in Polk City for FY23 generates **\$2,489,972**. Once a city reaches the 8.10 limit, then and only then can a city levy for additional uses, such as: City liability/property insurance, emergency levy, FICA & IPERS, and other employee benefits. Some of the additional levies require an exact milage amount or limit, such as the emergency levy and the operation of a city owned civic center; and other levies require a specific dollar amount, such as Liability, property insurance costs, FICA/IPERS, other employee benefits and the debt service levy.
- Once the 8.10 is levied for, a city can levy for additional property tax revenue. **City liability/property insurance**: The proposed budget has a liability, property & self-insurance costs levy for the upcoming fiscal year of **\$.13012 per \$1,000** assessed. This is a slight decrease from the current budget year of \$.14088. This levy generates an additional \$40,000 to pay for a portion of the City's property insurance.
- The proposed budget also has a levy for **Other Employee Benefits**. The proposed levy amount for other employee benefits is **\$.65172 per \$1,000** assessed. This is an increase from the current years levy of \$.39531 per \$1,000. This levy generates an additional \$200,342 to pay for a portion of the city employee benefit costs.
- The FY22-23 budget also has a proposed levy for **FICA & IPERS**. We did not utilize this levy in the current years budget. The proposed levy for **FICA & IPERS is \$.24398 per \$1,000** assessed. This levy will generate an additional \$75,000 to be used for FICA & IPERS costs.
- The final levy we utilize is the **Debt Service levy**. This levy is specifically to pay for general obligation debts. The City has 3 outstanding debt obligations that we utilize the debt service levy to pay, and those include: 2018 GO (DMWW Water Improvements & purchased capacity), 2020 GO (Asphalt overlay street project) and 2021 GO (General Corporate Purpose and Refunding of Sewer Improvements). The City is also planning to issue new general obligation debt for 2022, at an estimated loan not to exceed \$4,500,000. The City will be levying for that first partial principal and interest payment, which the City Council has already approved the pre-authorization levy for.

The proposed levy for debt service is **\$1.87418 per \$1,000** assessed. Total revenue generated by the Debt Service Levy in the proposed budget is \$648,235. This is an increase from last year's debt service levy of \$1.69392 per \$1,000. The city does utilize some water and sewer cash to buy down the City's debt service levy rate. Therefore, you may notice this does not cover the City's entire debt payments. I have added some additional long term debt spreadsheets this year in the budget books for reference.

One of the City's largest sources of revenue for the general fund is building permit revenue and development fees charged to developers. For FY23, we are estimating \$651,000 in building and development revenue. This revenue offsets our costs for building inspections and general engineering fees.

For FY2023, we have an estimated \$45,000 being generated in franchise fee/tax. This tax is generated by the utilities utilizing the city's ROW and paying a fee to do so. The City Council has approved proceedings for a 1% tax to be collected on electric and gas utilities. In the State of Iowa, cities can approve up to 5% for electric, gas, cable, and telephone.

For the proposed budget, we have estimated \$25,000 for Hotel/Motel tax. Hotel/Motel continues to decline for our community. The City of Polk City does have agreements with BRAVO & GDSM Partnership, that they collect each collect 30% of our Hotel/Motel Tax. The city then keeps and utilizes the remaining 40%.

In the proposed budget we are estimating interest in the amount of \$75,000. This is a decrease from the current fiscal year, and that is mainly because we have spent down some of the City's cash reserves recently, with the largest purchase being property for the future Regional Park.

The city has agreements with 4 cell phone companies to lease space on our water tower for equipment. This is a very common practice in local government, as water towers are typically the highest facility, and make good locations for cell phone antennas/equipment. We are estimating \$89,000 in revenue for next year's proposed budget.

The city is expecting \$20,000 in revenue from the State of Iowa for Commercial/Industrial backfill. In 2013, the State Legislature passed a property tax reform bill, which initiated a rollback for commercial, industrial, and multi-residential property, similar to the residential rollback. The bill states that commercial and industrial will be taxed at 90% of their taxable value, instead of 100%. Since the implementation, the State has backfilled the lost 10% in revenues to the local governments. In 2021, the Legislature approved a bill to phase out the rollback to local governments. Based on a City's growth in valuations, local governments can expect the backfill to be completed reduced over a period of years. Polk City is on the 4-year plan, beginning with the proposed budget year beginning July 1, 2022. The city has been receiving \$26,000 annually for the Commercial/Industrial backfill, and this number will be reduced by approximately \$6,500 each year.

The city does have other miscellaneous sources of revenue, which are all identified in the city budget. The ones I have listed above are of most significance.

The City's General Fund contains the expenses of Police, Fire, Building/Housing, Library, Parks & Recreation, and City Hall & Administration. All of these funds within the General Fund must be covered by general fund revenue, such as property taxes, and the other revenue sources I have outlined in this memo.

The proposed budget does include a new full-time paramedic, as we discussed at the January 10, 2022 work session. This full-time position was not included in the City's staffing plan, however, has been prioritized. Once the city budget is approved, we will need to amend the City's staffing plan to reflect the change.

Revenue & Expenses-Road Use Tax (110):

Cities in Iowa received RUT, which is 100% based on city population. For FY23, I am estimating the city will receive \$700,000 in RUT. We are expecting to receive \$126.50 per capita. The City's official 2020 census number is 5,543, and this revenue source is a significant reason why growing cities will conduct special census'. The City of Polk City has been receiving our larger RUT allocation since September 2021, and it has made a significant difference.

All expenses in the RUT fund must be used on streets. The City does utilize the RUT fund for employee's wages and benefits for the Public Works department. For FY23, we have added a full-time public works employee, as outlined in the city's staffing plan. A portion of that new employee will be funded from the RUT fund. The city will also utilize a portion of RUT revenue to pay for public works equipment costs.

Revenue & Expenses-Local Option Sales Tax (121):

I am estimating LOST Revenue for FY23 in the amount of \$940,000. This number is significantly higher than we had anticipated prior to November of 2021. We had received notice that the State of Iowa had miscalculated Polk County's LOST for the cities of West Des Moines, Urbandale, and Clive, which increased the other Polk County cities contribution. Most of this money will be utilized for capital projects, as outlined in the City's CIP. The remainder will be used for property tax relief and transferred to the City's general fund.

Revenue & Expenses-Tax Increment Financing (125):

For FY23, the city has requested TIF revenue in the amount of \$534,409. The city is also expecting an additional \$50,000 for LMI Revenue. The long-term debt spreadsheet in the budget book details all of the city's outstanding development agreements. Of the amount we requested from the County Auditor for TIF, \$424,403 are expenses for existing development agreements, and \$110,000 will be for the Administrative

Support Program (\$60,000 for Chamber reimbursement FY23, and \$50,000 for the Administrative Support Agreement for FY23).

Revenue & Expenses-Capital Projects (301) & Equipment (303):

One of the City's largest funds is the capital fund. These expenses are typically for one-time projects or one-time purchases. For FY23, we are expecting loan proceeds in the amount of \$2,565,000, grant funding of \$445,000, and \$850,000 in LOST. I do need some flexibility on possible budget amendments in this fund, because we may borrow money in the FY22, to pay for projects outlined in FY23. This will be something the City Council needs to work on in the upcoming months.

Our planned projects for FY23 include City Facilities (City Hall & Fire Station remodel), a trail project, 2022 Street repair project and purchase of Fire, Police, and Public Works equipment.

Revenue & Expense-Water (600):

The City is estimating revenue in the amount of \$1,639,100 to fund the water utility. This fund covers all of the City's expenses for water and covers portions of staff wages for Public Works and Administration staff. Some of the largest expenses for this fund include our cost to purchase water and manage the water utility. The city will also utilize a portion of water revenue to pay for public works equipment costs.

Revenue & Expense-Sanitary Sewer (610):

The City is estimating revenue in the amount of \$1,909,000 to fund the sanitary sewer utility. This fund covers all the City's expenses for sewer and covers portions of staff wages for Public Works and Administration staff. Some of the largest expenses for this fund include our cost to send sewage to the Waste Reclamation Authority (WRA), our outstanding debt with Polk County for the Rock Creek trunk sewer, and costs to manage the sewer utility. The city will also utilize a portion of sanitary sewer revenue to pay for public works equipment costs.

Revenue & Expense-Solid Waste/recycling (670):

I am estimating \$401,000 for solid waste/recycling revenue for the proposed budget. This revenue solely covers the city's cost for consolidated residential garbage and recycling for our residents.

Revenue & Expense-Stormwater utility (740):

I am estimating \$115,000 for the storm water utility for FY23. The City Council adopted a storm water fee in April 2021, and we have been collecting that fee for almost a year now. As some of you may recall, we utilized a portion of the storm water fee to pay for the Soil Quality Restoration project we completed in the Fall of 2021. I have budgeted to spend all of the revenue in the storm water utility for a future project, to be later determined by the City Council.

Conclusion:

Throughout this proposed budget, I have provided the City Council with significant information to review. This memo outlines very basic information for each fund. Please refer to the full budget for further details, which is available on the City's website. I am more than happy to answer any questions regarding the proposed FY23 budget. I look forward to having good conversations and finalizing the budget approval process at the City Council meeting on March 14, 2022.

FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023
ADOPTION OF BUDGET AND CERTIFICATION OF CITY TAXES
The City of : POLK CITY County Name: POLK COUNTY

Adopted On: 3/14/2022 Resolution: 2022-28

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

		With Gas & Electric		Without Gas & Electric	
Regular	2a	307,403,769	2b	305,305,874	City Number: 77-723 Last Official Census: 5,543
DEBT SERVICE	3a	345,877,132	3b	343,779,237	
Ag Land	4a	687,357			

TAXES LEVIED

Purpose	Dollar Limit	ENTER FIRE DISTRICT RATE BELOW		Request with Utility Replacement	Property Taxes Levied		Rate
Regular General levy	8.10000		5	2,489,972	2,472,978	43	8.10000
Non-Voted Other Permissible Levies							
Contract for use of Bridge	0.67500		6	0	0	44	0.00000
Opr & Maint publicly owned Transit	0.95000		7	0	0	45	0.00000
Rent, Ins. Maint of Civic Center	Amt Nec		8	0	0	46	0.00000
Opr & Maint of City owned Civic Center	0.13500		9	0	0	47	0.00000
Planning a Sanitary Disposal Project	0.06750		10	0	0	48	0.00000
Aviation Authority (under sec.330A.15)	0.27000		11	0	0	49	0.00000
Levee Impr. fund in special charter city	0.06750		13	0	0	51	0.00000
Liability, property & self insurance costs	Amt Nec		14	40,000	39,726	52	0.13012
Support of a Local Emerg.Mgmt.Comm.	Amt Nec		462	0	0	465	0.00000
Voted Other Permissible Levies							
Instrumental/Vocal Music Groups	0.13500		15	0	0	53	0.00000
Memorial Building	0.81000		16	0	0	54	0.00000
Symphony Orchestra	0.13500		17	0	0	55	0.00000
Cultural & Scientific Facilities	0.27000		18	0	0	56	0.00000
County Bridge	As Voted		19	0	0	57	0.00000
Missi or Missouri River Bridge Const.	1.35000		20	0	0	58	0.00000
Aid to a Transit Company	0.03375		21	0	0	59	0.00000
Maintain Institution received by gift/devise	0.20500		22	0	0	60	0.00000
City Emergency Medical District	1.00000		463	0	0	466	0.00000
Support Public Library	0.27000		23	0	0	61	0.00000
Unified Law Enforcement	1.50000		24	0	0	62	0.00000
Total General Fund Regular Levies (5 thru 24)			25	2,529,972	2,512,704		
Ag Land	3.00375		26	2,065	2,065	63	3.00375
Total General Fund Tax Levies (25 + 26)			27	2,532,037	2,514,769		
Special Revenue Levies							
Emergency (if general fund at levy limit)	0.27000		28	0	0	64	0.00000
Police & Fire Retirement	Amt Nec		29	0	0		0.00000
FICA & IPERS (if general fund at levy limit)	Amt Nec		30	75,000	74,489		0.24398
Other Employee Benefits	Amt Nec		31	200,342	198,974		0.65172
Total Employee Benefit Levies (29,30,31)			32	275,342	273,463	65	0.89570
Sub Total Special Revenue Levies (28+32)			33	275,342	273,463		
As Req		With Gas & Elec Valuation	Without Gas & Elec Valuation				
SSMID 1		0	0	34	0	66	0.00000
SSMID 2		0	0	35	0	67	0.00000
SSMID 3		0	0	36	0	68	0.00000
SSMID 4		0	0	37	0	69	0.00000
SSMID 5		0	0	555	0	565	0.00000
SSMID 6		0	0	556	0	566	0.00000
SSMID 7		0	0	1177	0	1179	0.00000
SSMID 8		0	0	1185	0	1187	0.00000
Total Special Revenue Levies			39	275,342	273,463		
Debt Service Levy 76.10(6)	Amt Nec		40	648,235	644,304	70	1.87418
Capital Projects (Capital Improv. Reserve)	0.67500		41		0	71	0.00000
Total Property Taxes (27+39+40+41)			42	3,455,614	3,432,536	72	11.00000

(Signature)

(Date)

(County Auditor)

(Date)

**NOTICE OF PUBLIC HEARING - CITY OF POLK CITY - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2022 - June 30, 2023**

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/28/2022 **Meeting Time:** 06:00 PM **Meeting Location:** City Hall Council Chambers

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
www.polkcityia.gov

City Telephone Number
(515) 984-6233

	Current Year Certified Property Tax 2021 - 2022	Budget Year Effective Property Tax 2022 - 2023	Budget Year Proposed Maximum Property Tax 2022 - 2023	Annual % CHG
Regular Taxable Valuation	283,927,908	307,403,769	307,403,769	
Tax Levies:				
Regular General	2,299,816	2,299,816	2,489,972	
Contract for Use of Bridge			0	
Opr & Maint Publicly Owned Transit			0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.			0	
Opr & Maint of City-Owned Civic Center			0	
Planning a Sanitary Disposal Project			0	
Liability, Property & Self-Insurance Costs	40,000	40,000	40,000	
Support of Local Emer. Mgmt. Commission			0	
Emergency			0	
Police & Fire Retirement			0	
FICA & IPERS			75,000	
Other Employee Benefits	130,017	130,017	200,342	
Total Tax Levy	2,469,833	2,469,833	2,805,314	13.58
Tax Rate	8.69880	8.03449	9.12582	

Explanation of significant increases in the budget:

The only significant increase is due to the increase in taxable valuations. Polk City is a rapidly growing community, and will continue to experience this type of increase in the foreseeable future.

If applicable, the above notice also available online at:

Polk City Website and Polk City Facebook page

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

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

FUND BALANCE
City Name: POLK CITY
Fiscal Year July 1, 2022 - June 30, 2023

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	TOTAL GOVERNMENT	PROPRIETARY	GRAND TOTAL
Annual Report FY 2021									
Beginning Fund Balance July 1	4,312,067	150,136	1,874,079	19,919	2,345,707	0	8,701,908	1,711,689	10,413,597
Actual Revenues Except Beg Balance	4,196,415	513,182	411,941	536,253	2,791,727	0	8,449,518	3,451,505	11,901,023
Actual Expenditures Except End Balance	4,645,257	408,737	576,171	531,978	4,633,819	0	10,795,962	2,688,340	13,484,302
Ending Fund Balance June 30	3,863,225	254,581	1,709,849	24,194	503,615	0	6,355,464	2,474,854	8,830,318
Re-Estimated FY 2022									
Beginning Fund Balance	3,863,225	254,581	1,709,849	24,194	503,615	0	6,355,464	2,474,854	8,830,318
Re-Est Revenues	4,094,348	1,668,200	748,668	1,615,052	3,100,072	0	11,226,340	3,589,600	14,815,940
Re-Est Expenditures	4,321,136	1,405,899	934,450	1,555,502	3,155,216	0	11,372,203	3,284,081	14,656,284
Ending Fund Balance	3,636,437	516,882	1,524,067	83,744	448,471	0	6,209,601	2,780,373	8,989,974
Budget FY 2023									
Beginning Fund Balance	3,636,437	516,882	1,524,067	83,744	448,471	0	6,209,601	2,780,373	8,989,974
Revenues	3,916,686	1,915,342	652,809	932,930	4,415,750	0	11,833,517	4,064,100	15,897,617
Expenditures	4,249,584	1,613,150	484,409	932,930	4,426,750	0	11,706,823	4,038,671	15,745,494
Ending Fund Balance	3,303,539	819,074	1,692,467	83,744	437,471	0	6,336,295	2,805,802	9,142,097

LOCAL EMC SUPPORT

City Name: POLK CITY

Fiscal Year July 1, 2022 - June 30, 2023

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer. Input the amount of General Fund Levy request to be used for support of an Emergency Management Commission. The total below will reflect the total amount of Emergency Management Commission support provided by the City.

	Request with Utility Replacement	Property Taxes Levied
Portion of General Fund Levy Used for Emerg. Mgmt. Comm.	0	0
Support of a Local Emerg.Mgmt.Comm.	0	0
TOTAL FOR FY 2023	0	0

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

City Name: POLK CITY

Fiscal Year July 1, 2021 - June 30, 2022

GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2022	ACTUAL 2021
PUBLIC SAFETY									
1 Police Department/Crime Prevention	1,114,956	0						1,114,956	978,710
2 Jail								0	0
3 Emergency Management	16,500							16,500	4,707
4 Flood Control								0	0
5 Fire Department	732,419	0						732,419	691,625
6 Ambulance								0	0
7 Building Inspections	256,919	0						256,919	543,297
8 Miscellaneous Protective Services								0	0
9 Animal Control	4,795							4,795	2,105
10 Other Public Safety								0	0
11 TOTAL (lines 1 - 10)	2,125,589	0				0		2,125,589	2,220,444
PUBLIC WORKS									
12 Roads, Bridges, & Sidewalks	85,751	607,116						692,867	488,477
13 Parking - Meter and Off-Street								0	0
14 Street Lighting	63,000							63,000	49,695
15 Traffic Control and Safety								0	0
16 Snow Removal	0	0						0	0
17 Highway Engineering								0	0
18 Street Cleaning	0							0	0
19 Airport (if not Enterprise)								0	0
20 Garbage (if not Enterprise)								0	0
21 Other Public Works	0							0	0
22 TOTAL (lines 12 - 21)	148,751	607,116				0		755,867	538,172
HEALTH & SOCIAL SERVICES									
23 Welfare Assistance								0	0
24 City Hospital								0	0
25 Payments to Private Hospitals								0	0
26 Health Regulation and Inspection								0	0
27 Water, Air, and Mosquito Control	4,000							4,000	14,584
28 Community Mental Health								0	0
29 Other Health and Social Services								0	0
30 TOTAL (lines 23 - 29)	4,000	0				0		4,000	14,584
CULTURE & RECREATION									
31 Library Services	401,160	4,000						405,160	350,150
32 Museum, Band and Theater								0	0
33 Parks	355,952	0						355,952	312,049
34 Recreation								0	0
35 Cemetery								0	0
36 Community Center, Zoo, & Marina	20,863							20,863	11,377
37 Other Culture and Recreation								0	0
38 TOTAL (lines 31 - 37)	777,975	4,000				0		781,975	673,576

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

City Name: POLK CITY

Fiscal Year July 1, 2021 - June 30, 2022

	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2022	ACTUAL 2021
GOVERNMENT ACTIVITIES CONT.									
COMMUNITY & ECONOMIC DEVELOPMENT									
Community Beautification	39								
Economic Development	40	0						0	0
Housing and Urban Renewal	41							0	0
Planning & Zoning	42							0	0
Other Com & Econ Development	43	0	884,232					884,232	548,619
TIF Rebates	44							0	0
TOTAL (lines 39 - 44)	45	0	884,232			0		884,232	548,619
GENERAL GOVERNMENT									
Mayor, Council, & City Manager	46	104,515							110,151
Clerk, Treasurer, & Finance Adm.	47	198,901	0					198,901	270,093
Elections	48	1,750						1,750	0
Legal Services & City Attorney	49	60,500						60,500	46,366
City Hall & General Buildings	50	91,850						91,850	881,648
Tort Liability	51	0						0	0
Other General Government	52	168,800						168,800	298,960
TOTAL (lines 46 - 52)	53	626,316	0			0		626,316	1,607,218
DEBT SERVICE									
Gov Capital Projects	54			1,555,502				1,555,502	531,978
TIF Capital Projects	55	0			3,155,216			3,155,216	4,633,819
TOTAL CAPITAL PROJECTS	56							0	0
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	57	0	0		3,155,216	0		3,155,216	4,633,819
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	58	3,682,631	611,116	1,555,502	3,155,216	0		9,888,697	10,768,410
BUSINESS TYPE ACTIVITIES Proprietary: Enterprise & Budgeted ISF									
Water Utility	59								
Sewer Utility	60						1,085,034	1,085,034	1,113,574
Electric Utility	61						1,635,754	1,635,754	774,675
Gas Utility	62							0	0
Airport	63							0	0
Landfill/Garbage	64						283,500	283,500	240,298
Transit	65							0	0
Cable TV, Internet & Telephone	66							0	0
Housing Authority	67							0	0
Storm Water Utility	68						115,000	115,000	0
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0
Enterprise DEBT SERVICE	70							0	0
Enterprise CAPITAL PROJECTS	71							0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0
TOTAL BUSINESS TYPE EXPENDITURES (lines 59+72)	73						3,119,288	3,119,288	2,128,547
TOTAL ALL EXPENDITURES (lines 58+73)	74	3,682,631	611,116	1,555,502	3,155,216	0	3,119,288	13,007,985	12,896,957
Regular Transfers Out	75	638,505	794,783	0	0		164,793	1,598,081	559,793
Internal TIF Loan Transfers Out	76		50,218					50,218	27,552
Total ALL Transfers Out	77	638,505	794,783	0	0		164,793	1,648,299	587,345
Total Expenditures and Other Fin Uses (lines 74+77)	78	4,321,136	1,405,899	1,555,502	3,155,216	0	3,284,081	14,656,284	13,484,302
Ending Fund Balance June 30	79	3,636,437	1,524,067	83,744	448,471	0	2,780,373	8,989,974	8,830,318

RE-ESTIMATED REVENUES DETAIL

City Name: POLK CITY

Fiscal Year July 1, 2021 - June 30, 2022

REVENUES & OTHER FINANCING SOURCES	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2022	ACTUAL 2021
1 Taxes Levied on Property	2,471,885	0		540,863				3,012,748	2,923,984
2 Less: Uncollected Property Taxes - Levy Year								0	0
3 Net Current Property Taxes (line 1 minus line 2)	2,471,885	0		540,863	0			3,012,748	2,923,984
4 Delinquent Property Taxes								0	0
5 TIF Revenues			698,450					698,450	384,389
6 Other City Taxes:									
7 Utility Tax Replacement Excise Taxes	0			0				0	41,826
8 Utility franchise tax (Iowa Code Chapter 364.2)	45,000							45,000	0
9 Parimutuel wager tax									0
10 Gaming wager tax									0
11 Mobile Home Taxes									0
12 Hotel/Motel Taxes	33,000							33,000	0
13 Other Local Option Taxes	0	938,600		0	2,269,417		50,000	938,600	434,664
14 Subtotal - Other City Taxes (lines 6 thru 12)	78,000	938,600		0	0			1,016,600	476,490
15 Licenses & Permits	207,450							207,450	403,944
16 Use of Money & Property	217,700		0				0	217,700	185,184
17 Intergovernmental:									
18 Federal Grants & Reimbursements	0				0			0	117,906
19 Road Use Taxes		729,600						729,600	511,546
20 Other State Grants & Reimbursements	31,651	0		0	2,269,417		50,000	2,351,068	2,166,110
21 Local Grants & Reimbursements	40,000							40,000	40,407
22 Subtotal - Intergovernmental (lines 16 thru 19)	71,651	729,600		0	2,269,417		50,000	3,120,668	2,835,969
23 Charges for Fees & Service:									
24 Water Utility							1,390,100	1,390,100	1,478,691
25 Sewer Utility							1,737,000	1,737,000	1,681,633
26 Electric Utility									0
27 Gas Utility									0
28 Parking									0
29 Airport									0
30 Landfill/Garbage							283,500	283,500	269,765
31 Hospital									0
32 Transit									0
33 Cable TV, Internet & Telephone									0
34 Housing Authority									0
35 Storm Water Utility							129,000	129,000	21,304
36 Other Fees & Charges for Service	362,250	0		0	0			362,250	600,237
37 Subtotal - Charges for Service (lines 21 thru 33)	362,250	0		0	0	0	3,539,600	3,901,850	4,051,630
38 Special Assessments	0						0	0	470
39 Miscellaneous	16,113	0		0	0			16,113	51,618
40 Other Financing Sources:									
41 Regular Operating Transfers In	669,299	0		98,127	830,655		0	1,598,081	559,793
42 Internal TIF Loan Transfers In			50,218					50,218	27,552
43 Subtotal ALL Operating Transfers In	669,299	0	50,218	98,127	830,655	0	0	1,648,299	587,345
44 Proceeds of Debt (Excluding TIF Internal Borrowing)	0			976,062	0		0	976,062	0
45 Proceeds of Capital Asset Sales	0	0						0	0
46 Subtotal-Other Financing Sources (lines 36 thru 38)	669,299	0	50,218	1,074,189	830,655	0	0	2,624,361	587,345
47 Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	4,094,348	1,668,200	748,668	1,615,052	3,100,072	0	3,589,600	14,815,940	11,901,023
48 Beginning Fund Balance July 1	3,863,225	254,581	1,709,849	24,194	503,615	0	2,474,854	8,830,318	10,413,597
49 TOTAL REVENUES & BEGIN BALANCE (lines 41 +42)	7,957,573	1,922,781	2,458,517	1,639,246	3,603,687	0	6,064,454	23,646,258	22,314,620

EXPENDITURES SCHEDULE PAGE 1

City Name: POLK CITY

Fiscal Year July 1, 2022 - June 30, 2023

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2023	RE-ESTIMATED 2022	ACTUAL 2021
PUBLIC SAFETY										
Police Department/Crime Prevention	1,260,726	0						1,260,726	1,114,956	978,710
Jail								0	0	0
Emergency Management	31,500							31,500	16,500	4,707
Flood Control								0	0	0
Fire Department	873,450							873,450	732,419	691,625
Ambulance								0	0	0
Building Inspections	548,500							548,500	256,919	543,297
Miscellaneous Protective Services								0	0	0
Animal Control	5,100							5,100	4,795	2,105
Other Public Safety								0	0	0
TOTAL (lines 1 - 10)	2,719,276	0				0		2,719,276	2,125,589	2,220,444
PUBLIC WORKS										
Roads, Bridges, & Sidewalks	107,368	448,150						555,518	692,867	488,477
Parking - Meter and Off-Street								0	0	0
Street Lighting	60,000							60,000	63,000	49,695
Traffic Control and Safety								0	0	0
Snow Removal								0	0	0
Highway Engineering								0	0	0
Street Cleaning								0	0	0
Airport								0	0	0
Garbage (if not Enterprise)								0	0	0
Other Public Works	0							0	0	0
TOTAL (lines 12 - 21)	167,368	448,150				0		615,518	755,867	538,172
HEALTH & SOCIAL SERVICES										
Welfare Assistance								0	0	0
City Hospital								0	0	0
Payments to Private Hospitals								0	0	0
Health Regulation and Inspection								0	0	0
Water, Air, and Mosquito Control								0	0	0
Community Mental Health	2,000							2,000	4,000	14,584
Other Health and Social Services								0	0	0
TOTAL (lines 23 - 29)	2,000	0				0		2,000	4,000	14,584
CULTURE & RECREATION										
Library Services	417,760	0						417,760	405,160	350,150
Museum, Band and Theater								0	0	0
Parks	377,395							377,395	355,952	312,049
Recreation								0	0	0
Cemetery								0	0	0
Community Center, Zoo, & Marina	15,600							15,600	20,863	11,377
Other Culture and Recreation								0	0	0
TOTAL (lines 31 - 37)	810,755	0				0		810,755	781,975	673,576

EXPENDITURES SCHEDULE PAGE 2

City Name: POLK CITY

Fiscal Year July 1, 2022 - June 30, 2023

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2023	RE-ESTIMATED 2022	ACTUAL 2021
COMMUNITY & ECONOMIC DEVELOPMENT										
Community Beautification	39							0	0	0
Economic Development	40	0						0	0	0
Housing and Urban Renewal	41							0	0	0
Planning & Zoning	42							0	0	0
Other Com & Econ Development	43		416,009					416,009	884,232	548,619
TIF Rebates	44							0	0	0
TOTAL (lines 39 - 44)	45	0	416,009			0		416,009	884,232	548,619
GENERAL GOVERNMENT										
Mayor, Council, & City Manager	46	97,038						97,038	104,515	110,151
Clerk, Treasurer, & Finance Adm.	47	156,247						156,247	198,901	270,093
Elections	48	0						0	1,750	0
Legal Services & City Attorney	49	60,500						60,500	60,500	46,366
City Hall & General Buildings	50	78,600						78,600	91,850	881,648
Tort Liability	51							0	0	0
Other General Government	52	157,800						157,800	168,800	298,960
TOTAL (lines 46 - 52)	53	550,185	0	932,930		0		550,185	626,316	1,607,218
DEBT SERVICE										
Gov Capital Projects	54			932,930				932,930	1,555,502	531,978
TIF Capital Projects	55				4,426,750			4,426,750	3,155,216	4,633,819
TOTAL CAPITAL PROJECTS	56				4,426,750			4,426,750	3,155,216	4,633,819
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	58	4,249,584	448,150	932,930	4,426,750	0		10,473,423	9,888,697	10,768,410
BUSINESS TYPE ACTIVITIES										
Proprietary: Enterprise & Budgeted ISF										
Water Utility	59							1,367,950	1,085,034	1,113,574
Sewer Utility	60							1,725,843	1,635,754	774,675
Electric Utility	61							0	0	0
Gas Utility	62							0	0	0
Airport	63							0	0	0
Landfill/Garbage	64							401,000	283,500	240,298
Transit	65							0	0	0
Cable TV, Internet & Telephone	66							0	0	0
Housing Authority	67							0	0	0
Storm Water Utility	68							115,000	115,000	0
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0
Enterprise DEBT SERVICE	70							0	0	0
Enterprise CAPITAL PROJECTS	71							0	0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0	0
TOTAL Business Type Expenditures (lines 59 - 72)	73							3,609,793	3,119,288	2,128,547
TOTAL ALL EXPENDITURES (lines 58 + 73)	74	4,249,584	448,150	932,930	4,426,750	0		14,083,216	13,007,985	12,896,957
Regular Transfers Out	75	0	1,165,000	0	0			1,593,878	1,598,081	559,793
Internal TIF Loan / Repayment Transfers Out	76							68,400	50,218	27,552
Total ALL Transfers Out	77	0	1,165,000	0	0			1,662,278	1,648,299	587,345
Total Expenditures & Fund Transfers Out (lines 74+77)	78	4,249,584	1,613,150	932,930	4,426,750	0		15,745,494	14,656,284	13,484,302
Ending Fund Balance June 30	79	3,303,539	819,074	83,744	437,471	0		9,142,097	8,989,974	8,830,318

REVENUES DETAIL
City Name: POLK CITY
Fiscal Year July 1, 2022 - June 30, 2023

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2023	RE-ESTIMATED 2022	ACTUAL 2021
REVENUES & OTHER FINANCING SOURCES										
1	2,514,769	273,463		644,304	0			3,432,536	3,012,748	2,923,984
2								0	0	0
3	2,514,769	273,463		644,304	0			3,432,536	3,012,748	2,923,984
4								0	0	0
5			584,409					584,409	698,450	384,389
Other City Taxes:										
6	17,268	1,879		3,931	0			23,078	0	41,826
7	45,000							45,000	45,000	0
8								0	0	0
9								0	0	0
10								0	0	0
11	25,000							25,000	33,000	0
12	0	940,000						940,000	938,600	434,664
13	87,268	941,879		3,931	0			1,033,078	1,016,600	476,490
14	479,499							479,499	207,450	403,944
15	166,550	0						166,550	217,700	185,184
Intergovernmental:										
16	0	700,000			445,000			445,000	0	117,906
17								700,000	729,600	511,546
18								0	2,351,068	2,166,110
19	46,000							46,000	40,000	40,407
20	46,000	700,000	0	0	445,000		0	1,191,000	3,120,668	2,835,969
Charges for Fees & Service:										
21								1,639,100	1,390,100	1,478,691
22								1,909,000	1,737,000	1,681,633
23								0	0	0
24								0	0	0
25								0	0	0
26								0	0	0
27								401,000	283,500	269,765
28								0	0	0
29								0	0	0
30								0	0	0
31								0	0	0
32								115,000	129,000	21,304
33	407,300	0			0			407,300	362,250	600,237
34	407,300	0			0			4,064,100	3,901,850	4,051,630
35	0							0	0	470
36	15,300	0		85,817	0			101,117	16,113	51,618
Other Financing Sources:										
37	200,000	0		198,878	1,195,000			1,593,878	1,598,081	559,793
38			68,400					68,400	50,218	27,552
39	200,000	0	68,400	198,878	1,195,000	0	0	1,662,278	1,648,299	587,345
40	0				2,775,750			0	976,062	0
41	0							0	0	0
42	200,000	0	68,400	198,878	3,970,750	0	0	4,438,028	2,624,361	587,345
43	3,916,686	1,915,342	652,809	932,930	4,415,750	0	0	4,064,100	15,897,617	11,901,023
44	3,636,437	516,882	1,524,067	83,744	448,471	0	0	2,780,373	8,989,974	8,830,318
45	7,553,123	2,432,224	2,176,876	1,016,674	4,864,221	0	0	6,844,473	24,887,591	23,646,258
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)										
Beginning Fund Balance July 1										
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)										

ADOPTED BUDGET SUMMARY

City Name: POLK CITY

Fiscal Year July 1, 2022 - June 30, 2023

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2023	RE-ESTIMATED 2022	ACTUAL 2021
Revenues & Other Financing Sources										
1 Taxes Levied on Property	2,514,769	273,463		644,304	0			3,432,536	3,012,748	2,923,984
2 Less: Uncollected Property Taxes-Levy Year	0	0		0	0			0	0	0
3 Net Current Property Taxes	2,514,769	273,463		644,304	0			3,432,536	3,012,748	2,923,984
4 Delinquent Property Taxes	0	0		0	0			0	0	0
5 TIF Revenues			584,409					584,409	698,450	384,389
6 Other City Taxes	87,268	941,879		3,931	0			1,033,078	1,016,600	476,490
7 Licenses & Permits	479,499	0						479,499	207,450	403,944
8 Use of Money and Property	166,550	0	0	0	0	0	0	166,550	217,700	185,184
9 Intergovernmental	46,000	700,000	0	0	445,000	0	0	1,191,000	3,120,668	2,835,969
10 Charges for Fees & Service	407,300	0	0	0	0	0	0	4,471,400	3,901,850	4,051,630
11 Special Assessments	0	0		0	0			0	0	470
12 Miscellaneous	15,300	0		85,817	0			101,117	16,113	51,618
13 Sub-Total Revenues	3,716,686	1,915,342	584,409	734,052	445,000	0	4,064,100	11,459,589	12,191,579	11,313,678
Other Financing Sources:										
14 Total Transfers In	200,000	0	68,400	198,878	1,195,000	0	0	1,662,278	1,648,299	587,345
15 Proceeds of Debt	0	0	0	0	2,775,750	0	0	2,775,750	976,062	0
16 Proceeds of Capital Asset Sales	0	0	0	0	0	0	0	0	0	0
17 Total Revenues and Other Sources	3,916,686	1,915,342	652,809	932,930	4,415,750	0	4,064,100	15,897,617	14,815,940	11,901,023
Expenditures & Other Financing Uses										
18 Public Safety	2,719,276	0	0					2,719,276	2,125,589	2,220,444
19 Public Works	167,368	448,150	0					615,518	755,867	538,172
20 Health and Social Services	2,000	0	0					2,000	4,000	14,584
21 Culture and Recreation	810,755	0	0					810,755	781,975	673,576
22 Community and Economic Development	0	0	416,009					416,009	884,232	548,619
23 General Government	550,185	0	0					550,185	626,316	1,607,218
24 Debt Service	0	0	0	932,930				932,930	1,555,502	531,978
25 Capital Projects	0	0	0		4,426,750	0		4,426,750	3,155,216	4,633,819
26 Total Government Activities Expenditures	4,249,584	448,150	416,009	932,930	4,426,750	0		10,473,423	9,888,697	10,768,410
27 Business Type Proprietary: Enterprise & ISF								3,609,793	3,119,288	2,128,547
28 Total Gov & Bus Type Expenditures	4,249,584	448,150	416,009	932,930	4,426,750	0	3,609,793	14,083,216	13,007,985	12,896,957
29 Total Transfers Out	0	1,165,000	68,400	0	0	0	428,878	1,662,278	1,648,299	587,345
30 Total ALL Expenditures/Fund Transfers Out	4,249,584	1,613,150	484,409	932,930	4,426,750	0	4,038,671	15,745,494	14,656,284	13,484,302
31 Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	-332,898	302,192	168,400	0	-11,000	0	25,429	152,123	159,656	-1,583,279
32 Beginning Fund Balance July 1	3,636,437	516,882	1,524,067	83,744	448,471	0	2,780,373	8,989,974	8,830,318	10,413,597
33 Ending Fund Balance June 30	3,303,539	819,074	1,692,467	83,744	437,471	0	2,805,802	9,142,097	8,989,974	8,830,318

LONG TERM DEBT SCHEDULE - LT DEBT1
 GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
GO 2018 (Water)	1 3,000,000	GO	2018-81	120,000	82,845	202,845	500		133,878	69,467
GO 2020 (streets)	2 1,750,000	GO	2020-79	155,000	26,500	181,500	500			182,000
GO 2021 (sewer refunding)	3 3,115,000	GO	2021-76	220,000	63,255	283,255	500		150,817	132,938
GO 2022	4 4,000,000	GO	2022-TBD	125,000	138,330	263,330	500			263,830
	5	-				0				0
	6	-				0				0
	7	-				0				0
	8	-				0				0
	9	-				0				0
	10	-				0				0
	11	-				0				0
	12	-				0				0
	13	-				0				0
	14	-				0				0
	15	-				0				0
	16	-				0				0
	17	-				0				0
	18	-				0				0
	19	-				0				0
	20	-				0				0
	21	-				0				0
	22	-				0				0
	23	-				0				0
	24	-				0				0
	25	-				0				0
	26	-				0				0
	27	-				0				0
	28	-				0				0
	29	-				0				0
	30	-				0				0
TOTALS				620,000	310,930	930,930	2,000	0	284,695	648,235

LONG TERM DEBT SCHEDULE - LT DEBT2
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	31	-				0				0
	32	-				0				0
	33	-				0				0
	34	-				0				0
	35	-				0				0
	36	-				0				0
	37	-				0				0
	38	-				0				0
	39	-				0				0
	40	-				0				0
	41	-				0				0
	42	-				0				0
	43	-				0				0
	44	-				0				0
	45	-				0				0
	46	-				0				0
	47	-				0				0
	48	-				0				0
	49	-				0				0
	50	-				0				0
	51	-				0				0
	52	-				0				0
	53	-				0				0
	54	-				0				0
	55	-				0				0
	56	-				0				0
	57	-				0				0
	58	-				0				0
	59	-				0				0
	60	-				0				0
TOTALS				620,000	310,930	930,930	2,000	0	284,695	648,235

LONG TERM DEBT SCHEDULE - LT DEBT3
 GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	61	-				0				0
	62	-				0				0
	63	-				0				0
	64	-				0				0
	65	-				0				0
	66	-				0				0
	67	-				0				0
	68	-				0				0
	69	-				0				0
	70	-				0				0
	71	-				0				0
	72	-				0				0
	73	-				0				0
	74	-				0				0
	75	-				0				0
	76	-				0				0
	77	-				0				0
	78	-				0				0
	79	-				0				0
	80	-				0				0
	81	-				0				0
	82	-				0				0
	83	-				0				0
	84	-				0				0
	85	-				0				0
	86	-				0				0
	87	-				0				0
	88	-				0				0
	89	-				0				0
	90	-				0				0
TOTALS				620,000	310,930	930,930	2,000	0	284,695	648,235

LONG TERM DEBT SCHEDULE - LT DEBT4
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	91	-				0				0
	92	-				0				0
	93	-				0				0
	94	-				0				0
	95	-				0				0
	96	-				0				0
	97	-				0				0
	98	-				0				0
	99	-				0				0
	100	-				0				0
	101	-				0				0
	102	-				0				0
	103	-				0				0
	104	-				0				0
	105	-				0				0
	106	-				0				0
	107	-				0				0
	108	-				0				0
	109	-				0				0
	110	-				0				0
	111	-				0				0
	112	-				0				0
	113	-				0				0
	114	-				0				0
	115	-				0				0
	116	-				0				0
	117	-				0				0
	118	-				0				0
	119	-				0				0
	120	-				0				0
TOTALS				620,000	310,930	930,930	2,000	0	284,695	648,235

LONG TERM DEBT SCHEDULE - LT DEBT5
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	121	-				0				0
	122	-				0				0
	123	-				0				0
	124	-				0				0
	125	-				0				0
	126	-				0				0
	127	-				0				0
	128	-				0				0
	129	-				0				0
	130	-				0				0
	131	-				0				0
	132	-				0				0
	133	-				0				0
	134	-				0				0
	135	-				0				0
	136	-				0				0
	137	-				0				0
	138	-				0				0
	139	-				0				0
	140	-				0				0
	141	-				0				0
	142	-				0				0
	143	-				0				0
	144	-				0				0
	145	-				0				0
	146	-				0				0
	147	-				0				0
	148	-				0				0
	149	-				0				0
	150	-				0				0
TOTALS				620,000	310,930	930,930	2,000	0	284,695	648,235

LONG TERM DEBT SCHEDULE - LT DEBT6
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	151	-				0				0
	152	-				0				0
	153	-				0				0
	154	-				0				0
	155	-				0				0
	156	-				0				0
	157	-				0				0
	158	-				0				0
	159	-				0				0
	160	-				0				0
	161	-				0				0
	162	-				0				0
	163	-				0				0
	164	-				0				0
	165	-				0				0
	166	-				0				0
	167	-				0				0
	168	-				0				0
	169	-				0				0
	170	-				0				0
	171	-				0				0
	172	-				0				0
	173	-				0				0
	174	-				0				0
	175	-				0				0
	176	-				0				0
	177	-				0				0
	178	-				0				0
	179	-				0				0
	180	-				0				0
TOTALS				620,000	310,930	930,930	2,000	0	284,695	648,235

LONG TERM DEBT SCHEDULE - LT DEBT7
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
181		-				0				0
182		-				0				0
183		-				0				0
184		-				0				0
185		-				0				0
186		-				0				0
187		-				0				0
188		-				0				0
189		-				0				0
190		-				0				0
191		-				0				0
192		-				0				0
193		-				0				0
194		-				0				0
195		-				0				0
196		-				0				0
197		-				0				0
198		-				0				0
199		-				0				0
200		-				0				0
201		-				0				0
202		-				0				0
203		-				0				0
204		-				0				0
205		-				0				0
206		-				0				0
207		-				0				0
208		-				0				0
209		-				0				0
210		-				0				0
TOTALS				620,000	310,930	930,930	2,000	0	284,695	648,235

LONG TERM DEBT SCHEDULE - GRAND TOTALS
 GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

	Principal Due FY 2023	Interest Due FY 2023	Total Obligation Due FY 2023	Bond Reg./ Paying Agent Fees Due FY 2023	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Sources OTHER THAN Budget Year Debt Service Levy	Amount Paid Budget Year Debt Service Levy
GO - TOTAL	620,000	310,930	930,930	2,000	0	284,695	648,235
NON GO - TOTAL	0	0	0	0	0	0	0
GRAND - TOTAL	620,000	310,930	930,930	2,000	0	284,695	648,235

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2022 - June 30, 2023

City of: POLK CITY

The City Council will conduct a public hearing on the proposed Budget at: City Hall | Council Chambers Meeting Date: 3/14/2022 Meeting Time: 06:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.				
The estimated Total tax levy rate per \$1000 valuation on regular property				11.00000
The estimated tax levy rate per \$1000 valuation on Agricultural land is				3.00375
At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.				
Phone Number		City Clerk/Finance Officer's NAME		
(515) 984-6233		Jenny Coffin		
		Budget FY 2023	Re-estimated FY 2022	Actual FY 2021
Revenues & Other Financing Sources				
Taxes Levied on Property	1	3,432,536	3,012,748	2,923,984
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	3,432,536	3,012,748	2,923,984
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	584,409	698,450	384,389
Other City Taxes	6	1,033,078	1,016,600	476,490
Licenses & Permits	7	479,499	207,450	403,944
Use of Money and Property	8	166,550	217,700	185,184
Intergovernmental	9	1,191,000	3,120,668	2,835,969
Charges for Fees & Service	10	4,471,400	3,901,850	4,051,630
Special Assessments	11	0	0	470
Miscellaneous	12	101,117	16,113	51,618
Other Financing Sources	13	2,775,750	976,062	0
Transfers In	14	1,662,278	1,648,299	587,345
Total Revenues and Other Sources	15	15,897,617	14,815,940	11,901,023
Expenditures & Other Financing Uses				
Public Safety	16	2,719,276	2,125,589	2,220,444
Public Works	17	615,518	755,867	538,172
Health and Social Services	18	2,000	4,000	14,584
Culture and Recreation	19	810,755	781,975	673,576
Community and Economic Development	20	416,009	884,232	548,619
General Government	21	550,185	626,316	1,607,218
Debt Service	22	932,930	1,555,502	531,978
Capital Projects	23	4,426,750	3,155,216	4,633,819
Total Government Activities Expenditures	24	10,473,423	9,888,697	10,768,410
Business Type / Enterprises	25	3,609,793	3,119,288	2,128,547
Total ALL Expenditures	26	14,083,216	13,007,985	12,896,957
Transfers Out	27	1,662,278	1,648,299	587,345
Total ALL Expenditures/Transfers Out	28	15,745,494	14,656,284	13,484,302
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	152,123	159,656	-1,583,279
Beginning Fund Balance July 1	30	8,989,974	8,830,318	10,413,597
Ending Fund Balance June 30	31	9,142,097	8,989,974	8,830,318



City of Polk City, Iowa City Council Agenda Communication

Date: March 14, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Urban Renewal Plan amendment

BACKGROUND: On Monday evening, the City Council will hold a Public Hearing on a proposed amendment to the City's Urban Renewal Plan-Polk City Area II Urban Renewal Area. After the public hearing, the Council will vote on a plan amendment. The plan amendment is to 1) Add the City Hall project to the plan 2) Add the MOVE project and 3) Add trail gaps along the City's commercial corridor.

1. We are amending our Urban Renewal plan for the new City Hall project. The City Council is not approving borrowing proceedings at this meeting but is approving the authority to construct a City Hall facility utilizing the urban renewal declaration. The City will not utilize Tax Increment Financing to fund the project.
2. MOVE project-The City has received a TIF request from ACG Properties for a Youth Community Center project. (located in old funeral home). Before the City can approve a development agreement with the developer, the project needs to be added to the City's Urban Renewal Plan. Once the project has been added to the Urban Renewal plan, the City Council will review a development agreement with ACG Properties at a future meeting.
3. Trail connections in the City's commercial corridor. I have identified 3 trail gaps in the City's commercial corridor to add to the Urban Renewal Plan. Two of the gaps are located along Bridge Road, near the new KwikStar property, and the 3rd gap will connect the Neal Smith Trail at Southside Drive to the new proposed Hy-Vee Store. The City has 2 of the 3 trails outlined as priorities in the CIP, and I recommend we utilize TIF for these projects.

ALTERNATIVES: Do not approve the plan amendment

FINANCIAL CONSIDERATIONS: There are no financial considerations at this time. The City Council will approve individual projects and financing for those projects at future meetings.

RECOMMENDATION: It is my recommendation that the Council approve the amendment to the Urban Renewal plan.

HEARING ON AND APPROVAL OF 2022
AMENDMENT TO THE POLK CITY
AREA II URBAN RENEWAL AREA

511493-8

Polk City, Iowa

March 14, 2022

The City Council of the City of Polk City, Iowa, met on March 14, 2022, at 6:00 o'clock, p.m., at the City Hall Council Chambers, in the City, for the purpose of conducting a public hearing on a proposed urban renewal plan amendment.

The Mayor presided and the roll being called the following members of the Council were present and absent:

Present: _____

Absent: _____.

The City Council investigated and found that notice of the intention of the Council to conduct a public hearing on the urban renewal plan amendment had been published according to law and as directed by the Council and that this is the time and place at which the Council shall receive oral or written objections from any resident or property owner of the City. All written objections, statements, and evidence heretofore filed were reported to the City Council, and all oral objections, statements, and all other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as summarized below; filed written objections or statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

(Here list all persons presenting written or oral statements or evidence and summarize each presentation.)

There being no further objections, comments, or evidence offered, the Mayor announced the hearing closed.

Council Member _____ moved the adoption of a resolution entitled "Resolution to Approve Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area," seconded by Council Member _____. After due consideration, the

Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted and signed approval thereto.

RESOLUTION NO. 2022-29

Resolution to Approve Urban Renewal Plan Amendment for the Polk City Area II
Urban Renewal Area

WHEREAS, as a preliminary step to exercising the authority conferred upon Iowa cities by Chapter 403 of the Code of Iowa (the “Urban Renewal Law”), a municipality must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the municipality and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the municipality; and

WHEREAS, this City Council of the City of Polk City, Iowa (the “City”), by prior resolution established the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which authorizes the undertaking of new urban renewal projects (the “Projects”) in the Urban Renewal Area consisting of (1) constructing, furnishing and equipping a new City Hall; (2) using tax increment financing to pay the costs of constructing recreational trail extensions on and along the City’s commercial corridor recreational trail; and (3) providing tax increment financing support to ACG Properties, LLC in connection with the renovation of an existing building for use as a youth community center; and

WHEREAS, notice of a public hearing by the City Council on the proposed Amendment was heretofore given in strict compliance with the provisions of Chapter 403 of the Code of Iowa, and the Council has conducted said hearing on March 14, 2022; and

WHEREAS, copies of the Amendment, notice of public hearing and notice of a consultation meeting with respect to the Amendment were mailed to Polk County and the North Polk Community School District; the consultation meeting was held on the 22 day of February 2022; and responses to any comments or recommendations received following the consultation meeting were made as required by law;

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

Section 1. The Amendment, attached hereto and made a part hereof, is hereby in all respects approved.

Section 2. It is hereby determined by this City Council as follows:

A. The Projects proposed under the Amendment conform to the general plan for the development of the City;

B. The Projects proposed under the Amendment are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

C. It is not intended that families will be displaced as a result of the City's undertaking under the Amendment. Should such issues arise with future projects, then the City will ensure that a feasible method exists to carry out any relocations without undue hardship to the displaced and into safe, decent, affordable and sanitary housing.

Section 3. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved March 14, 2022.

Mayor

Attest:

City Clerk

(Attach copy of the urban renewal plan amendment to this resolution.)

••••

Upon motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
POLK COUNTY
CITY OF POLK CITY

SS:

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting City Clerk of the City of Polk City, and that as such I have in my possession or have access to the complete corporate records of the City and of its officers; and that I have carefully compared the transcript hereto attached with the aforesaid records and that the attached is a true, correct and complete copy of the corporate records relating to the action taken by the City Council preliminary to and in connection with approving the urban renewal plan amendment for the Polk City Area II Urban Renewal Area in the City of Polk City, Iowa.

WITNESS MY HAND this ____ day of _____, 2022.

City Clerk

CITY OF POLK CITY, IOWA
URBAN RENEWAL PLAN AMENDMENT
POLK CITY AREA II URBAN RENEWAL AREA

March, 2022

The Urban Renewal Plan (the “Plan”) for the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) of the City of Polk City, Iowa (the “City”) is being amended for the purpose of identifying new urban renewal projects to be undertaken therein.

1) Identification of Projects. By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project descriptions:

A.

Name of Project: City Hall Project

Name of Urban Renewal Area: Polk City Area II Urban Renewal Area

Date of Council Approval of the Project: March 14, 2022

Description of Project and Project Site: The City Hall Project will consist of the construction, furnishing and equipping of a new city hall situated on certain real property bearing Polk County Property Tax Parcel Identification Numbers 261/00119-000-000 and 261/00120-000-000 in the Urban Renewal Area.

The completed City Hall Project will have a direct, positive impact on increased and improved commerce and economic development in the Urban Renewal Area through the provision of enhanced municipal services and municipal facilities.

Description of Use of TIF for the Project: The City will use its urban renewal authority to aid in the authorization of general obligation bonds (the “Bonds”) in an approximate principal amount not to exceed \$2,750,000 to finance the City Hall Project. The City does not intend to apply incremental property tax revenues to the repayment of the Bonds. If the City determines to apply incremental property tax revenues to the repayment of the Bonds in the future, the City will amend the Plan to reflect the required analysis under Section 403.5(2)(b)(1) of the Code of Iowa prior to the issuance of such Bonds.

B.

Name of Project: Commercial Corridor Trail Extension Project

Name of Urban Renewal Area: Polk City Area II Urban Renewal Area

Date of Council Approval of Project: March 14, 2022

Description of Project and Project Site: The Commercial Corridor Trail Extension Project (the “Trail Project”) will consist of the construction of trail system improvements in order to close certain gaps in the City’s Commercial Corridor Trail on certain real property bearing Polk County Property Tax Parcel Identification Numbers 261/00038-001-000, 261/00040-002-000, 261/00305-201-000 and 261/00305-230-000.

It is anticipated that the completed Trail Project will have a positive impact on commerce and economic development in the Urban Renewal Area through the provision of enhanced recreational amenities.

Description of Properties to be Acquired in Connection with Project: The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the Trail Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Trail Project with either borrowed funds and/or the proceeds of an internal advance of City funds on-hand. In any case, the City’s obligation will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City’s use of incremental property tax revenues for the Trail Project will not exceed \$450,000, plus any interest expense incurred by the City on any borrowing undertaken for the funding of the Trail Project.

C.

Name of Project: Youth Community Center Development Project

Name of Urban Renewal Area: Polk City Area II Urban Renewal Area

Date of Council Approval of Project: March 14, 2022

Description of Project and Project Site: ACG Properties, LLC (the “Company”) will undertake the redevelopment of an existing commercial building (the “Project”) on certain real property bearing Polk County Property Tax Parcel Identification Number 261/00132-001-000 in the Urban Renewal Area (the “Redevelopment Property”) for use in the business operations of a youth community center.

It has been requested that the City provide tax increment financing assistance to the Company in support of the efforts to complete, operate and maintain the Project.

The costs incurred by the City in providing tax increment financing assistance to the Company will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$7,000.

Description of Use of TIF for the Project: The City intends to enter into a Development Agreement with the Company with respect to the construction and use of the completed Project and to provide annual appropriation economic development payments (the “Payments”) to the Company thereunder. The Payments will be funded with incremental

property tax revenues to be derived from the Redevelopment Property. It is anticipated that the City's total commitment of incremental property tax revenues with respect to the Project, including the Payments and the Admin Fees will not exceed \$110,000.

2) Required Financial Information. The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Constitutional debt limit of the City:	<u>\$27,455,092</u>
Outstanding general obligation debt of the City:	<u>\$</u>
Proposed maximum indebtedness to be incurred in connection with this March, 2022 Amendment*:	<u>\$ 3,317,000</u>

*It is anticipated that some or all of the debt incurred under this Amendment will be made subject to annual appropriation by the City Council.

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. February 28, 2022
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., February 28, 2022. 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, Anderson, Vogel, Sarchet | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed maximum property tax levy for FY 22.23 at 6:00 pm. City Clerk Coffin, said that the notice was published February 11, 2022, and no comments had been received for or against the proposed maximum tax levy. Chelsea Huisman, City Manager provided a report. No one was present to be heard for or against the maximum property tax levy rate.
MOTION: A motion was made by Vogel and seconded by Sarchet to close the public hearing at 6:02 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-23 approving FY 22.23 Maximum Property Tax Dollars. Sarchet commented that he has more confidence in the budget process than ever before and said there was a great amount of relevant information presented to the Council. Sarchet said he thinks the direction the City is going is very good conceptually and he is onboard but his big question is next steps for where the city is going with facilities and he said he believes feedback and support from the community is important. Sarchet said he is more than happy to discuss with anyone that wants to talk about this.
YES: Walters, Dvorak, Vogel, Sarchet
NO: Anderson
MOTION CARRIED
Anderson explained his no vote was because he is concerned for the timing of the tax rate with inflation and thinks it could be tough for some at one time.
5. **Public Comments** | None
6. **Consent Items**
 - a. City Council Meeting Minutes for February 14, 2022
 - b. City Council Work Session Meeting Minutes for February 14, 2022
 - c. City Council and P&Z Commission joint Work Session Meeting Minutes for February 21, 2022
 - d. Receive and file P&Z Commission Meeting Minutes for February 21, 2022
 - e. Claims listing February 28, 2022
 - f. January 2022 Finance Report
 - g. Resolution 2022-24 Setting Date for Public Hearing on the proposed Budget for FY 22.23
 - h. Resolution 2022-25 Setting Date for Public Hearing on ACG Properties request to amend the C-1 Zoning Restrictions for 302 S. 2nd Street
 - i. Award the mowing and lawn care services contract to Total Quality Inc for FY 22.23 in the amount of \$94,441 based on 20 mows per year with auto renew option for up to four years
 - j. Receive and file the January 2022 Police Department Report
 - k. Receive and file the January 2022 Fire Department Report
 - l. Resolution 2022-26 approving Lot Tie Agreement for Jared and Lindsey Foss
 - m. Budgeted purchase for a pallet of water meters in the amount of \$36,000**MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the consent agenda items
MOTION CARRIED UNANIMOUSLY

7. Business Items

- a. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2022-27 approving the Plat of Survey for 7722 NW 142nd Avenue
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the Second Reading of Ordinance 2022-1200 rezoning portions of the Lillskau property located west of NW 44th Street
YES: Dvorak, Vogel, Sarchet, Walters
NO: Anderson
MOTION CARRIED
- c. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Snyder & Associates Engineering Master Service Agreement. Huisman provided a report on the agreement and Dvorak thanked her for negotiating terms that were a win for both parties.
YES: Anderson, Sarchet, Dvorak, Vogel
ABSTAIN: Walters
MOTION CARRIED

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

- Council Member Anderson thanked Public Works Director Schulte for thinking ahead and buying the meters in bulk to save the City money.

9. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:14 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –March 14, 2022

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, March 7, 2022
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on March 7, 2022. The agenda was posted at the City Hall offices as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** /The meeting was called to order at 6:00 p.m.
2. **Roll Call** | Savage, Reed, Otis, Converse, Haaland | In attendance
Bentley, Delaney | Absent.
3. ***MOTION:*** A motion was made by Reed and seconded by Converse to approve the February 7, 2022 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. Jessica Faue, Polk City Friends of the Parks presented to the Commission. She said the main focus of the group is to fundraise for things that are above and beyond the city's budget. The big upcoming event is the Earth Day 5K on April 23, starting at 10am at The Square. The race will run through the south part of town and through a couple of city parks, and there will be activities in The Square and Fenders afterwards. Funds from the event will go towards a shade structure at Leonard Park, with an estimated cost of approximately \$10,000. Currently there are three corporate sponsors and about 20 groups registered. Promotion has only been on social media so far, but fliers will be posted around town and an announcement will be made at a future upcoming city council meeting. The event will need volunteers, so she asked that if any of the Commission members were interested to let them know. Some questions came up from the committee about the city's approval process for installing the shelter. Thraen said he would check into this to see if the approval needs to go before the Parks Commission or Council prior to installation.
6. Parks & Recreation Director Thraen discussed Crossroads parkland located near the proposed Hy-Vee site. This site was given to the city, but there are challenges associated with developing into a traditional park. Some of the site challenges include existing woodlands, stormwater detention pond, steep topography/minimal flat area, and no vehicular access (only trail access). Thraen asked the Commission for ideas for future use of this space. Some of the opportunities mentioned included trail connections, disc golf, natural areas/prairie/soft surface walking trails, amphitheater, dog park, etc. Several of these options may not be viable due to lack of nearby parking or vehicular access. Overall, the Commission agreed that keeping this park in more of a natural setting would be desirable, would require less maintenance on city staff, and calling it something other than a park would be advantageous. Will plan to review again at a future Commission meeting, possibly on site.
7. Thraen discussed 2022 special events Commission participation. The Commission is welcome to have any involvement in future events to help promote themselves within the community, as well as garner excitement for the future regional park. Mini-Fest (scheduled for July 16) and Fall Fest (scheduled for October 1) might be good opportunities.
8. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Council Liaison Vogel stated that the Council and P&Z had a recent work session to revisit the future land use map to identify more areas for commercial development. She also said a big focus of the city's budget this upcoming year will be to fund future city facilities that are needed to accommodate the growth of the community.
 - Parks and Recreation Director Thraen said as a follow up to last month's presentation with Tyler Stubbs from the DNR that the city is working with an urban forester to plant appropriate tree species near Marina Cove and

Twelve Oaks Parks that should help with some of the stormwater runoff issues. He also said he's currently working on updating the summer brochure with registration opening soon. The city is also in the process of cleaning up their code of ordinances, which will include clarification on the Sports Complex policy and emergency action plan. The change will go to council for future approval of the resolution, but a draft of it will be presented at a future Commission meeting for review.

- Commission Member Reed asked if track marks at Leonard Park would be filled in this spring, and Thraen confirmed that they will.

9. **MOTION:** A motion was made by Reed and seconded by Haaland to adjourn at 6:44 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –April 4, 2022

Submitted by Parks Commission Secretary:



Monica Converse

Attest:

Jason Thraen, Parks & Recreation Director

CLAIMS REPORT		
CITY OF POLK CITY	DATED	3/14/2022
VENDOR	REFERENCE	AMOUNT
AMAZON BUSINESS	RF DETECTOR	\$ 1,269.95
AMERICAN HOME SERVICES	FURNACE REPAIR	\$ 1,215.00
ARDICK EQUIPMENT CO.	SIGNS	\$ 272.00
ARNOLD MOTOR SUPPLY	WATER PLANT PAINTING	\$ 1,451.76
BAKER & TAYLOR	LIBRARY BOOKS	\$ 639.57
BANLEACO	COPIER LEASE	\$ 135.60
BASCOM TRUCK & AUTOMOTIVE	REPLACE AIR LINE R458	\$ 679.11
Bound Tree Medical	MEDICAL SUPPLIES	\$ 384.72
BRAD MARTIN	UB DEPOSIT REFUND	\$ 76.36
BRAVO GREATER DES MOINES	HOTEL/MOTEL TAX10/21-12/21 28E	\$ 974.87
BRIAN NELSON	SHUFFLEBOARD REFUND 2/28/22	\$ 20.00
BRICK LAW FIRM	ATTORNEY FEES	\$ 6,445.00
BRYON CAPOUCH	IRRIGATION METER REFUND	\$ 455.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 591.50
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$ 326.67
CENTURY LINK	PHONE SERVICE	\$ 601.26
CITY LAUNDERING	FLOOR MAT SERVICE	\$ 167.84
CITY OF DES MOINES	WRA HOOK-UP	\$ 29,701.92
CITY OF POLK CITY	UB ASSISTANCE - MARCH 2022	\$ 675.91
CODE 4	BADGE	\$ 134.25
COPY SYSTEMS INC.	PRINTER CONTRACT	\$ 196.79
Crystal Clear Water Co	PURCHASED WATER	\$ 35.10
DES MOINES STAMP MFG. CO.	DATER STAMP	\$ 71.00
Des Moines Water Works	PURCHASED WATER	\$ 22,770.44
ETECH SOLUTIONS LLC	PRO-IT MARCH 2022	\$ 4,949.46
Ferguson Waterworks	IRRIGATION METERS	\$ 5,059.16
GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 572.46
HAWKINS INC	CHLORINE	\$ 1,250.76
I.M.F.O.A.	IMFOA 2022 DUES	\$ 50.00
INSPIRON LOGISTICS	ANNUAL WENS SERVICE 4/22-4/23	\$ 2,585.00
Iowa Prison Industries	INSTALL DESK/HUTCH	\$ 350.00
JENNY COFFIN	GCMOA-MILEAGE REIMBURSEMENT	\$ 24.57
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 113.50
LINDE GAS & EQUIPMENT INC	OXYGEN	\$ 342.73
LOGAN CONTRACTORS SUPPLY	SPRAYER	\$ 165.73
MATT UNTRAUER	REIMBURSEMENT WIPER BLADES #22	\$ 55.10
MATTHEW & DARCY PALAN	UB DEPOSIT REFUND	\$ 17.57
METRO WASTE AUTHORITY	CURB IT RECYCLING - FEB 2022	\$ 7,799.45
MI-FIBER	CITY INTERNET - MARCH 2022	\$ 59.95
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 15.48
NELSON AUTOMOTIVE	OIL CHANGE/BATTERY - K-9	\$ 443.71
ONESOURCE	BACKGROUND CHECKS	\$ 84.00
P & M APPAREL	EMBROIDERED WORK	\$ 142.50

PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 450.00
Protex Central Inc	FIRE ALARM REPAIR	\$ 967.81
RACOM	EDACS	\$ 862.92
RANGEMASTERS TRAINING CENTER	COAT - ERNST	\$ 350.99
RENEWABLE ENERGY GROUP	FUEL	\$ 675.21
RUAN, INCORPORATED	T10901 VEHICLE LEASE	\$ 1,588.04
RUETER'S	LOAD ALL RENTAL	\$ 1,577.00
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 36,522.02
SBS SERVICES GROUP LLC	JANITORIAL - MARCH 2022	\$ 1,195.00
STEW HANSEN	#24 REPAIRS	\$ 3,779.85
STOREY KENWORTHY	UB ENVELOPES	\$ 422.60
TELEFLEX FUNDING LLC	IO NEEDLES	\$ 1,115.50
TRIPLETT OFFICE SOLUTIONS	BADGE STICKERS	\$ 317.01
TRUCK EQUIPMENT INC.	HOSE REPAIR	\$ 111.21
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 34.08
WEX - WRIGHT EXPRESS FLEET	FIRE/POLICE/PUBLIC WORKS FUEL	\$ 4,865.74
Accounts Payable Total		\$ 148,207.73
GENERAL		\$ 71,485.46
ROAD USE		\$ 3,330.39
L.M.I		\$ 675.91
CAPITAL IMPROVEMENTS		\$ -
WATER		\$ 27,260.03
SEWER		\$ 37,656.48
SOLID WASTE/RECYCLING		\$ 7,799.46
TOTAL FUNDS		\$ 148,207.73



POLK CITY - A City For All Seasons -

Monthly Finance Report February 2022

Prepared By:

**Jenny Coffin
City Clerk/Treasurer**

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	3,540,456.10	110,233.05	222,630.57	731.41	3,428,789.99
110 ROAD USE	276,712.36	60,988.08	33,145.06	2.64	304,558.02
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	747,827.83	.00	.00	.00	747,827.83
125 TIF	446,570.70	8,836.39	.00	.00	455,407.09
135 L.M.I	1,075,096.72	25,701.34	1,440.96	.00	1,099,357.10
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	1,685.81	.00	.00	.00	1,685.81
200 DEBT SERVICE	221,288.91	5,816.40	.00	.00	227,105.31
301 CAPITAL IMPROVEMENTS	2,313,359.11	.00	10,680.20	.00	2,302,678.91
302 CAPITAL WATER PROJECT	615,941.60	.00	.00	.00	615,941.60
303 CAPITAL EQUIPMENT/VEHIC	141,924.75-	.00	.00	.00	141,924.75-
304 FOUR SEASONS PUB IMPROV	9,000.00	3,000.00	.00	.00	12,000.00
600 WATER	1,607,430.78	101,390.03	75,176.20	237.76	1,633,882.37
610 SEWER	1,080,446.72	145,591.35	67,697.78	2.66	1,158,342.95
670 SOLID WASTE/RECYCLING	19,389.30	24,527.47	24,639.13	.00	19,277.64
740 STORM WATER UTILITY	10,748.07	57,602.39	.00	.00	68,350.46
920 ESCROW	.00	.00	.00	.00	.00
Report Total	11,837,903.60	543,686.50	435,409.90	974.47	11,947,154.67

BANK CASH REPORT 2022

BANK NAME FUND GL NAME	JANUARY CASH BALANCE	FEBRUARY RECEIPTS	FEBRUARY DISBURSMENTS	FEBRUARY CASH BALANCE	OUTSTANDING TRANSACTIONS	FEB BANK BALANCE
Grinnell State Bank BK#1						

BANK Grinnell State Bank BK#1						7,128,748.62
001 CHECKING - GENERAL	545,878.42-	108,440.69	222,669.02	660,106.75-	60,735.21	
110 CHECKING - ROAD USE	276,712.36	60,998.45	33,152.79	304,558.02	6,324.03	
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	747,827.83	0.00	0.00	747,827.83		
125 CHECKING - TIF	446,570.70	8,836.39	0.00	455,407.09		
135 CHECKING - L.M.I.	356,053.86	25,701.34	1,440.96	380,314.24		
167 CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
177 CHECKING - FORFEITURE	1,685.81	0.00	0.00	1,685.81		
200 CHECKING - DEBT SERVICE	221,288.91	5,816.40	0.00	227,105.31		
301 CHECKING - CAPITAL PROJECT	2,313,359.11	0.00	10,680.20	2,302,678.91		
302 CHECKING - CAPITAL WATER PROJ	615,941.60	0.00	0.00	615,941.60		
303 CHECKING - CAP EQUIP/VEHICLE	141,924.75-	73,849.50	73,849.50	141,924.75-		
304 CHECKING	9,000.00	3,000.00	0.00	12,000.00		
600 CHECKING - WATER UTILITY	1,607,429.78	111,849.71	85,398.12	1,633,881.37	13,721.56	
610 CHECKING - SEWER UTILITY	1,080,445.72	146,308.22	68,411.99	1,158,341.95	9,113.71	
670 CHECKING-SOLID WASTE/RECYCLING	19,389.30	24,586.84	24,698.50	19,277.64	16,839.68	
740 CHECKING	10,748.07	57,641.14	38.75	68,350.46		
920 CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
PENDING CREDIT-CARD DEPOSITS					113,169.29	
DEPOSITS					5,240.81	
WITHDRAWALS					1,211.46	
Grinnell State Bank TOTALS	7,032,524.22	627,028.68	520,339.83	7,139,213.07	10,464.45-	7,128,748.62

9/2022 Transaction cleared on statement was entered in a future period.						3,775.83
2/28/2022 Calculated Statement Balance						7,132,524.45

LUANA SAV. BK MM BK#2						

BANK LUANA SAV. BK MM BK#2						3,263,089.60
001 Luana Savings Bank - M.M. Acco	2,542,077.67	1,970.07	0.00	2,544,047.74		
135 Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
LUANA SAV. BK MM TOTALS	3,261,119.53	1,970.07	0.00	3,263,089.60	0.00	3,263,089.60

GRINNELL STATE BK- C.D. BK#3						

BANK GRINNELL STATE BK- C.D. BK#3						1,084,567.26
001 GRINNELL STATE BANK CD	0.00	0.00	0.00	0.00		
DEPOSITS					1,366.85	
TRANSFER-OUT					1,085,934.11-	
GRINNELL STATE BK- C.D. TOTALS	0.00	0.00	0.00	0.00	1,084,567.26	1,084,567.26

BANK CASH REPORT
2022

BANK NAME FUND GL NAME	JANUARY CASH BALANCE	FEBRUARY RECEIPTS	FEBRUARY DISBURSMENTS	FEBRUARY CASH BALANCE	OUTSTANDING TRANSACTIONS	FEB BANK BALANCE
GRINNELL STATE BK-MM BK#4 -----						
BANK GRINNELL STATE BK-MM BK#4 001 SUPER MONEY MKT II	1,543,820.85	592.15	0.00	1,544,413.00		1,544,413.00
GRINNELL STATE BK-MM TOTALS	1,543,820.85	592.15	0.00	1,544,413.00	0.00	1,544,413.00
LUANA SAVINGS BANK CD BK#6 -----						
BANK LUANA SAVINGS BANK CD BK#6 001 LUANA BANK C.D.-1.85%	0.00	0.00	0.00	0.00		
LUANA SAVINGS BANK CD TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OF ALL BANKS	11,837,464.60	629,590.90	520,339.83	11,946,715.67	1,074,102.81	13,020,818.48

BUDGET REPORT
CALENDAR 2/2022, FISCAL 8/2022

PCT OF FISCAL YTD **66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,961,256.00	222,630.57	2,559,354.06	64.61	1,401,901.94
	ROAD USE TOTAL	729,600.00	33,145.06	401,050.52	54.97	328,549.48
	LOCAL OPTION SALES TAX TOTAL	672,299.00	.00	.00	.00	672,299.00
	TIF TOTAL	698,450.00	.00	162,292.20	23.24	536,157.80
	L.M.I TOTAL	595,880.00	1,440.96	407,811.18	68.44	188,068.82
	PC COMM. LIB TRUST TOTAL	4,000.00	.00	.00	.00	4,000.00
	DEBT SERVICE TOTAL	1,555,502.00	.00	1,061,547.77	68.24	493,954.23
	CAPITAL IMPROVEMENTS TOTAL	2,369,975.00	10,680.20	252,730.14	10.66	2,117,244.86
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	43,136.46	8.63	456,863.54
	CAPITAL EQUIPMENT/VEHICLE TOTA	285,241.00	.00	141,924.75	49.76	143,316.25
	WATER TOTAL	1,186,494.00	75,176.20	802,620.97	67.65	383,873.03
	SEWER TOTAL	1,699,087.00	67,697.78	1,250,313.12	73.59	448,773.88
	SOLID WASTE/RECYCLING TOTAL	283,500.00	24,639.13	205,974.98	72.65	77,525.02
	STORM WATER UTILITY TOTAL	115,000.00	.00	135,598.32	117.91	20,598.32-
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		14,656,284.00	435,409.90	7,424,354.47	50.66	7,231,929.53
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 2/2022, FISCAL 8/2022

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,114,956.00	81,133.17	784,351.42	70.35	330,604.58
	CIVIL DEFENSE TOTAL	16,500.00	106.95	4,406.62	26.71	12,093.38
	FIRE TOTAL	732,419.00	40,170.50	436,887.67	59.65	295,531.33
	BUILDING/HOUSING TOTAL	256,919.00	18,542.77	342,212.58	133.20	85,293.58-
	DOG CONTROL TOTAL	4,795.00	.00	3,038.30	63.36	1,756.70
	PUBLIC SAFETY TOTAL	2,125,589.00	139,953.39	1,570,896.59	73.90	554,692.41
	ROAD USE TOTAL	692,867.00	38,406.91	463,649.53	66.92	229,217.47
	STREET LIGHTING TOTAL	63,000.00	4,222.51	38,424.84	60.99	24,575.16
	PUBLIC WORKS TOTAL	755,867.00	42,629.42	502,074.37	66.42	253,792.63
	ENV.HEALTH SERVICES TOTAL	4,000.00	.00	2,001.52	50.04	1,998.48
	HEALTH & SOCIAL SERVICES TOTA	4,000.00	.00	2,001.52	50.04	1,998.48
	LIBRARY TOTAL	405,160.00	27,345.55	249,144.36	61.49	156,015.64
	PARKS TOTAL	355,952.00	18,826.45	194,850.17	54.74	161,101.83
	COMMUNITY CENTER TOTAL	20,863.00	328.36	11,038.23	52.91	9,824.77
	CULTURE & RECREATION TOTAL	781,975.00	46,500.36	455,032.76	58.19	326,942.24
	TIF/ECON DEV TOTAL	884,232.00	1,440.96	570,103.38	64.47	314,128.62
	COMMUNITY & ECONOMIC DEV TOTA	884,232.00	1,440.96	570,103.38	64.47	314,128.62
	MAYOR COUNCIL TOTAL	104,515.00	6,855.37	87,056.73	83.30	17,458.27
	POLICY ADMINISTRATION TOTAL	198,901.00	11,361.79	144,805.89	72.80	54,095.11
	ELECTIONS TOTAL	1,750.00	.00	706.31	40.36	1,043.69
	CITY ATTORNEY TOTAL	60,500.00	4,150.00	37,737.00	62.38	22,763.00
	CITY HALL TOTAL	91,850.00	2,792.30	38,058.30	41.44	53,791.70
	OTHER CITY GOVERNMENT TOTAL	168,800.00	1,533.00	122,035.11	72.30	46,764.89
	GENERAL GOVERNMENT TOTAL	626,316.00	26,692.46	430,399.34	68.72	195,916.66
	DEBT SERVICE TOTAL	1,555,502.00	.00	1,061,547.77	68.24	493,954.23
	DEBT SERVICE TOTAL	1,555,502.00	.00	1,061,547.77	68.24	493,954.23
	FIRE TOTAL	56,000.00	.00	.00	.00	56,000.00
	OTHER PUBLIC WORKS TOTAL	192,241.00	.00	105,000.00	54.62	87,241.00
	PARKS TOTAL	37,000.00	.00	36,924.75	99.80	75.25
	CAPITAL IMPROVEMENT TOTAL	2,369,975.00	10,680.20	252,730.14	10.66	2,117,244.86

BUDGET REPORT
CALENDAR 2/2022, FISCAL 8/2022

PCT OF FISCAL YTD **66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	500,000.00	.00	43,136.46	8.63	456,863.54
	CAPITAL PROJECTS TOTAL	3,155,216.00	10,680.20	437,791.35	13.88	2,717,424.65
	WATER UTILITY TOTAL	1,085,034.00	75,176.20	802,620.97	73.97	282,413.03
	SEWER UTILITY TOTAL	1,635,754.00	67,697.78	1,250,313.12	76.44	385,440.88
	RECYCLING TOTAL	283,500.00	24,639.13	205,974.98	72.65	77,525.02
	STORM WATER TOTAL	115,000.00	.00	135,598.32	117.91	20,598.32-
	ENTERPRISE FUNDS TOTAL	3,119,288.00	167,513.11	2,394,507.39	76.76	724,780.61
	TRANSFER TOTAL	1,648,299.00	.00	.00	.00	1,648,299.00
	TRANSFER OUT TOTAL	1,648,299.00	.00	.00	.00	1,648,299.00
	TOTAL EXPENSES	14,656,284.00	435,409.90	7,424,354.47	50.66	7,231,929.53

REVENUE REPORT
CALENDAR 2/2022, FISCAL 8/2022

PCT OF FISCAL YTD **66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,094,348.00	110,233.05	2,126,838.11	51.95	1,967,509.89
	ROAD USE TOTAL	729,600.00	60,988.08	466,686.10	63.96	262,913.90
	LOCAL OPTION SALES TAX TOTAL	938,600.00	.00	747,827.83	79.67	190,772.17
	TIF TOTAL	673,450.00	8,836.39	354,610.61	52.66	318,839.39
	L.M.I TOTAL	75,218.00	25,701.34	60,408.33	80.31	14,809.67
	DEBT SERVICE TOTAL	1,615,052.00	5,816.40	1,264,458.56	78.29	350,593.44
	CAPITAL IMPROVEMENTS TOTAL	2,725,272.00	.00	2,339,981.04	85.86	385,290.96
	CAPITAL WATER PROJECT TOTAL	.00	.00	370,891.67	.00	370,891.67-
	CAPITAL EQUIPMENT/VEHICLE TOTA	374,800.00	.00	.00	.00	374,800.00
	FOUR SEASONS PUB IMPROVEM TOTA	.00	3,000.00	12,000.00	.00	12,000.00-
	WATER TOTAL	1,390,100.00	101,390.03	1,196,454.47	86.07	193,645.53
	SEWER TOTAL	1,737,000.00	145,591.35	1,224,969.97	70.52	512,030.03
	SOLID WASTE/RECYCLING TOTAL	283,500.00	24,527.47	195,785.59	69.06	87,714.41

REVENUE REPORT
CALENDAR 2/2022, FISCAL 8/2022

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	STORM WATER UTILITY TOTAL	179,000.00	57,602.39	182,644.55	102.04	3,644.55-
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		14,815,940.00	543,686.50	10,543,556.83	71.16	4,272,383.17
		=====	=====	=====	=====	=====

BALANCE SHEET
CALENDAR 2/2022, FISCAL 8/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	114,228.33-	660,106.75-
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	27,845.66	304,558.02
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	.00	747,827.83
125-000-1110	CHECKING - TIF	8,836.39	455,407.09
135-000-1110	CHECKING - L.M.I.	24,260.38	380,314.24
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	1,685.81
200-000-1110	CHECKING - DEBT SERVICE	5,816.40	227,105.31
301-000-1110	CHECKING - CAPITAL PROJECT	10,680.20-	2,302,678.91
302-000-1110	CHECKING - CAPITAL WATER PROJ	.00	615,941.60
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	141,924.75-
304-000-1110	CHECKING	3,000.00	12,000.00
600-000-1110	CHECKING - WATER UTILITY	26,451.59	1,633,881.37
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	77,896.23	1,158,341.95
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	111.66-	19,277.64
740-000-1110	CHECKING	57,602.39	68,350.46
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	106,688.85	7,139,213.07
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	.00	.00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	.00	.00

BALANCE SHEET
CALENDAR 2/2022, FISCAL 8/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00
		-----	-----
	PETTY CASH TOTAL	.00	35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
		-----	-----
	PETTY CASH TOTAL	.00	100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
		-----	-----
	PETTY CASH-POLICE TOTAL	.00	300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
		-----	-----
	CHECKING TOTAL	.00	4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
		-----	-----
	SAVINGS TOTAL	.00	.00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
		-----	-----
	WATER TRUST INVESTMENT TOTAL	.00	.00
001-000-1160	SUPER MONEY MKT II	592.15	1,544,413.00
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
		-----	-----
	SUPER MONEY MKT II TOTAL	592.15	1,544,413.00
001-000-1161	GRINNELL STATE BANK CD	.00	.00
610-000-1161	Polk County Bank CD	.00	.00
		-----	-----
	GRINNELL STATE BANK CD TOTAL	.00	.00

BALANCE SHEET
CALENDAR 2/2022, FISCAL 8/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1162	LUANA BANK C.D.-1.85%	.00	.00
	TOTAL	----- .00	----- .00
001-000-1163	Luana Savings Bank - M.M. Acco	1,970.07	2,544,047.74
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
	LUANA MONEY MARKET TOTAL	----- 1,970.07	----- 3,263,089.60
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	----- .00	----- .00
	TOTAL CASH	=====	=====
		109,251.07	11,947,154.67
		=====	=====

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room
1500 W. Broadway, Polk City, IA
Monday, February 7, 2022 at 6:30 pm

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

II. Approval of the Agenda

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

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

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to approve Consent Items.
MOTION PASSED unanimously.

1. Approve the [January 2022 Board Minutes](#)
2. Approve December 2021 financial statements
 1. [December 2021 History](#)
 2. [December 2021 Budget](#)
 3. [December 2021 Revenue & Expenses](#)
3. Approve [Resolution 2022-04L](#) accepting the donation of a After-Mouse Interactive Play Table valued at \$6,275 from the Friends of the Library

IV. Communication from the Public - None

V. Director's report

Library Director's Report
January 2022

Library Statistics:

- January Circulation and library usage
 - January 2022 circulation increased by 232 compared to December 2021 and increased by 1,102 compared to January 2021. Circulation was down 682 (approximately 17%) compared to January 2020 (pre-pandemic).
 - 1,323 individuals visited the library in January 2022. This is a decrease of 124 compared to December 2021 and is attributed to us suspending in-person programming for the

second half of January. It is a decrease of 929 (approximately 41%) compared to January 2020 (pre-pandemic).

- Library patrons saved \$36,890 in January 2022 by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- 55 Passport applications were processed
- 3 Adventure passes were used saving patrons \$88.

What's New:

- Alexa Minasian, our new Youth Services Librarian, started on Jan 24, 2022.
- The library closed early on January 14, 2022 due to weather and remained closed on January 15.
- The Teddy Bear Storytime on February 12 was filled within the week. Over 60 spots were reserved in the first hour that registration was open.
- Polk City Nutrition will be sponsoring a fundraiser for the Friends of the Library on Sunday, February 27 from 9:00-1:00.
- The library has received a \$10,000 National Endowment for the Humanities grant from the American Library Association as part of the American Rescue Plan.
- The library will participate in National Library Giving Day on Apr 6, 2022. It is a nationwide program during National Library Week encouraging people to donate to their local library.
- We have been having significant issues with our fire alarm system. The alarm itself does not go off, but the alarm telling us there is a problem with the system goes off almost daily. Per Mar calls each time saying it is a communication failure on Line 2. We have had Centurylink out twice and Protex Central (alarm company) out once and they are returning tomorrow. At this point, we have been unsuccessful in pinpointing the problem, but there is a new direction the alarm company is looking at tomorrow.

1. [January 2022 Stats](#)

LIBRARY -JANUARY 2022 STATS SNAPSHOT	January 2020	January 2021 (COVID-19)	January 2022	December 2021
Total Visitors	2,252	0	1,323	1,447
People Checking Out	399	209	311	327
Polk City Cardholders	350	183	268	284
Polk City Checkouts	3,484	1,421	2,470	2,457
Open Access Cardholders	27	11	22	22
Open Access Checkouts	241	164	200	199
Rural Cardholders	22	15	21	21
Rural Checkouts	232	124	246	191
Bridges E-book/Audiobook Checkouts	702	759	902	714
Outgoing ILL Books	43	22	24	24
Total Checkouts (incl. Bridges & Outgoing ILL)	4,702	2,490	3,842	3,585
Auto Renewals (began in September 2018)	701	273	523	498
Total Checkouts (adjusted for auto-renewal)	4,001	2,217	3,319	3,087
Incoming ILL Books	29	19	21	22

Reserves Placed	251	1,461	407	407
Materials Added	179	104	93	104
Materials Withdrawn	187	10	4	3
New Cards Issued	17	4	17	18
Computer Users	69	0	23	25
WiFi Users (on site)-Whofi counter started end of 10/19	285	146	264	352
Reference Questions	12	0	5	25
AWE Station Usage	127	0	61	82
AWE Games Played	413	0	198	257
Adult Programs	29	22	21	32
Adult Program Attendance	213	163	173	209
Youth Programs	16	14	15	14
Youth Program Attendance	279	261	200	233
Tutoring	24	0	0	0
No. of Meeting Room Uses by Outside Groups	6	0	1	4
Patron Savings (physical materials only)	\$51,697	\$24,018	\$36,890	\$36,658
Passports	NA	11	55	41
Blank Park Zoo Adventure Pass (\$44)	0	1	0	0
Science Center of Iowa Adventure Pass (\$44)	3	0	1	4
Botanical Gardens Adventure Pass (\$34)	2	2	1	2
Brenton Skating Plaza (\$46.50)	3	NA	NA	NA
Des Moines Children's Museum (\$36)	1	NA	1	0
Reiman Gardens (\$34)	NA	NA	0	1
TOTAL ADVENTURE PASS SAVINGS	\$375.50	\$112.00	\$114	\$278
Summer Reading Signups (0-11) as of 6/30				
Summer Reading Signups (12-18) as of 6/30				
Adult Reading Participation as of 6/30				
Facebook Page Views (Jan. 4-31)	285	199	248	100
Facebook Post Reach (Jan. 4-31)	2,689	8,417	3,789	1,626
New Facebook Page Followers(Jan. 4-31)	18	21	16	10
New Facebook Page Likes (Jan. 4-31)	18	18	13	10
Website Views	3,130	3,183	2,627	1,977

2. [Programming Summary](#)

VI. Liaison report – Rob Sargent – working on budget, facilities planning

VII. Board Education: Board’s Role in Project Management (Angie Conley)

Start Time: 7:00pm

End Time: 7:10pm

VIII. Agenda Items

1. Review Tier Standards Section 2: Library Management – reviewed
2. [Approve Resolution 2022-02L: Setting Pay for Library Pages](#)
MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve Resolution 2022-02L: Setting Pay for Library Pages.
MOTION PASSED unanimously.
3. [Approve Resolution 2022-03L hiring a Library Page](#)
MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve Resolution 2022-03L: Hiring a Library Page.
MOTION PASSED unanimously.
4. Determine Board Education for March 2022 – Rod Bergren

IV. Adjourn – President Mart adjourned meeting at 7:20pm

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to adjourn meeting.
MOTION PASSED unanimously.

Next Meeting Monday, March 7, 2022

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

LIBRARY -FEBRUARY 2022 STATS SNAPSHOT	February 2020	February 2021 (COVID-19)	February 2022	January 2022
Total Visitors	2,031	66	1,545	1,323
People Checking Out	387	205	313	311
Polk City Cardholders	345	175	275	268
Polk City Checkouts	3,103	1,357	2,357	2,470
Open Access Cardholders	18	13	20	22
Open Access Checkouts	161	62	97	200
Rural Cardholders	24	17	18	21
Rural Checkouts	218	198	263	246
Bridges E-book/Audiobook Checkouts	633	631	791	902
Outgoing ILL Books	34	19	25	24
Total Checkouts (incl. Bridges & Outgoing ILL)	4,149	2,321	3,533	3,842
Auto Renewals	700	338	424	523
Total Checkouts (adjusted for auto-renewal)	3,449	1,983	3,109	3,319
Incoming ILL Books	42	24	44	21
Reserves Placed	197	1,214	303	407
Materials Added	142	78	48	93
Materials Withdrawn	10	4	180	4
New Cards Issued	20	9	15	17
Computer Users	59	2	31	23
WiFi Users (on site)	325	172	248	264
Reference Questions	20	0	5	5
AWE Station Usage	68	0	98	61
AWE Games Played	182	0	286	198
Adult Programs	39	20	35	21
Adult Program Attendance	248	168	219	173
Youth Programs	15	15	21	15
Youth Program Attendance	305	482	343	200
Tutoring	22	0	0	0
No. of Meeting Room Uses by Outside Groups	6	0	3	1
Patron Savings (physical materials only)	\$42,936	\$23,436	\$36,932	\$36,890
Passports	NA	11	40	55
Blank Park Zoo Adventure Pass (\$44)	1	0	1	0
Science Center of Iowa Adventure Pass (\$44)	2	0	3	1
Botanical Gardens Adventure Pass (\$34)	1	0	2	1
Brenton Skating Plaza (\$46.50)	1	NA	NA	NA
Des Moines Children's Museum (\$36)	0	NA	2	1
Reiman Gardens (\$34)	NA	NA	0	0
TOTAL ADVENTURE PASS SAVINGS	\$212.50	\$0.00	\$316	\$114
Summer Reading Signups (0-11) as of 6/30				
Summer Reading Signups (12-18) as of 6/30				
Adult Reading Participation as of 6/30				
Facebook Page Views (Feb. 1-28)	218	235	172	248
Facebook Post Reach (Feb. 1-28)	3,455	2,395	2,170	3,789
New Facebook PageFollowers(Feb. 1-28)	14	12	17	16
New Facebook Page Likes (Feb. 1-28)	13	10	15	13
Website Views	1,939	2,956	2,039	2,627

Library Director's Report February 2022

Library Statistics:

- February Circulation and library usage
 - February 2022 circulation decreased by 210 compared to January 2022 and increased by 1,126 compared to February 2021. Circulation was down 340 (approximately 10%) compared to February 2020 (pre-pandemic).
 - 1,545 individuals visited the library in February 2022. This is an increase of 222 compared to January 2022. It is a decrease of 486 (approximately 24%) compared to February 2020 (pre-pandemic).
 - Library patrons saved 36,932 in February 2022 by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 40 Passport applications were processed.
 - 8 Adventure passes were used saving patrons \$316.

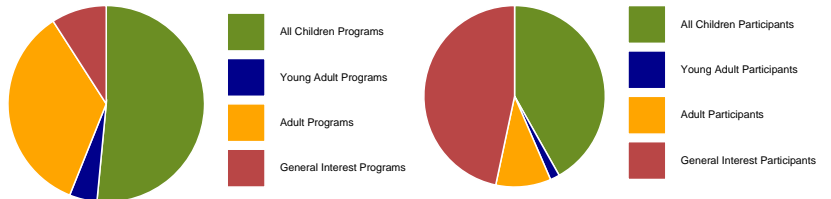
What's New:

- The Teddy Bear Storytime on February 12 was a huge success. Everything ran smoothly and everyone had a great time.
- Protex Central was finally able to determine the issues with our fire alarm system was located in the communication box. Additionally, all alarm systems are transitioning away from POTS lines to cellular communication. The decision was made to upgrade our system at a cost of \$967. This allowed us to drop both of the POTS lines serviced by Centurylink so the cost of the upgrade will be recouped in less than one year. The cellular fees are included in our annual monitoring contract which is \$480/year. That service will also now be provided by Protex Central instead of contracted out to PerMar.
- We are working on creating a monthly newsletter and ways to distribute it electronically. The ALA NEH grant that we received is allowing us to purchase a program called LibraryAware. We are currently using a free trial to see how we can use it.
- Last month, the library and parks & rec department sent our annual fundraising letter to local businesses. The library has received \$2340 in donations as of today. Businesses that donate are recognized on our summer reading website and receive a window decal for their business indicating their support.
- Last year, we added Ancestry.com to our online offerings. The first year was paid for with CARES funds after the Board had allocated funds from the Library Trust in the FY22 budget to offer the service. The intent was to use those funds to pay for a second year. We are not seeing usage statistics that support continuing the service so we plan to let it expire at the end of May.
- The fax line has also been transitioned to an internet line replacing our final Centurylink line.
- HF2176: Obscene Materials to Minors is dead. This bill would have made it an aggravated misdemeanor or Class D felony for a public librarian to knowingly give obscene materials to a minor.
- HF2321 is dead. This bill would have allowed city councils to overturn a library's decision to place materials in a particular location within the library when residents express concerns.

July

Overview

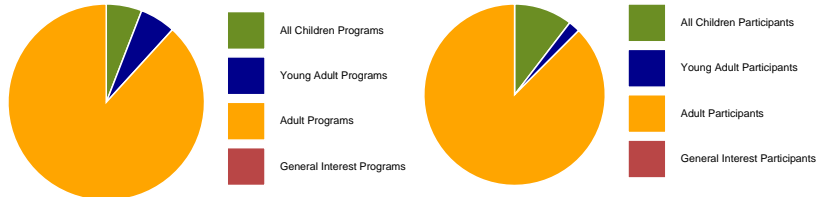
All Children Programs	34	51.52%	All Children Participants	596	41.82%
Young Adult Programs	3	4.55%	Young Adult Participants	24	1.68%
Adult Programs	23	34.85%	Adult Participants	140	9.82%
General Interest Programs	6	9.09%	General Interest Participants	665	46.67%
Total Programs	66		Total Participants	1425	



August

Overview

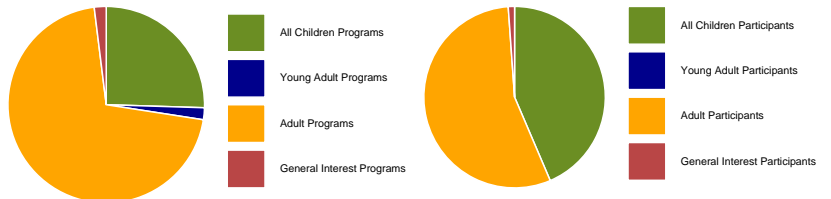
All Children Programs	1	5.88%	All Children Participants	10	10.42%
Young Adult Programs	1	5.88%	Young Adult Participants	2	2.08%
Adult Programs	15	88.24%	Adult Participants	84	87.5%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	17		Total Participants	96	



September

Overview

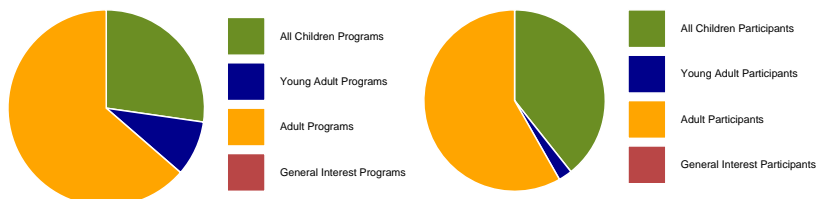
All Children Programs	13	25.49%	All Children Participants	156	43.58%
Young Adult Programs	1	1.96%	Young Adult Participants	0	0%
Adult Programs	36	70.59%	Adult Participants	198	55.31%
General Interest Programs	1	1.96%	General Interest Participants	4	1.12%
Total Programs	51		Total Participants	358	



October

Overview

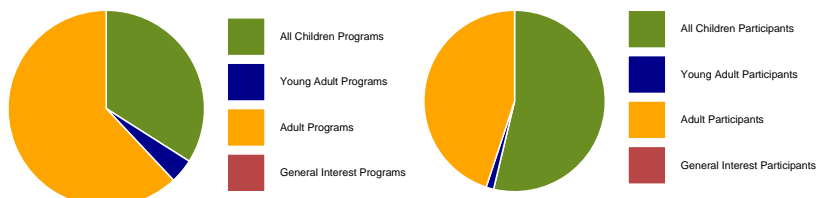
All Children Programs	12	27.27%	All Children Participants	129	39.33%
Young Adult Programs	4	9.09%	Young Adult Participants	8	2.44%
Adult Programs	28	63.64%	Adult Participants	191	58.23%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	44		Total Participants	328	



November

Overview

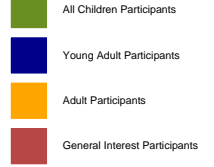
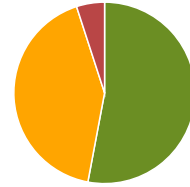
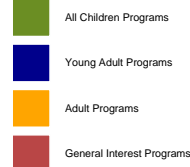
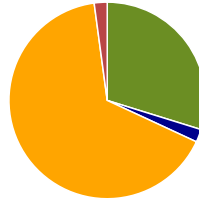
All Children Programs	17	34%	All Children Participants	238	53.72%
Young Adult Programs	2	4%	Young Adult Participants	6	1.35%
Adult Programs	31	62%	Adult Participants	199	44.92%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	50		Total Participants	443	



December

Overview

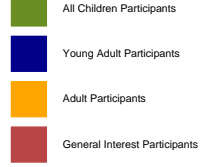
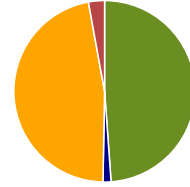
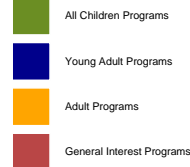
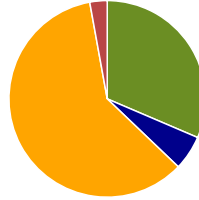
All Children Programs	14	29.79%	All Children Participants	233	52.95%
Young Adult Programs	1	2.13%	Young Adult Participants	0	0%
Adult Programs	31	65.96%	Adult Participants	185	42.05%
General Interest Programs	1	2.13%	General Interest Participants	22	5%
Total Programs	47		Total Participants	440	



January

Overview

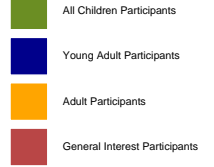
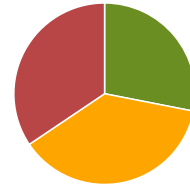
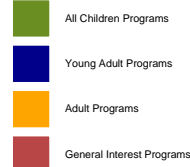
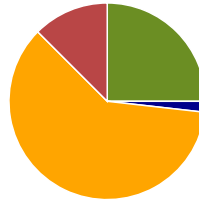
All Children Programs	11	31.43%	All Children Participants	171	48.86%
Young Adult Programs	2	5.71%	Young Adult Participants	5	1.43%
Adult Programs	21	60%	Adult Participants	164	46.86%
General Interest Programs	1	2.86%	General Interest Participants	10	2.86%
Total Programs	35		Total Participants	350	



February

Overview

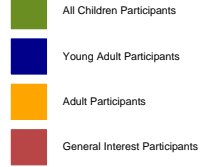
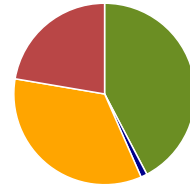
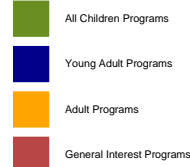
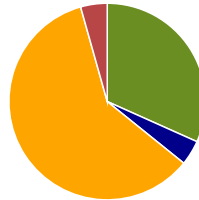
All Children Programs	14	25%	All Children Participants	155	28.08%
Young Adult Programs	1	1.79%	Young Adult Participants	0	0%
Adult Programs	34	60.71%	Adult Participants	207	37.5%
General Interest Programs	7	12.5%	General Interest Participants	190	34.42%
Total Programs	56		Total Participants	552	



Year in Review

Overview

All Children Programs	116	31.69%	All Children Participants	1688	42.28%
Young Adult Programs	15	3.83%	Young Adult Participants	45	1.13%
Adult Programs	219	50.55%	Adult Participants	1368	29.08%
General Interest Programs	16	2.46%	General Interest Participants	891	17.56%
Total Programs	366		Total Participants	3992	





Polk City Police Department

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

Polk City, Iowa 50226

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

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

From: Lieutenant Aswegan

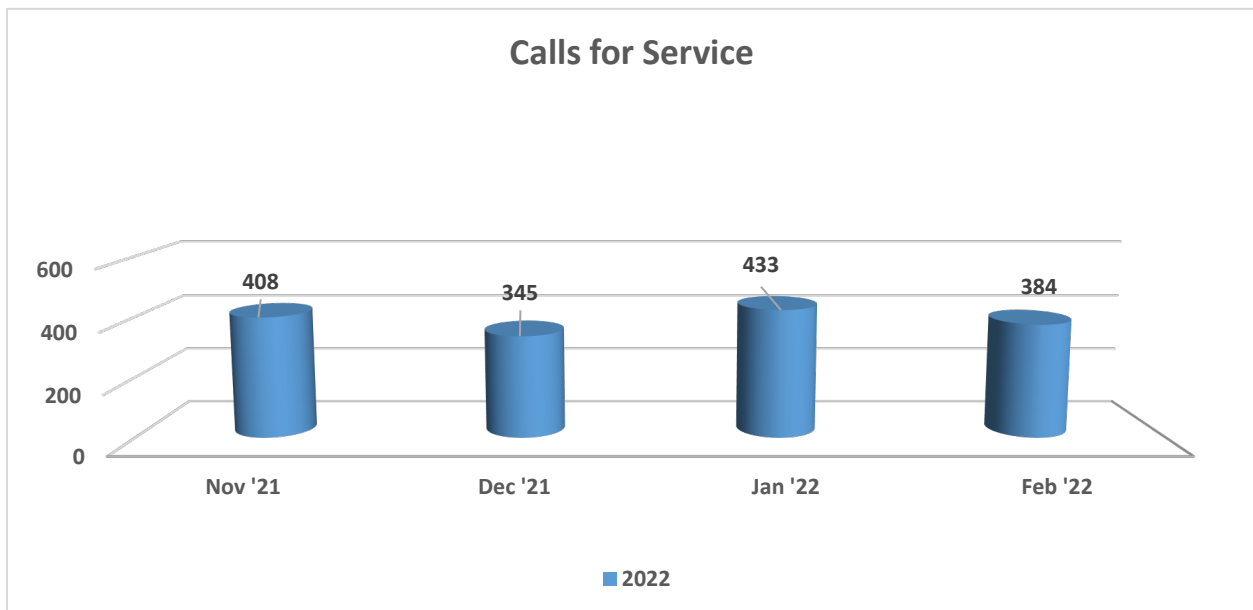
Date: March 4th, 2022

Re: February 2022 Monthly Report

Calls for Service

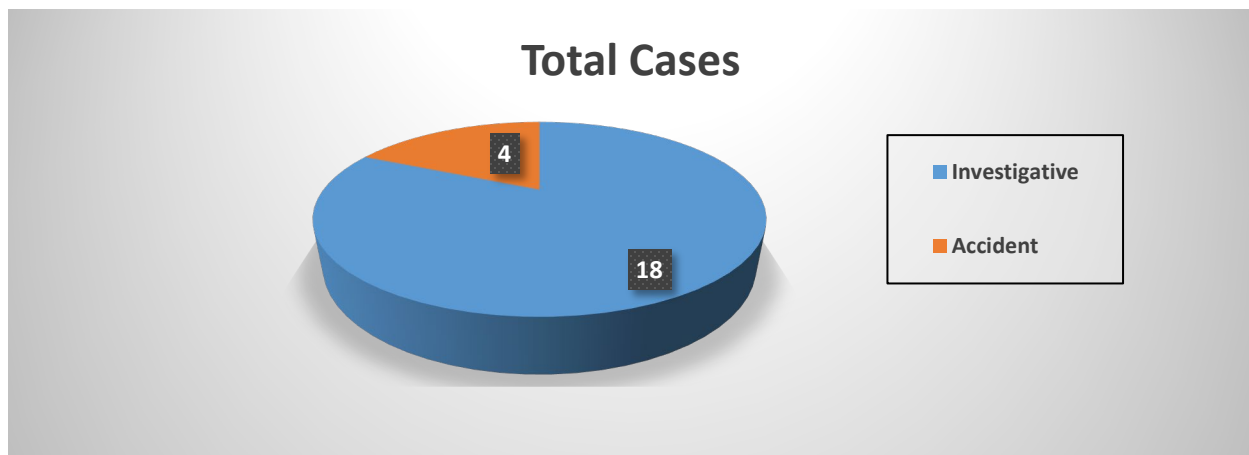
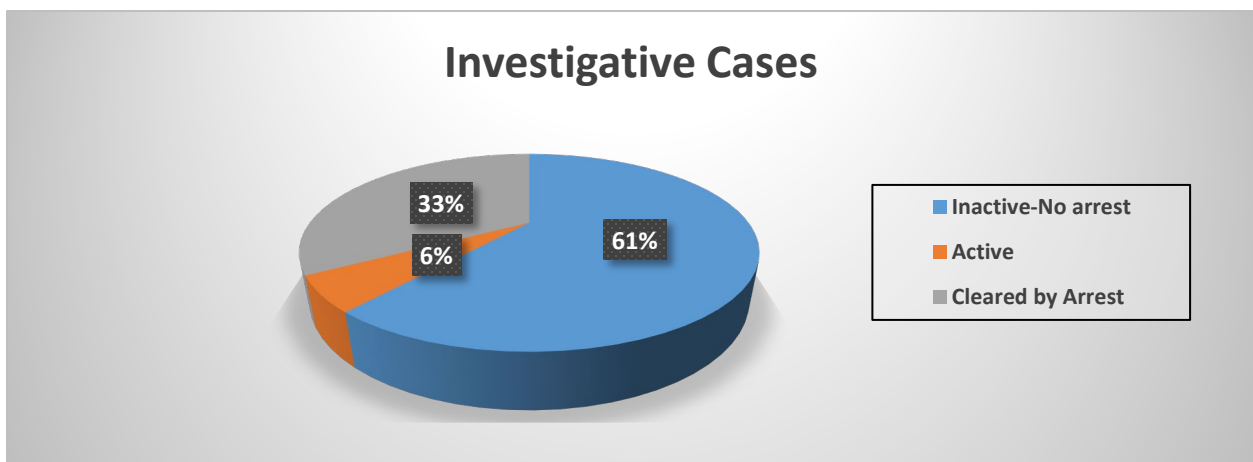
The total calls for service for the month of February were **384**.

This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **110** traffic stops.



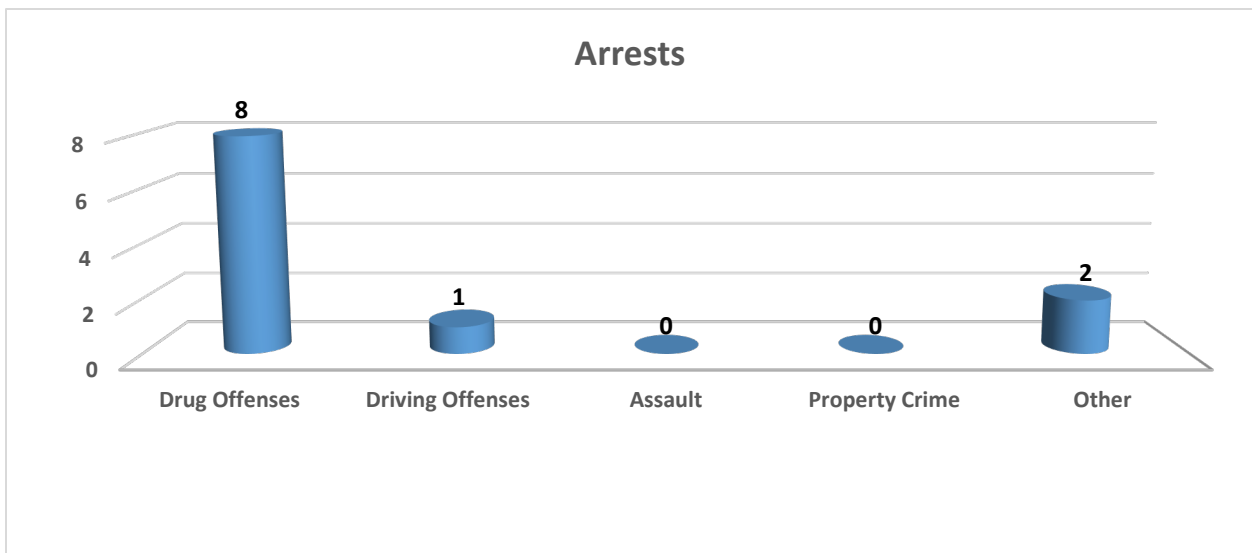
Cases Made

The Police Department had **22** total cases during the month of February. **19** of the cases were investigative incident reports and **3** were for traffic collisions. There is **1** active investigation from this month. There was a **33%** rate of cases cleared by arrest, for investigative cases in February.



Arrests Made

The Police Department made **11** arrests and issued **28** citations and **101** warnings. The arrests consisted of **8** arrests for drug offenses, **1** arrest for driving offenses, and **2** arrests for miscellaneous (1 for Violation of No Contact Order and 1 for Underage Possession of Alcohol-3rd Offense).



Notable Incidents

On February 1st at about 12:00 pm, Polk City Officers were dispatched to a hit and run vehicle collision at Casey's. Officers located the suspect at his residence in Polk City. The 43-year-old Polk City man was found to be intoxicated. An investigation revealed that he was backing out of a parking spot in the Casey's parking lot when he backed into another car. He then left the scene. He was found to have a BAC of .324%. He was arrested and charged with OWI-1st Offense. He was booked into the Polk County Jail.

On February 4th at about 10:15 am, a Polk City Officer stopped a vehicle for excessive speed. An investigation revealed that the driver, an 18-year-old Polk City man, was in possession of drugs. Marijuana, THC wax, and numerous items of drug paraphernalia were seized from his vehicle. He was arrested and charged with Possession of Marijuana and Possession of Drug Paraphernalia. He was booked into the Polk County Jail.

In-Service Training

In February, officers conducted online training focused on safe approaches to buildings, people, and vehicles. Each of these situations present unique tactical challenges and safety concerns.

Training Hours: 42

Lamfers	4
Untrauer	5
Aicher	20
Siepker	0
Wilson	6
Aswegan	4
Delaney	3

Canine Program

Officer Aicher and K9 Eudoris conducted 16 hours together in February. This includes a combination of training at Canine Tactical in Chariton, Iowa, and on-going training throughout the month. Training in February was focused on areas of narcotic detection and building searches.

Officer Aicher and K9 Eudoris were deployed 3 times in February. Two deployments were for narcotics detection and one deployment was for tracking.



Case #22-0046

On February 20th, Officer Aicher and Eudoris responded off-duty to assist Polk City Officers with a narcotics detection on a traffic stop. Officers had stopped a vehicle occupied by two subjects and information developed from the officers on scene led them to believe drugs were present in the vehicle. Eudoris was deployed on the vehicle resulting in a positive indication of the odor of narcotics in the vehicle. A search resulted in the seizure of user amounts of marijuana and some paraphernalia. Both subjects were arrested and charged with Possession of Marijuana and Drug Paraphernalia. They were booked into the Polk County Jail.

Case #22-0051

On February 26th, Ankeny Police Officers were shot at on a traffic stop. The subjects fled into a nearby wooded area. Officer Aicher and Eudoris responded to track the suspects. This was an especially unsafe situation, but one that Officer Aicher and Eudoris have spent countless hours training on. For about 2 hours, Officer Aicher and Eudoris were on scene assisting in the investigation. Officer Aicher and Eudoris led a team of officers into a wooded area where the suspects were believed to be hiding. Ultimately, the subjects were not found in the area, but Eudoris was an invaluable asset in the initial investigation.

Community Outreach

Our officers had a ton of fun playing dodgeball with some Polk City youth two times in February. It was great to interact with these youth in such a great environment. We are thankful for the invite and are anxiously awaiting the next time we get to do something like this.



Municipal Code Enforcement

In July 2021 the Police Department took over Municipal Code Enforcement to address most nuisance abatement and municipal infractions.

Violations include junk and junk vehicles, noise control, animal protection and control, solid waste control, dangerous buildings, trees, weeds, and off-street parking.

To report a possible code violation residents can go to the Police Department website and complete the Violation Complaint Form and submit via e-mail.

The Police Department addressed **10** Municipal Code infractions in the month of February.



City of Polk City, Iowa City Council Agenda Communication

Date: March 14, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for February 2022**

1. Staff continued planning for Summer 2022. Brochure is scheduled to be available Monday, March 14th. Registration for Polk City residents will open Monday, March 21st at 8am. Registration for non-residents will open Monday, March 28th at 8am.
2. Staff attended the 66th Annual Shade Tree Short Course at Iowa State University on 2-23-22 and 2-24-22. Topics covered included: Urban Heat Islands, The Physics of Tree Failure, Wood Boring Insects, Low Tree Diversity in Urban Settings, Proper Tree Pruning, The Evolution of Tree Care, and a Comparison of Tree Inventories and Canopy Assessments.
3. Polk City Friends of the Parks 501c3 had their second Board of Directors meeting on 2-22-2022. The board identified their first fundraising opportunity, a shade structure for Leonard Park. An Earth Day 5K Family Run/Walk on Saturday, April 23rd will be the group's first fundraiser.
4. February programming included Youth Dodgeball.
5. Sports Complex baseball/softball fields had 0 reservations in February. 0 total field reservations in 2022.
6. Community Center had 1 private rental in February. 2 total rentals in 2022.
7. Miller Park Shelter House had 1 private rental in February. 2 total rentals in 2022.

Polk City Water Department

Monthly Report

Month Feb.

Year 2022

Total Water Pumped 10,713,505 Gallons
Monthly Daily Avg 382,625 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** about University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .6 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .66 mg/l Polk City Lab.
Fluoride in System- Monthly Average .65 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.71 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.22 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .83 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.14 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.72 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .06 mg/l Polk City Lab.
Iron System Water- Monthly Average .05 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .33 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .19 mg/l Polk City Lab.
Manganese System Water- Monthly Average .13 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.9 mg/l Polk City Lab.
pH Finish Water-Monthly Average 8.0 mg/l Polk City Lab.
pH System Water- Monthly Average 9.2 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa City Council Agenda Communication

Date: 03/08/2022
To: Mayor and Council
From: Mike Schulte
Subject: Budgeted Vehicle Purchase-FY22/23

BACKGROUND: In the 22/23 budget, we allocated \$40,000 in funds to purchase a vehicle in the public works department. We normally would buy a pickup truck to help with snow removal operations but at this time we feel we are covered for those type of operations. We are looking to purchase a smaller SUV, which would serve our needs and as an additional benefit it would get better gas mileage. We are asking to get this purchase on order and pay after July 1st, 2022.

This vehicle will serve multiple purposes for our department. The main use of the vehicle will be for our Construction Observer, going to and from work sites that he is observing. That specific position does not require a work truck, but needs transportation throughout the community. We will also plan to utilize the SUV to attend trainings, work conferences, meetings, etc. to get the benefit of better gas mileage.

Below are the quotes we received.

Dewey Ford	\$33,440.80
Ames Ford	\$35,368.80

The estimated delivery date of this vehicle is 20 weeks, well beyond the 22/23 budget start date on July 1st, 2022.

ALTERNATIVES: Do not approve the purchase.

FINANCIAL CONSIDERATIONS: \$33,440.80

RECOMMENDATION: I would recommend that the Council approve the purchase of a 2022 Ford Edge from Dewey Ford.



City of Polk City, Iowa City Council Agenda Communication

Date: March 14, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director and Jeremy Siepker, Chief of Police
Subject: Polk City Friends of the Parks Earth Day 5K Town Square & Street Usage

BACKGROUND: Polk City Friends of the Parks will be hosting their first Earth Day Family 5K Run/Walk on Saturday, April 23rd. This event will be one of the group's two large fundraisers throughout the year. Proceeds of the event will go toward a shade structure located at Leonard Park. The event will start and finish at Town Square with the 5K route going through the Deer Haven and Marina Cove neighborhoods. The request to close two blocks of Van Dorn Street will allow for increased safety and spacing for kids' activities and the starting/finishing line(s) area. Portions of Town Square will be utilized for race check-in and organized activities.

ALTERNATIVES: Do not approve Van Dorn Street closure requests.

FINANCIAL CONSIDERATIONS: Staff time to have barricades in place. Street closure fee included on special event application to be waived.

RECOMMENDATION: Approve Van Dorn Street closure requests.



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

Permit # 2022-0308

Application Fee* \$50

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

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Jessica Fauer, Chair
Contact Mailing Address:	PO Box 426, Polk City, IA 50226
Contact Phone number:	515-371-5864
Contact Email Address:	polkcityfriendsoftheparks@gmail.com
Sponsor Organization: <small>*(if applicable)</small>	Polk City Friends of the Parks

Event Information:

Name of Event:	Earth Day Family 5K Run/Walk	Requested event location:	- Town Square - Rice Route (attached)
Event Date(s) & Time(s):	Saturday, April 23 9am - 12pm	Event Setup & Teardown: (dates & times)	Setup 4/23/22 7am Teardown 4/23/22 1pm
Estimated Attendance:	150	Number of Vehicles:	<input type="radio"/>
Will Event Fee Be Charged?	<input checked="" type="radio"/> Y or <input type="radio"/> N	Event Fee Amount: (if applicable)	Single \$ 10 Family \$ 25
Product Sales on Site:	<input type="radio"/> Y or <input checked="" type="radio"/> N	Amplified sounds: (a noise waiver may be required)	<input checked="" type="radio"/> Y or <input type="radio"/> N
Tent and/or canopy:	<input type="radio"/> Y or <input checked="" type="radio"/> N Qty. _____	Inflatables: (valid State of Iowa permit required)	<input type="radio"/> Y or <input checked="" type="radio"/> N Qty. _____
Access to water:	<input type="radio"/> Y or <input checked="" type="radio"/> N	Access to electricity:	<input checked="" type="radio"/> Y or <input type="radio"/> N
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	<input type="radio"/> Y or <input checked="" type="radio"/> N	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<input checked="" type="radio"/> Y or <input type="radio"/> N Qty. <u>1</u>
Street Closure:	<input checked="" type="radio"/> Y or <input type="radio"/> N Qty. <u>1</u>	On Street Parking Closure:	<input type="radio"/> Y or <input checked="" type="radio"/> N Qty. _____

Van Dorn from
3rd to 1st

Event Description: (describe activities)

Family 5K Run/Walk with proceeds going towards park improvements. Some local demonstrations setup on the square that relate to Earth Day.

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

Tables and pop-up tents on the square

Barricades Required:	Qty. <u>8</u>	Security on site:	Y or N
Traffic Control:	Y or N	Emergency Services:	Y or N

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 \$40/hour per officer.

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

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

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

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

Additional Remarks:

Money raised will go toward a shade structure for Leonard Park.

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:

Jerissa Campbell Faine

Date: 3/7/22

✓ 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
Waived	Application fee plus any other applicable fees

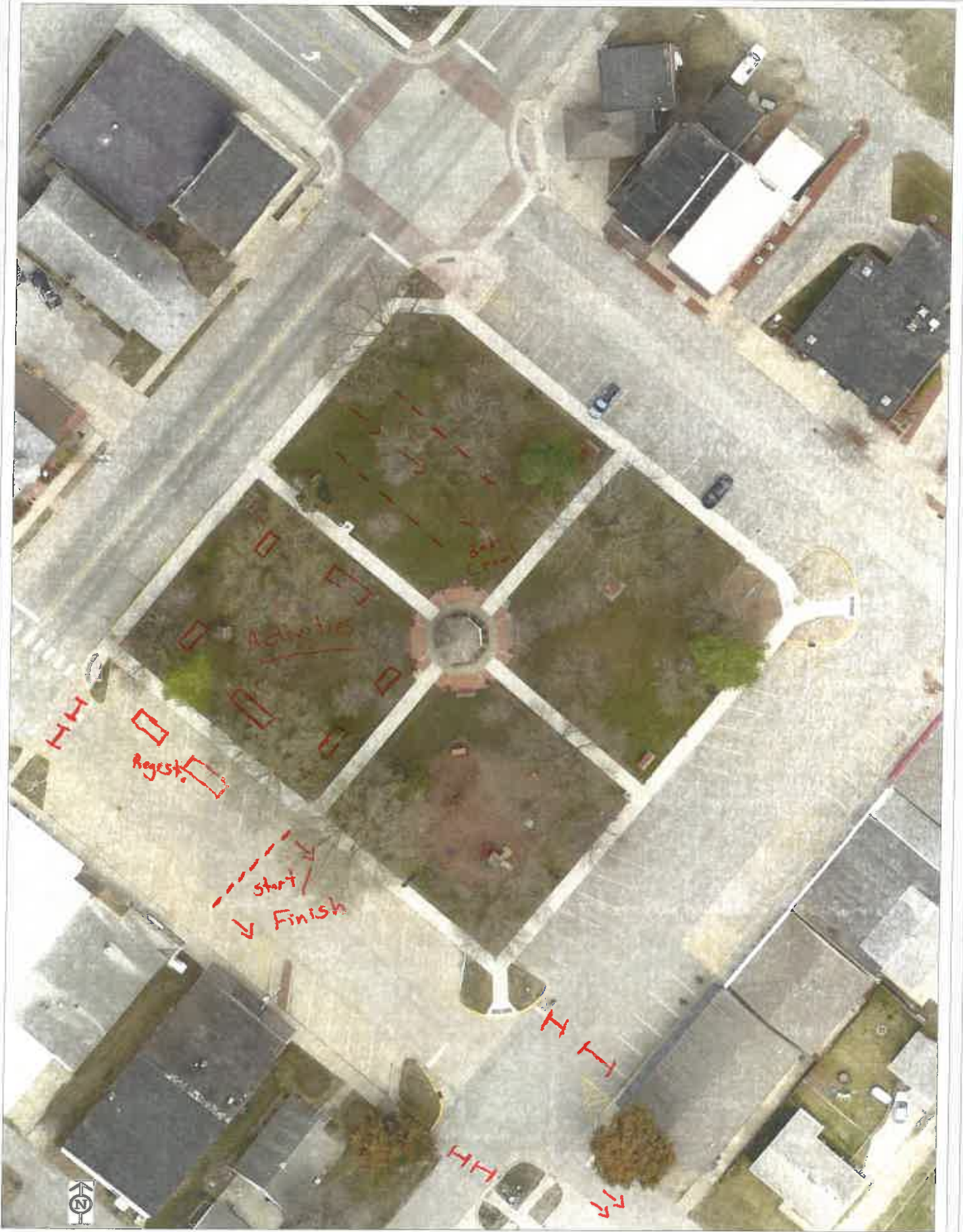
OFFICIAL USE ONLY:

Department approvals:

Fire Chief: _____ Police Chief: OM

Public Works Director: _____ City Manager: _____

Parks and Rec Director: ST



City of Polk City

0 0.0025 0.0045 0.007 0.0105 0.014	0.005	0.0105	0.014
			Miles
Prepared by: Jim Scherer		Last Modified: June 2016	
Polk City GIS Services			



Van Dorn closed from 3rd to 1st

H



Town Square



POLK CITY

FRIENDS OF THE GOLF

EARTH DAY
FAMILY 5K
RUN/WALK

E Grimes St

Polk City R

Way Meat
Grocery

Trail

NW Polk City Dr

Marina Cove Park

Twelve Oaks Park



City of Polk City, Iowa

City Council Agenda Communication

Date: March 10, 2022
To: Mayor Steve Karsjen & City Council
From: Jeremy Siepker, Chief of Police
Subject: Set pay for Police Officer candidate Dakota Gilleland

BACKGROUND: In December 2021 the Polk City Police Department began a selection process to fill the vacant full-time Police Officer opening. This process consisted of a panel interview, thorough background investigation, and a Chief's interview. Upon the completion of that process, Dakota Gilleland was selected to fill the full-time officer position. Dakota is an Iowa certified Peace Officer with 4 years of law enforcement experience. Dakota must still successfully complete the pre-employment physical and MMPI psychological evaluation before a final offer of employment will be given. I am asking that his pay be set today so upon the completion of the final steps we can have him begin.

ALTERNATIVES:

FINANCIAL CONSIDERATIONS: Mr. Gilleland is a certified Peace officer, and his starting annual wage will be on step 02 of the Collective Bargaining Agreement set at \$27.91/hour (\$58,053.22 annually).

RECOMMENDATION: It is my recommendation that the council approves Dakota Gilleland's hiring at a pay rate of \$27.91/hour.



City of Polk City, Iowa

City Council Agenda Communication

Date: March 14, 2022
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: New Hire Pay Rate Approval

BACKGROUND: We have the opportunity to hire one person, “part-time”.

ALTERNATIVES: None

FINANCIAL CONSIDERATIONS: The only impact this will have is wages during orientation. Once a new employee is oriented, they will only work available shifts.

RECOMMENDATION: We plan to hire the following person with the listed stipulation(s):

Mark Voyek, part-time Firefighter/EMT status at a part-time rate of \$14.64 per hour and paid-on-call rate of \$14.14. Mark attended the Firefighter I class that we conducted at our station. Mark is a Firefighter/EMT as a volunteer with Elkhart Fire Department. This offer is dependent on successful completion of the physical examination and background check.

We feel Mark will be an asset to the City of Polk City.



City of Polk City, Iowa City Council Agenda Communication

Date: March 14, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Authorize RFP for 717 Waldo Street

BACKGROUND: On Monday, I am asking the Council to approve sending out a request for proposal (RFP) for the sale of 717 Waldo Street. The city has recently acquired this property, and is requesting proposals from developers to either reconstruct or newly construct a single family residence. A copy of the RFP is available in the packet and outlines the information developers need to adhere to when submitting a proposal.

ALTERNATIVES: Do not approve the RFP

FINANCIAL CONSIDERATIONS: There are no financial considerations to send out an RFP.

RECOMMENDATION: It is my recommendation that the Council approve the RFP for the sale of 717 Waldo Street. The city will accept bids until April 6, 2022, at 5pm. The Council will then need to set the public hearing for the sale at the April 11, 2022, City Council meeting, with the public hearing taking place at the April 25, 2022, City Council meeting.

RESOLUTION NO. 2022-30

**RESOLUTION INITIATING A REQUEST FOR PROPOSALS TO
PURCHASE 717 WALDO STREET POLK CITY, IOWA**

WHEREAS, the City Council of the City of Polk City believes it to be in the best interest of the City of Polk City to sell the real property at 717 Waldo St. (“Property”); and

WHEREAS, the City believes that it furthers the objectives of the City to encourage and support reconstruction of a residence on the Property; and

WHEREAS, it is necessary and appropriate that the City Council take certain actions with respect to the Property in order to solicit and accept a proposal for the purchase of the Property and give full and fair opportunity for all potential developers to submit a Proposal to purchase the Property; and

WHEREAS, the Council believes that soliciting competing proposals is in the best interests of the City of Polk City, Iowa.

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

1. The proposal acceptable to the City of Polk City shall at a minimum address those items set out in the Developer Guidelines attached as Exhibit “A” Request for Proposals General Information.

2. Written proposals for the purchase and redevelopment of said Property must be received by the Office of City Clerk on or before 5:00 p.m. on April 6, 2022. Said proposals shall be received in the Office of City Clerk located in the City Hall, 112 Third Street, Polk City, Iowa.

The City Manager of the City of Polk City is hereby nominated and appointed as the agent of the City of Polk City, Iowa to receive proposals for the purchase and development of said Property.

3. The Proposals will be considered and reviewed;
 - A. The degree to which the proposal meets the objectives and requirements as set forth by the City Council.
 - B. The degree to which the proposal meets the requirement that the Property be sold for not less than the fair market value.
 - C. The degree to which the proposal meets the requirements of the Guidelines.
 - D. The ability of the developer to commence and complete the residence in an expeditious and timely manner.
 - E. Ambiguity or lack of information in the proposal shall be judged negatively.

APPROVED AND ADOPTED this 14 day of March 2022.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk

**REQUEST FOR PROPOSALS FOR CITY OWNED PROPERTY:
717 WALDO STREET POLK CITY, IA 50226**

GUIDELINES

A. General

The following information is for the guidance for those who are preparing a proposal in response to the offering described in **Resolution No. 2022-30** of the City Council of Polk City, Iowa (the "City") adopted on **March 14, 2022**. This is not all inclusive, and those submitting proposals are responsible for investigation of all matters which they take into consideration in preparing a proposal.

In addition, these Guidelines contain certain items which the developer is required to submit, and which the City will need to enable it to evaluate each proposal.

B. Description of the Project

1. Property Being Offered

Property currently owned by City of Polk City, Iowa and located at 717 Waldo Street, Polk City, Iowa (the "**Property**").

2. Proposed Development and Objectives

All proposals shall provide for a plan to reconstruct or newly construct a single family residence. All proposals must be in compliance with all applicable laws and regulations including the Polk City Code of Ordinances and building code.

3. Proposed Land Use

R-1 Residential.

4. Land Acquisition

The proposal should specifically provide for the acquisition of all the Property, and shall, at a minimum, agree to all provisions of these Guidelines.

5. Statement of Qualifications

The proposal must provide adequate evidence and information and data to the City of the financial ability to either reconstruct or construct and complete the

residence, and must provide such further information as required or requested by the City from time to time. The right is reserved for the City to reject any proposal where an investigation of the available evidence or information does not satisfy the City that the developer is qualified to properly carry out the construction project.

The proposal must include an Irrevocable Letter of Credit from a qualified bank as evidence of the purchaser's financial ability to complete the acquisition of the Property.

6. Knowledge of the Disposition Tract and Documents

Each developer should visit the Property and become fully acquainted and informed regarding the existing conditions, and the difficulties, if any, and restrictions affecting development of the Property. The developer should thoroughly examine, and become familiar with all parts of the documents affecting same. The developer shall in no way be relieved of any of its obligations due to failure to receive or to examine any form of legal instrument, or failure to visit the Property to examine existing conditions. The sale of the Property will be "AS IS", and the City makes no representation that it is suitable for any particular project. The City will be justified in rejecting any claim based on facts which the developer should have noted or become aware of.

7. Land Conveyance

The City will sell the Property to the approved developer, and will enter into a contract for such purposes, provided the proposal by the developer is in the public interest. Such contract shall be subject to the approval of the City.

8. Price of Property

The Property sold by the City pursuant to the proposal of the developer will be done so at not less than **\$85,000**.

C. Submission Requirements

The proposal shall contain the following materials or other evidence of same:

1. Statement containing the developer's name, address, telephone number, and name of person(s) authorized to represent the developer.

2. Statement describing experience, background and accomplishments pertinent to the proposal.
3. Evidence of financial ability to obtain construction and permanent financing or demonstration of ability to timely finance the residence, including a Letter of Credit as evidence of the developer's financial ability to complete the acquisition.
4. Proposed development schedule.
5. Price.
6. Any other terms that the developer wishes the City to consider.

D. Reservation

The City reserves the right to reject all proposals and to make recommendations for changes in any proposal submitted and may, in the process of this recommendation, allow the developer to make such recommended changes in its proposal. The City reserves the right to require additional information from the developer, financial or otherwise, and to hold meetings with any developer to review the offer and development proposal and to waive any of the requirements set forth herein.

E. Selection of Developer

An agreement will be accepted from the developer submitting a proposal that the City deems to be in the public interest, and for the best development of the Property. The successful developer will be notified by the city.

F. Assignment of Interest

No developer shall assign or transfer to any other person or corporation, any interest in his proposal prior to the award of a contract without the express written authorization of the City. After award of such contract and until the proposed residence has been completed, no interest in the contract may be assigned or transferred without the written consent of the City except as set forth in the contract, and the City reserves the right without qualification, to require of any proposed assignee the same qualifications and financial responsibility and such other requirements made of the original developer pursuant to the instructions herein contained.

G. Subsoil Investigations



The City makes no guarantees or representations as to the suitability of the subsoil conditions.

H. Development Pursuant to Federal, State and Local Laws

These Guidelines and all disposition procedures are subject to all provisions of applicable statutes of the United States of America, the Code of Iowa, and applicable laws, codes, and ordinances of Polk City, Polk County, Iowa including but not limited to zoning and building regulations.





City of Polk City, Iowa

City Council Agenda Communication

Date: March 14, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Setting the date for public hearings and additional action on proposals to enter into General Obligation Loan Agreements and to borrow money thereunder

BACKGROUND: On Monday evening, the City Council will set Public Hearings for March 28, 2022 at 6PM on a proposal to enter into General Obligation Loan agreements and to borrow money to fund 4 projects. The city will enter into different loan agreements for each project. The 4 separate projects are listed below:

1. Fire Station Improvements-not to exceed \$700,000 to remodel the Municipal Fire Station
2. Police Station-not to exceed \$650,000 to purchase land for a future Police Station
3. Trail Project-not to exceed \$500,000 to construct a trail south of the new intermediate elementary school, and through the proposed Regional Park property owned by the City. This project is titled the N. 3rd Street Trail connection to outer city limits and is identified in the City's Capital Improvement Plan (CIP) as project #15.
4. City Hall-not to exceed \$2,650,000 to construct a new City Hall facility. This project is also identified in the City's CIP as project #2.

ALTERNATIVES: Do not set the public hearing

FINANCIAL CONSIDERATIONS: There are no financial considerations at this time as the Council is just setting the public hearing.

RECOMMENDATION: It is my recommendation that the City Council set the public hearing for the regularly scheduled Council meeting on Monday, March 28, 2022.

MINUTES TO SET DATE FOR HEARINGS ON PROPOSALS TO ENTER INTO LOAN AGREEMENTS

Polk City, Iowa

511493-7

March 14, 2022

The City Council of the City of Polk City, Iowa, met on March 14, 2022, at 6 o'clock p.m., at the City Hall Council Chambers in Polk City, Iowa.

The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: _____

Absent: _____.

Council Member _____ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named 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. 2022-31

Resolution setting the date for public hearings and additional action on proposals to enter into General Obligation Loan Agreements and to borrow money thereunder

WHEREAS, the City of Polk City (the “City”), in Polk County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, proposes to enter into a loan agreement (the “Fire Station Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$700,000, for the purpose of paying the costs, to that extent, of undertaking the remodeling of a municipal fire station (the “Fire Station Project”), and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Fire Station Loan Agreement and to give notice thereof as required by such law, including notice of the right to petition for an election on such proposal pursuant to the provisions of Section 384.26 of the Code of Iowa; and

WHEREAS, the City also proposes to enter into a loan agreement (the “Police Station Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$650,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the costs, to that extent, of acquiring land to serve as the site for a new municipal police station (the “Police Station Project”), and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Police Station Loan Agreement and to give notice thereof as required by such law, including notice of the right to petition for an election on such proposal pursuant to the provisions of Section 384.26 of the Code of Iowa; and

WHEREAS, the City also proposes to enter into a loan agreement (the “Trails Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$500,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the costs, to that extent, of undertaking the construction of recreational trails (the “Trails Project”), and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Trails Loan Agreement and to give notice thereof as required by such law, including notice of the right to petition for an election on such proposal pursuant to the provisions of Section 384.26 of the Code of Iowa; and

WHEREAS, the City also proposes to enter into a loan agreement (the “Urban Renewal Loan Agreement” and together with the Fire Station Loan Agreement, Police Station Loan Agreement, and the Trails Loan Agreement, the “Loan Agreements”) and to borrow money thereunder in a principal amount not to exceed \$2,650,000, pursuant to the provisions of Section 384.24A and Section 384.24.3(q) of the Code of Iowa, for the purpose of paying the costs, to that extent, of undertaking the City Hall Development Project, an urban renewal project in the Polk City Urban Renewal Area #2, authorized by action of the City Council on March 14, 2022 (the “City Hall Project” and together with the Fire Station Project, Police Station Project and Trails Project, the “Projects”), and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Urban Renewal Loan Agreement and to give notice thereof as required by such law, including notice of the right to petition for an election on such proposal pursuant to the provisions of Section 384.26 of the Code of Iowa;

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

Section 1. This City Council shall meet on March 28, 2022, at the City Hall Council Chambers in Polk City, Iowa, at 6 o'clock p.m., at which time and place hearings will be held and proceedings will be instituted and action taken to enter into the Loan Agreements described in the preamble hereof.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Fire Station Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than ten (10) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$700,000

(GENERAL OBLIGATION)

The City Council of the City of Polk City, Iowa (the “City”), will meet on March 28, 2022, at the City Hall Council Chambers in Polk City, Iowa, at 6 o’clock p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$700,000 for the purpose of paying the costs, to that extent, of undertaking the remodeling of a municipal fire station.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

The maximum rate of interest which may be payable under the Loan Agreement is 7% per annum.

At any time before the date fixed for taking action to enter into the Loan Agreement, a petition may be filed with the City Clerk of the City asking that the question of entering into the Loan Agreement be submitted to the registered voters of the City, pursuant to the provisions of Section 384.26 of the Code of Iowa. If no such petition is filed, at the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter

By order of the City Council of the City of Polk City, Iowa.

Jenny Coffin
City Clerk

Section 3. The City Clerk is hereby directed to give notice of the proposed action on the Police Station Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than ten (10) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$650,000

(GENERAL OBLIGATION)

The City Council of the City of Polk City, Iowa (the “City”), will meet on March 28, 2022, at the City Hall Council Chambers in Polk City, Iowa, at 6 o’clock p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$650,000 for the purpose of paying the costs, to that extent, of acquiring land to serve as the site for a new municipal police station.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

The maximum rate of interest which may be payable under the Loan Agreement is 7% per annum.

At any time before the date fixed for taking action to enter into the Loan Agreement, a petition may be filed with the City Clerk of the City asking that the question of entering into the Loan Agreement be submitted to the registered voters of the City, pursuant to the provisions of Section 384.26 of the Code of Iowa. If no such petition is filed, at the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter

By order of the City Council of the City of Polk City, Iowa.

Jenny Coffin
City Clerk

Section 4. The City Clerk is hereby directed to give notice of the proposed action on the Trails Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than ten (10) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$500,000

(GENERAL OBLIGATION)

The City Council of the City of Polk City, Iowa (the “City”), will meet on March 28, 2022, at the City Hall Council Chambers in Polk City, Iowa, at 6 o’clock p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$500,000 for the purpose of paying the costs, to that extent of undertaking the construction of recreational trails.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

The maximum rate of interest which may be payable under the Loan Agreement is 7% per annum.

At any time before the date fixed for taking action to enter into the Loan Agreement, a petition may be filed with the City Clerk of the City asking that the question of entering into the Loan Agreement be submitted to the registered voters of the City, pursuant to the provisions of Section 384.26 of the Code of Iowa. If no such petition is filed, at the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter

By order of the City Council of the City of Polk City, Iowa.

Jenny Coffin
City Clerk

Section 5. The City Clerk is hereby directed to give notice of the proposed action on the Urban Renewal Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than ten (10) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,650,000

(GENERAL OBLIGATION)

The City Council of the City of Polk City, Iowa (the “City”), will meet on March 28, 2022, at the City Hall Council Chambers in Polk City, Iowa, at 6 o’clock p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$2,650,000 for the purpose of paying the costs, to that extent, undertaking the City Hall Development Project, an urban renewal project in the Polk City Urban Renewal Area #2, authorized by action of the City Council on March 14, 2022.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A and Section 384.24.3(q) of the Code of Iowa and will constitute a general obligation of the City.

At any time before the date fixed for taking action to enter into the Loan Agreement, a petition may be filed with the City Clerk of the City asking that the question of entering into the Loan Agreement be submitted to the registered voters of the City, pursuant to the provisions of Section 384.26 of the Code of Iowa. If no such petition is filed, at the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter

By order of the City Council of the City of Polk City, Iowa.

Jenny Coffin
City Clerk

Section 6. Pursuant to Section 1.150-2 of the Income Tax Regulations (the “Regulations”) of the Internal Revenue Service, the City declares (a) that it intends to undertake the Projects which are reasonably estimated to cost approximately \$4,500,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the “Bonds”), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Projects have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 7. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 14, 2022.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
POLK COUNTY SS:
CITY OF POLK CITY

I, the undersigned, City Clerk of the City of Polk City, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for additional action on the City's proposals to enter into certain loan agreements, as referred to therein.

WITNESS MY HAND this 14 day of March 2022.

City Clerk

PUBLICATION CERTIFICATE

(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavits and have verified that the notices were published on the dates indicated in the affidavits but please return all other completed pages to us as soon as they are available.)

STATE OF IOWA
POLK COUNTY SS:
CITY OF POLK CITY

I, the undersigned, City Clerk of the City of Polk City, do hereby certify that pursuant to the resolution of the City Council fixing a date of meeting at which it is proposed to take action to enter into certain loan agreements, the notices, of which the printed slips attached to the publisher's affidavits hereto attached are true and complete copies, were published on the dates and in the newspaper specified in such affidavits, which newspaper has a general circulation in the City.

WITNESS MY HAND this _____ day of _____, 2022.

City Clerk

(Attach here the publisher's original affidavits with clippings of the notices, as published.)

March 8, 2022

Via Email

Chelsea Huisman
City Administrator/City Hall
Polk City, Iowa

Re: General Obligation Loan Agreements
Our File No. 511493-7

Dear Chelsea:

We have prepared and attach proceedings to be used at the March 14, 2022 City Council meeting to enable the City Council to set March 28, 2022 as the date for the hearings on the General Obligation Loan Agreements (the “Loan Agreements”), to be entered into with respect to the issuance of the General Obligation Corporate Purpose Bonds, Series 2022A.

The documents attached include the following items:

1. Resolution fixing the date, time and place of the meeting at which it is proposed to hold the hearings and take action to enter into the Loan Agreements.

The forms of notice of hearing are set out in Sections 2, 3, 4 and 5 of the resolution. Please print extra copies for delivery to the publisher. Please insert the time and place of the hearings in both the resolution and the notices.

2. Attestation Certificate with respect to the validity of the transcript.

3. Organization Certificate.

4. Publication Certificate with respect to publication of the notices, to which must be attached the publisher’s affidavits of publication with the clippings of the notices as published.

The notices of hearing on the Loan Agreements must be published at least once, not less than **ten (10) and not more than twenty (20) days** before the March 28, 2022 meeting date set for the hearings, in a legal newspaper which has a general circulation in Polk City. The last date on which these notices can be effectively published is March 18, 2022.

Please scan and email a copy of the published notices to lemke.susan@dorsey.com as soon as each appears in the newspaper.

As soon as possible after the City Council meeting, please return one fully executed copy of these proceedings.

Page 2

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

Best regards,

John P. Danos

Attachments

cc: Jenny Coffin
Matthew Stoffel
Diana VanVleet

RESOLUTION NO. 2022-32

**A RESOLUTION SETTING HEARING FOR COMPLAINTS FILED ON
TOBACCO SALES PERMIT VIOLATIONS**

WHEREAS, on December 1, 2022, Polk City tobacco permit holder, Fareway Stores, sold cigarettes or tobacco products to a person under eighteen years of age, as shown by the Compliance Check attached to the Complaint filed with the City Clerk; and

WHEREAS, Iowa Code Section 453A.2(1) provides that a person shall not “sell, give, or otherwise supply any tobacco, tobacco products, or cigarettes to any person under eighteen years of age”.

WHEREAS, Iowa Code Section 453A.22(2)(b) provides that if a Permit Holder or an employee of a Permit Holder has violated Iowa Code Section 453A.2(1), the Permit Holder shall be assessed a civil penalty of Three Hundred Dollars (\$300.00) for a first violation of Iowa Code Section 453A.2(1); and

WHEREAS, a copy of the Complaint has been filed by the City Attorney with the City Clerk; and

WHEREAS, a public hearing is proper prior to consideration of said penalty enforcement.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Polk City, Iowa, that a public hearing on the violations is hereby set for April 11, 2022 at 6:00 o'clock p.m. in the Council Chambers in Polk City, Iowa.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Polk City, Iowa, that the City Clerk is hereby directed to publish notice in compliance with Iowa Code Section 372.2.

APPROVED this 14 day of March 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

RESOLUTION NO. 2022-33

**A RESOLUTION SETTING HEARING FOR COMPLAINTS FILED ON
TOBACCO SALES PERMIT VIOLATIONS**

WHEREAS, on November 16, 2021, Polk City tobacco permit holder, Kwik Star #1089, sold cigarettes or tobacco products to a person under eighteen years of age, as shown by the Compliance Check attached to the Complaint filed with the City Clerk; and

WHEREAS, Iowa Code Section 453A.2(1) provides that a person shall not “sell, give, or otherwise supply any tobacco, tobacco products, or cigarettes to any person under eighteen years of age”.

WHEREAS, Iowa Code Section 453A.22(2)(b) provides that if a Permit Holder or an employee of a Permit Holder has violated Iowa Code Section 453A.2(1), the Permit Holder shall be assessed a civil penalty of Three Hundred Dollars (\$300.00) for a first violation of Iowa Code Section 453A.2(1); and

WHEREAS, a copy of the Complaint has been filed by the City Attorney with the City Clerk; and

WHEREAS, a public hearing is proper prior to consideration of said penalty enforcement.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Polk City, Iowa, that a public hearing on the violations is hereby set for April 11, 2022 at 6:00 o'clock p.m. in the Council Chambers in Polk City, Iowa.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Polk City, Iowa, that the City Clerk is hereby directed to publish notice in compliance with Iowa Code Section 372.2.

APPROVED this 14 day of March 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: March 14, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Introductory/Probationary Period amendment to the Employee Handbook

BACKGROUND: For the Council's consideration on Monday is an amendment to the Employee handbook. The first proposed amendment is regarding the City's Probationary/Introductory period, which is currently 3 months for all non-union employees. I would recommend we change the Probationary/Introductory Period to 12 months. This would mirror what is in the Teamster's contract and would be more in line with what other employers offer.

The Probationary/Introductory Period is the City's most crucial time to develop and train our city employees. Extending the probationary/introductory period allows for the evaluation process to be extended. This extension is good for both the employer and employee because of the additional time and resources we provide for new employees. Other than the evaluation period, there are no other stringencies we place on employees that are still within their probationary period window (E.G. they can use their PTO, and other city employee benefits).

ALTERNATIVES: Do not approve the change

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the change to the Employee Handbook.

RESOLUTION NO. 2021-34

**A RESOLUTION ADOPTING POLICY PA-48
AMENDING THE CITY OF POLK CITY EMPLOYEE HANDBOOK**

WHEREAS, the City of Polk City currently has a Probationary / Introductory period of three (3) months for all non-union employees; and

WHEREAS, the City wishes to change the Probationary/Introductory Period to twelve (12) months.

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

Section 1. The City Council directs that the Polk City Employee Handbook be revised as attached in Exhibit "A".

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

PASSED AND APPROVED, this 14 day of March 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

Exhibit A
City of Polk City Employee Handbook Amendment
CITY OF POLK CITY

Introductory/Probationary Period (Page 9)

Existing wording:

All new employees are hired on a three (3) month introductory/probationary period. At six (6) months of employment, new employees will receive a performance evaluation. The intent of the evaluation is to determine the effectiveness of the new employee, to improve performance, and to determine whether the employee meets the City's needs. After six (6) months, employees could be eligible for a pay increase upon a successful evaluation. Another evaluation will be completed at the fiscal year end and every year after.

Employees may be terminated during his/her introductory/probationary period without recourse to the City's grievance procedure.

Certified police officers shall serve an introductory/probationary period of twelve months. A non-certified police officer shall serve an introductory/probationary period of a minimum of twelve months plus the time at the Academy. The Chief may extend the introductory/probationary of a new non-certified officer an additional ninety (90) days at his/her discretion. During the introductory/probationary period, an officer may be given a comprehensive evaluation.

Proposed wording:

All new employees are hired on a twelve (12) month introductory/probationary period. At six (6) months of employment, new employees will receive a performance evaluation. The intent of the evaluation is to determine the effectiveness of the new employee, to improve performance, and to determine whether the employee meets the City's needs. After six (6) months, employees could be eligible for a pay increase upon a successful evaluation. Another evaluation will be completed at the fiscal year end and every year after.

Employees who are rehired after a break in service shall serve a new probationary period whether they previously completed their probationary period or not.



The probationary period for employees may also be extended by the City, including but not limited to, an extension of an equivalent period of time an employee is on a leave of absence.

Employees who are promoted shall serve a new probationary period.

Employees may be terminated during his/her introductory/probationary period without recourse to the City's grievance procedure.

Certified police officers shall serve an introductory/probationary period of twelve months. During the introductory/probationary period, an officer may be given a comprehensive evaluation.





City of Polk City, Iowa

City Council Agenda Communication

Date: March 14, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Gym Membership amendment to the Employee Handbook

BACKGROUND: For the Council's consideration on Monday is an amendment to the Employee handbook. The second proposed amendment is in regards to the section titled Employee Gym Membership reimbursement. This benefit is difficult to track administratively, and I am recommending a few changes to the benefit:

1. I would prefer if all requests for reimbursement were submitted at the same time, so we don't have to track who has previously been reimbursed and when. The new proposed timeframe is that reimbursement will be made in January for the benefit from the previous calendar year. To make this change, I will offer a one-time opportunity for employees to provide documentation for membership up until March of 2022, and then the new reimbursement period will begin.
2. I would also prefer we take the language out that the city will reimburse up to 50% of \$200, and just state the City will reimburse up to \$200 per year for single membership.

ALTERNATIVES: Do not approve the change

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the change to the Employee Handbook.

RESOLUTION NO. 2021-35

**A RESOLUTION ADOPTING POLICY PA-49
AMENDING THE CITY OF POLK CITY EMPLOYEE HANDBOOK**

WHEREAS, the City of Polk City currently has a section in the handbook regarding Employee Gym Membership reimbursements; and

WHEREAS, the City wishes to update this section to include a timeframe that reimbursement forms are submitted and change the language regarding up to 50% of \$200 to just state \$200 per year for single membership.

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

Section 1. The City Council directs that the Polk City Employee Handbook be revised as attached in Exhibit "A".

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

PASSED AND APPROVED, this 14 day of March 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

Exhibit A
City of Polk City Employee Handbook Amendment
CITY OF POLK CITY

Employee Gym Membership Reimbursement (Page 20)

Existing wording:

The City of Polk City encourages employees to achieve and maintain a healthy lifestyle through physical fitness. Gym Membership Reimbursement is available to all employees. Employees will be reimbursed 50% up to \$200.00 per employee per year. Eligible fees include the enrollment or an individual membership at a fitness center of choice. Employees with a family membership must provide documentation of the cost of an individual membership and will be reimbursed based upon that amount.

Proposed wording:

The City of Polk City encourages employees to achieve and maintain a healthy lifestyle through physical fitness. Gym Membership Reimbursement is available to all employees. Employees will be reimbursed up to \$200.00 per employee per year. Eligible fees include the enrollment or an individual membership at a fitness center of choice. Employees with a family membership must provide documentation of the cost of an individual membership and will be reimbursed based upon that amount.

City employees will be reimbursed annually for gym memberships. Documentation needs to be submitted to the City Manager in the month of January for reimbursement for the previous calendar year. All requests for reimbursement must be submitted prior to January 31st annually.





City of Polk City, Iowa City Council Agenda Communication

Date: 03/07/2022
To: Mayor and Council
From: Mike Schulte
Subject: Budgeted FY2022/2023 NE Trunk Sewer Study

BACKGROUND: In the FY22/23 sewer budget we placed \$20,000 for trunk sewer studies, as outlined in the City's Capital Improvement Plan. This was necessary since we have had developers inquiring about developing properties in areas of Polk City that has not seen much development until this point in time.

We have two areas identified that we have the most interest in and need information on the sewers before staff can make informed decisions for approvals. We are calling these the north and northeast Sewer districts. Currently, we are only asking for approval on the northeast sewer district.

The information from this study will allow us to set service areas based on depth, flow capacities, and how it connects with our current sewer system as well as multiple other new private developments in the same service area. This study was identified in the CIP, and therefore is in the proposed FY22/23 budget. We have asked if Snyder & Associates would begin the project, however, wait to invoice the City after the beginning of Fiscal Year 22/23.

On the attached exhibit the northeast study area is shaded in as aqua blue.

ALTERNATIVES: Do not approve the study. This study is identified in the FY22/23 budget for a total of \$20,000.

FINANCIAL CONSIDERATIONS: \$19,426

RECOMMENDATION: I recommend that Council approve work order – 122.0001B with Snyder and Associates.



WORK ORDER – 122.0001B

This Work Order has been prepared in conformance the Professional Services Master Agreement, dated the 11th day of February, 2022, by and between the CITY of POLK CITY and SNYDER & ASSOCIATES, INC. and subject to all terms and conditions of sad Agreement. This Agreement may be amended only by written instrument signed by both the CITY and the CONSULTANT.

PROJECT NAME	Polk City: Northeast Trunk Sewer Study		
DATE SUBMITTED	February 11, 2022		
SCOPE OF SERVICES:	<p>Sanitary Sewer Study for NE Trunk Sewer covering the Northeast Service Area, lying north of E. Southside Drive and near NW 44th Street as shown on the Exhibit:</p> <ul style="list-style-type: none"> • Project Administration • Preliminary Design <ul style="list-style-type: none"> ○ Kickoff meeting with City ○ Review background information from developer & coordination ○ Review of potential alignments ○ Conceptual design of potential alignments ○ Prepare Exhibits and Service Area boundary map ○ Flow calculations (with & without Hale/Quick Supply properties) ○ Conceptual Phase 1 cost options to serve Schlfe property ○ Determine connection fees for contributing service area ○ Draft report text ○ QA/QC and coordinate submittal ○ Review meeting with City ○ Revise to address City comments ○ Submit Final Report to City 		
FEE BASIS	<u> </u> LUMP SUM OR <u> X </u> HOURLY		
FEES			
	Principal I	10 hours at \$209.00	\$ 2,090.00
	Engineer VIII	88 hours at \$174.00	\$15,312.00
	Technician	16 hours at \$118.00	\$ 1,888.00
	Admin	2 hours at \$68.00	\$ 136.00
	Estimated Total		\$19,426.00
NOTES	<p>1. Includes identifying portions of the Northeast Service Area that may have to flow to the west due to elevation, but does not include any analysis regarding sending any flow to the west that could go to the south instead.</p>		
SCHEDULE	Eight weeks following approval, but will provide direction to CEC as soon as the appropriate information is available.		
ATTACHMENTS	EXHIBIT 'X'		

APPROVED:

City of Polk City (CITY)

Snyder & Associates, Inc. (CONSULTANT)

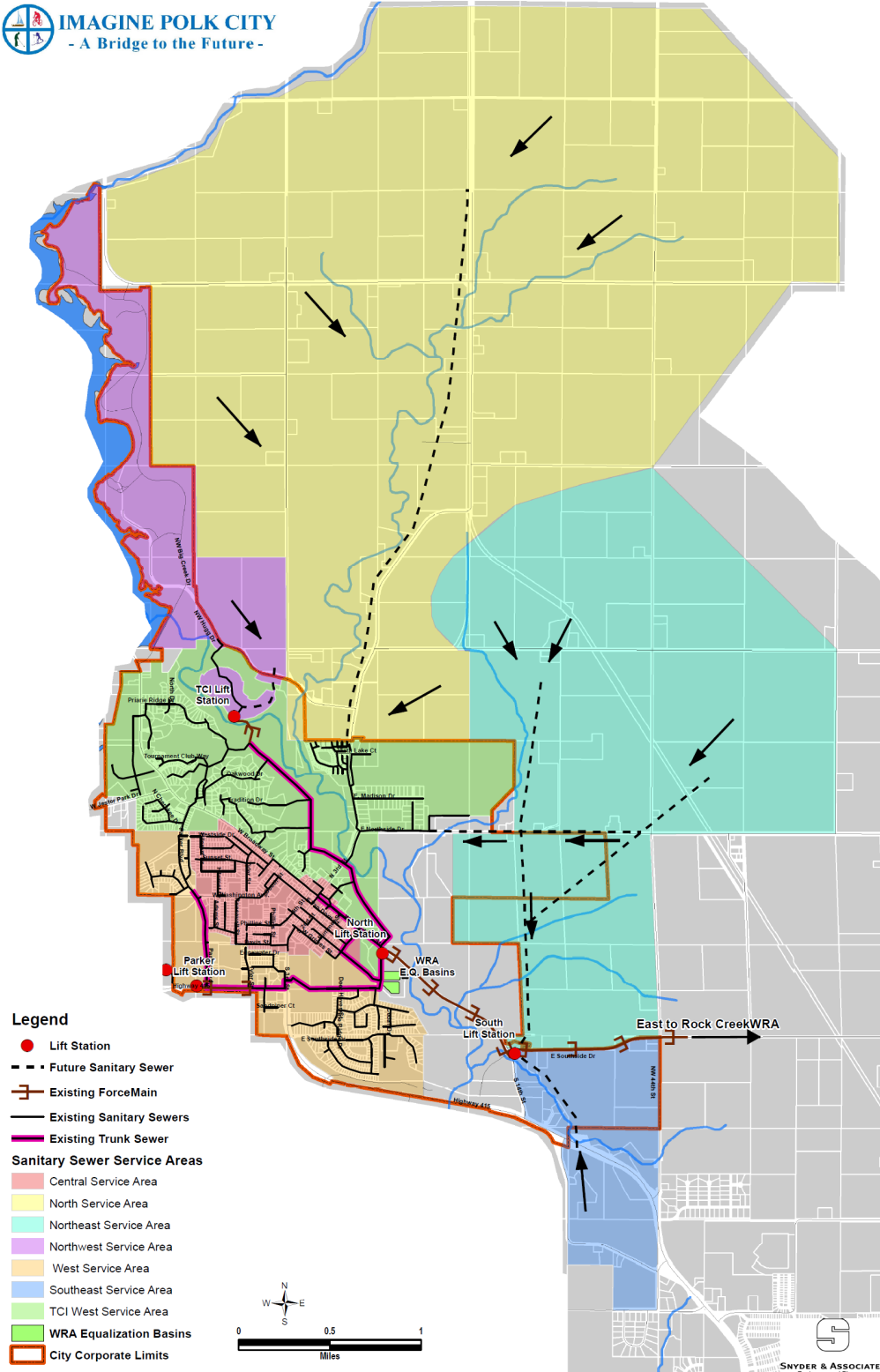
Date: _____

Date: _____

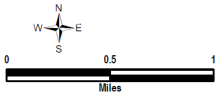
ROUTE EXECUTED COPY TO : Kathleen Connor

Exhibit 'X'

SANITARY SEWER SYSTEM



- Legend**
- Lift Station
 - - - Future Sanitary Sewer
 - Existing ForceMain
 - Existing Sanitary Sewers
 - Existing Trunk Sewer
- Sanitary Sewer Service Areas**
- Central Service Area
 - North Service Area
 - Northeast Service Area
 - Northwest Service Area
 - West Service Area
 - Southeast Service Area
 - TCI West Service Area
 - WRA Equalization Basins
 - City Corporate Limits



SNYDER & ASSOCIATES
 Engineers and Planners
 Source: City of Polk City GIS

ORDINANCE NO. 2022-1200

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING PORTIONS OF THE LILLSKAU PROPERTY LOCATED WEST OF NW 44TH STREET, POLK CITY, IOWA TO INCLUDE 0.19 ACRES FROM ZONING CLASSIFICATION OF R-2A TOWNHOME RESIDENTIAL DISTRICT TO C-2 COMMERCIAL DISTRICT AND 4.13 ACRES FROM C-2 COMMERCIAL DISTRICT AND R-1 SINGLE FAMILY DETACHED RESIDENTIAL TO R-2, TOWNHOME RESIDENTIAL DISTRICT

WHEREAS, on the 17th day of January 2022, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

THAT PART OF OUTLOT X, WHITE PINE PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 2, SAID WHITE PINE PRAIRIE PLAT 1; THENCE NORTH 00 DEGREES 10 MINUTES EAST, A DISTANCE OF 384 FEET; THENCE NORTH 89 DEGREES 50 MINUTES WEST, A DISTANCE OF 731 FEET;

THENCE NORTHWESTERLY 284 FEET ALONG A CURVE TO THE RIGHT, TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 700 FEET, A DELTA ANGLE OF 23 DEGREES 15 MINUTES AND A CHORD DISTANCE OF 282 FEET WHICH BEARS NORTH 78 DEGREES 12 MINUTES WEST, TO THE POINT OF BEGINNING; THENCE SOUTH 40 DEGREES 02 MINUTES WEST, A DISTANCE OF 77 FEET; THENCE NORTHWESTERLY 114 FEET ALONG A CURVE TO THE RIGHT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 570 FEET, A DELTA ANGLE OF 11 DEGREES 26 MINUTES AND A CHORD DISTANCE OF 114 FEET WHICH BEARS NORTH 44 DEGREES 15 MINUTES WEST; THENCE NORTHWESTERLY 48 FEET ALONG A REVERSE CURVE TO THE LEFT, TANGENT TO THE LAST DESCRIBED CURVE, HAVING A RADIUS OF 280 FEET, A DELTA ANGLE OF 09 DEGREES 55 MINUTES AND A CHORD DISTANCE OF 48 FEET WHICH BEARS NORTH 43 DEGREES 29 MINUTES WEST; THENCE NORTH 41 DEGREES 33 MINUTES EAST, NOT TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 25 FEET; THENCE SOUTHEASTERLY 68 FEET ALONG A CURVE TO THE RIGHT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 600 FEET, A DELTA ANGLE OF 06 DEGREES 30 MINUTES AND A CHORD DISTANCE OF 68 FEET WHICH BEARS SOUTH 61 DEGREES 57 MINUTES EAST; THENCE SOUTHEASTERLY 96 FEET ALONG A REVERSE CURVE TO THE LEFT, TANGENT TO THE LAST DESCRIBED CURVE, HAVING A RADIUS OF 700 FEET, A DELTA ANGLE OF 07 DEGREES 53 MINUTES AND A CHORD DISTANCE OF 96 FEET WHICH BEARS SOUTH 62 DEGREES 38 MINUTES EAST, TO THE POINT OF BEGINNING.

CONTAINING 0.19 ACRES MORE OR LESS; AND

be considered for rezoning from zoning classification of R-2A Townhome Residential District to C-2 Commercial District; and

WHEREAS, on the 17th day of January 2022, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the properties legally described as:

THAT PART OF OUTLOT X, WHITE PINE PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 2, SAID WHITE PINE PRAIRIE PLAT 1; THENCE NORTH 00 DEGREES 10 MINUTES EAST, A DISTANCE OF 384 FEET; THENCE NORTH 89 DEGREES 50 MINUTES WEST, A DISTANCE OF 691 FEET, TO THE 1ST POINT OF BEGINNING; THENCE NORTH 89 DEGREES 50 MINUTES WEST, A DISTANCE OF 40 FEET; THENCE NORTHWESTERLY 284 FEET ALONG A CURVE TO THE RIGHT, TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 700 FEET, A DELTA ANGLE OF 23 DEGREES 15 MINUTES AND A CHORD DISTANCE OF 282 FEET WHICH BEARS NORTH 78 DEGREES 12 MINUTES WEST; THENCE NORTH 40 DEGREES 02 MINUTES EAST, NOT

TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 58 FEET; THENCE SOUTHEASTERLY 303 FEET ALONG A CURVE TO THE LEFT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 435 FEET, A DELTA ANGLE OF 39 DEGREES 52 MINUTES AND A CHORD DISTANCE OF 297 FEET WHICH BEARS SOUTH 69 DEGREES 54 MINUTES EAST, TO SAID POINT OF BEGINNING.

AND

COMMENCING AT THE SOUTHEAST CORNER OF LOT 2, SAID WHITE PINE PRAIRIE PLAT 1; THENCE NORTH 00 DEGREES 10 MINUTES EAST, A DISTANCE OF 49 FEET, TO THE 2ND POINT OF BEGINNING; THENCE NORTH 89 DEGREES 50 MINUTES WEST, A DISTANCE OF 691 FEET; THENCE NORTHWESTERLY 573 FEET ALONG A CURVE TO THE RIGHT, TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 770 FEET, A DELTA ANGLE OF 42 DEGREES 40 MINUTES AND A CHORD DISTANCE OF 560 FEET WHICH BEARS NORTH 68 DEGREES 30 MINUTES WEST; THENCE SOUTH 89 DEGREES 25 MINUTES 43 SECONDS EAST, NOT TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 173 FEET; THENCE SOUTH 82 DEGREES 50 MINUTES EAST, A DISTANCE OF 280 FEET; THENCE SOUTH 89 DEGREES 50 MINUTES EAST, A DISTANCE OF 763 FEET; THENCE SOUTH 00 DEGREES 10 MINUTES WEST, A DISTANCE OF 169 FEET, TO SAID POINT OF BEGINNING.

CONTAINING 4.32 ACRES MORE OR LESS, INCLUDING 0.19 ACRES OF ROAD RIGHT-OF-WAY.

be considered for rezoning from zoning classification of C-2 Commercial District and R-1 Single Family detached Residential to R-2A Townhome Residential District; and

WHEREAS, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

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

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the 0.19-acre property described above zoning classification of R-2A Townhome Residential District to C-2 Commercial District.

Section 2: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the 4.32-acre properties described above from zoning classification of C-2 Commercial District and R-1 Single Family detached Residential to R-2A Townhome Residential District.

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 AND APPROVED this _____ of _____ 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

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