

# Agenda -Notice of Meeting

Polk City | City Council

\*\*\*\*\*

May 13, 2024 | 6:00 pm

City Hall Council Chambers

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

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

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

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

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

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Steve Karsjen | Mayor

Jeff Walters | Pro Tem

City Council Members: Rob Sarchet | Jeff Savage | Mandy Vogel | Nick Otis

## 1. Call to Order

## 2. Roll Call

## 3. Approval of Agenda

## 4. Public Hearings:

- a. Public Hearing on the Proposed Budget Amendment No. 2 for Fiscal Year (FY) 23/24
  - i. Resolution 2024-55 approving Amendment No. 2 for FY 23/24 Budget
- b. Public Hearing on the proposed rezoning petition of 36.58 acres located at 1716 E Northside Drive to be known as Sunrise Ridge Plat 1 from R-1 to R-1A
  - i. First Reading of Ordinance 2024-700 approving rezoning
- c. Public Hearing on the proposed rezoning petition of 7.62 acres located at 609 E Northside Drive to be known as Big Creek Commons Plat 2 from R-1 to R-1A
  - i. First Reading of Ordinance 2024-800 approving rezoning
- d. Public Hearing on the Proposed amendment to the 2016 Polk City Comprehensive Plan by updating the Future Land Use Plan (FLUP)
  - i. Resolution 2024-56 approving Comp Plan FLUP amendment
- e. Public Hearing on the proposed rezoning petitions for Antler Ridge; 2.017 acres from R-2 to R-1; 0.116 acres from R-2A to C-2; and 50.144 acres from R-1, R-2A, & R-2 to R-1A
  - i. First Reading of Ordinance 2024-900 approving rezoning
- f. Public Hearing on the Proposed R-2A Zoning District Modifications
  - i. First Reading of Ordinance 2024-1000 approving R-2A Zoning District Modifications

## 5. Presentations | Des Moines Area MPO Comprehensive Safety Action Plan

**6. Public Comments:** *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 6pm on the date of the meeting by email at [jcoffin@polkcityia.gov](mailto:jcoffin@polkcityia.gov) including your name and address for the record and the Mayor will recognize you for five minutes of comment.*

**7. Consent Items**

- a. City Council Meeting Minutes for April 22, 2024
- b. City Council Work Session Meeting Minutes for April 22, 2024
- c. City Council Special Work Session Meeting Minutes for May 6, 2024
- d. Claims listing May 13, 2024
- e. April 2024 Finance Report
- f. Receive and file Parks Commission Meeting Minutes for May 6, 2024
- g. Receive and file the April 2024 Parks and Recreation Department Report
- h. Receive and file the Library Board Meeting Minutes for May 6, 2024
- i. Receive and file the April 2024 Library Director Report
- j. Receive and file the April 2024 Water Department Report
- k. Receive and file the April 2024 Brush Pile Report
- l. Receive and file the April 2024 Fire Department Report
- m. Receive and file the April 2024 Building Department Report
- n. FY 24/25 Budgeted purchase in the amount of \$57,324 for a replacement Public Works truck/equipment
- o. FY 24/25 Budgeted purchase in the amount of \$10,945 for a Public Works snow pusher attachment
- p. FY 24/25 Budgeted purchase in the amount of \$58,000 for a replacement Public Works mower with snow removal equipment
- q. Amend Fee Schedule
- r. Special event application for the 2024 Farmers Market, Thursday May 30 through September 5, 4p-8p
- s. Special event application for the American Legion Bike Night June 22, 2024 and July 27, 2024
- t. Special event application for the Four Seasons Festival July 19 and 20 including parade route the 20<sup>th</sup>
- u. Special event application for the Polk City Arts and Culture Committee June 22<sup>nd</sup> at Leonard Park
- v. Twelve-month Liquor License for Arcadia Restaurant effective May 27, 2024
- w. Twelve-month Liquor License for Kum & Go store # 135 effective July 1, 2024
- x. Five-day Liquor License for Lucky Wife Wine Slushies effective June 4, 2024 & June 25, 2024
- y. Resolution 2024-57 approving an Encroachment Agreement for Lot 15 in Big Creek Valley Plat 2
- z. Resolution 2024-58 approving a Private Electric Easement with MidAmerican Energy Company
- aa. Set pay for Ron Lamfers, part-time Police Support Specialist at a rate of \$25 per hour
- bb. Set pay for the Parks & Recreation summer seasonal employees as follows:
  - i. Ella Hill, Recreation Assistant I, \$12.50 per hour
  - ii. Connor Womacks, Recreation Assistant II, \$15.00 per hour
  - iii. Kamryn Hilsabeck, Recreation Assistant II, \$15.00 per hour
  - iv. Danta Dolash, Recreation Intern, \$15.00 per hour
- cc. Resolution 2024-60 approving Change Order No. 5 in the amount of \$2,220.93 for the Fire Station Remodel Project
- dd. PFM Financial Advisor agreement in the amount of \$15,000 for the Polk City 2024 SRF GO Loan
- ee. Resolution 2024-61 to fix a date for public hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder
- ff. Resolution 2024-62 to fix a date for a public hearing on proposal to enter into a General Obligation Water Improvement Loan and Disbursement Agreement and to borrow money thereunder
- gg. Resolution 2024-63 approving Pay Application No. 11 in the amount of \$562,011.66 for the City Hall/Community Room Project

- hh. Resolution 2024-64 approving contract and performance and/or payment bonds for the Elevated Storage Tank – Water Main Extension Project
- ii. Resolution 2024-65 approving contract and performance and/or payment bonds for the Elevated Storage Tank – New 1.5 MG Tank Project
- jj. Twelve-month Tobacco permit for Fareway Stores, Inc #137 effective July 1, 2024
- kk. FY 24/25 Budgeted purchase in an amount not to exceed \$85,000 for a replacement Police vehicle and equipment

**8. Business Items**

- a. Hearing for McKenzie abatement appeal
  - i. Consider motion to affirm (or reverse) the order to abate
- b. First Reading of Ordinance 2024-1100 amending Chapter 92, Water Rates
- c. First Reading of Ordinance 2024-1200 amending Chapter 99, Sewer Rates
- d. Resolution 2024-66 amending fees charged for collection of residential solid waste and recycling
- e. First Reading of Ordinance 2024-1300 amending Chapter 166, Temporary Signs
- f. Change Order No. 1 in the amount of \$456,335 to the Professional Services Agreement with McClure Engineering for Construction Administration for the Polk City Elevated Storage Tank Project
- g. Snyder & Associates, Inc invoice in the amount of \$33,489.25 for March 2024 Engineering Services

**9. Mayor Proclamations**

May 19-25 Emergency Medical Services (EMS) Week  
May 19-25 Public Works Week

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

**11. Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; section 5 Closed Session; sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

**12.** (Optional) Take action on closed session item

**13. Adjournment** -- next meeting date *TUESDAY, May 28, 2024 (due to Memorial Holiday)*



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

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Public hearing & consideration for FY24 budget amendment #2

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**BACKGROUND:** On Monday, the City Council will hold a public hearing for a budget amendment for the Fiscal Year 2024 (July 1, 2023-June 30, 2024). The proposed amendment includes amending for \$123,500 in revenue, and \$536,200 in expenditures, and an additional \$1,125,000 in transfers.

This is the 2<sup>nd</sup> amendment for the FY2024 Budget. The City Council previously amended the budget in November 2023. That amendment included amending for the purchase of 1600 W. Broadway Street and conducting a Special Census. At that time, we estimated spending approximately \$900,000 of general fund balance. With the proposed amendment for consideration, I am now estimating the city will only spend approximately \$500,000-\$600,000 of fund balance. Most of this is attributed to conservative revenue estimates.

Of note, one of the largest expenses we are amending for is Public Works capital equipment. In FY2023, the City Council authorized the purchase of a new end loader and plow for the Public Works Department. At the time of ordering (approved by City Council February 14, 2022) we were notified it would take approximately 12-24 months to receive the equipment. The expense was budgeted for in FY2023. We have received the equipment, and this expense is in the FY24 budget, which was not planned.

In May 2023, the City Council entered into a development agreement with the Antler Ridge development to upsize sanitary sewer main through their development for a total of \$450,000. The upsizing of this sanitary sewer main is segment #1 of the Southeast trunk sewer project. A portion of that construction has been completed, and the developer has been reimbursed \$150,000 to date. The remaining construction will take place in FY2025. The city plans to pay for this agreement with sanitary sewer fund balance. Future reimbursement will likely also need to be amended in FY2025.

One proposed amendment is amending the loan proceeds, and amending for the reduction of proceeds for police vehicles. In FY24, the city planned to borrow \$200,000 to fund police vehicles. We will be able to use LOST cash to pay for this expense, instead of funding the expenses with borrowed funds. The borrowed funds will be used for the City Facilities projects, and we may have additional fund balance in that fund after the Fire Station remodel and City Hall is complete. The City Council may review that fund balance in FY2025, and possibly reallocate those funds to a different capital project.

The last 2 years our debt service fund has ended the fiscal year negative. This is because we budget exactly what we need to pay our loan expenses. The issue with the negative balance has been when we don't collect all property taxes on time, and within a given fiscal year. We do collect about 95% of our property taxes within a fiscal year. I am proposing we plan a transfer from LOST to the debt service fund. At the end of each budget year, the Council approves transfers between funds, and as we get closer to June 30, 2024, we will have a better idea if this transfer needs to happen or not.

Below is a description of all amendments:

**Revenue:**

1. Amend for Park Donations for the new scoreboards at the Sports Complex in the amount of \$8,500
2. Amend for loan proceeds for the City Facilities projects in the amount of \$200,000
3. Amend for proceeds from debt for police equipment in the amount of -\$200,000
4. Amend for Grant Revenue for Fire Department Equipment in the amount of \$30,000
5. Amend for Water charges for services in the amount of \$35,000
6. Amend for Garbage/Recycling charges in the amount of \$50,000

**Expenses:**

1. Amend for Fire Dept. overtime in the amount of \$20,000
2. Amend for Fire Dept. workers compensation in the amount of \$40,000
3. Amend for Parks Sports Complex scoreboards in the amount of \$8,500
4. Amend for elections in the amount of \$700
5. Amend for Engineering Fees in the amount of \$10,000
6. Amend for Fire Capital Equipment (covered by grant) in the amount of \$30,000
7. Amend for Public Works Capital Equipment in the amount of \$227,000
8. Amend for Misc. Contract work Sanitary Sewer in the amount of \$150,000
9. Amend for Misc. Contract Work-Garbage & Recycling in the amount of \$50,000

**ALTERNATIVES:** Do not approve the budget amendment

**FINANCIAL CONSIDERATIONS:** The financial considerations for this amendment are additional expenditures in the amount of \$412,700.

**RECOMMENDATION:** It is my recommendation that the Council approve the proposed budget amendment for Fiscal Year 2024.

**Budget Amendment:**

**Revenue:**

	Account Number	Addition	New Budget Total
Park Donations	001-430-4705	\$8,500.00	\$8,500.00
Transfer In	200-910-4830	\$25,000.00	\$344,745.00
Loan Proceeds	301-750-4443	\$200,000.00	\$1,950,000.00
Transfer In	301-910-4830	\$810,000.00	\$1,520,900.00
Proceeds from Debt-Police equipment	303-110-4820	-\$200,000.00	\$0.00
Grant Revenue-Fire Department Capital Equipment	303-150-4404	\$30,000.00	\$30,000.00
Transfer In-Capital equipment	303-910-4830	\$290,000.00	\$419,100.00
Water Charges for Services	600-810-4500	\$35,000.00	\$1,585,000.00
Charges for Garbage/Recycling	670-840-4500	\$50,000.00	\$465,000.00

**Expenses:**

Fire-Overtime	001-150-6040	\$20,000.00	\$45,500.00
Fire Workers Compensation	001-150-6160	\$40,000.00	\$94,500.00
Parks-Sports Complex	001-430-6326	\$8,500.00	\$48,500.00
Elections	001-630-6413	\$700.00	\$1,700.00
Engineering Fees	001-699-6407	\$10,000.00	\$85,000.00
Transfer Out	110-910-6910	\$100,000.00	\$190,000.00
Transfer Out	121-910-6910	\$1,025,000.00	\$1,975,000.00
Fire Capital Equipment	303-150-6710	\$30,000.00	\$30,000.00
Capital Equipment/Vehicles Public Works	303-299-6710	\$227,000.00	\$377,000.00
Misc. Contract Work	610-815-6499	\$150,000.00	\$200,000.00
Misc. Contract work-Garbage & Recycling	670-840-6499	\$50,000.00	\$465,000.00

**Total New Revenue**

\$123,500.00

**Total Transfers**

\$1,125,000.00

**Total New Expenses**

\$536,200.00

**Total Transfers**

\$1,125,000.00

**CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2024 - AMENDMENT # 2**

To the Auditor of POLK County, Iowa:

The City Council of POLK CITY in said County/Counties met on 05/13/2024 06:00 PM, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. Thereupon, the following resolution was introduced.

**RESOLUTION No. 2024-55**

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR FISCAL YEAR ENDING JUNE 2024**

**(AS LAST CERTIFIED OR AMENDED ON 12/11/2023)**

**Be it Resolved by the Council of City of POLK CITY**

Section 1. Following notice published/posted 05/03/2024 and the public hearing held 05/13/2024 06:00 PM the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at the hearing:

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	3,631,949	0	3,631,949
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	3,631,949	0	3,631,949
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	887,632	0	887,632
Other City Taxes	6	1,047,568	0	1,047,568
Licenses & Permits	7	407,300	0	407,300
Use of Money & Property	8	323,300	0	323,300
Intergovernmental	9	772,590	0	772,590
Charges for Service	10	4,725,800	85,000	4,810,800
Special Assessments	11	7,500	0	7,500
Miscellaneous	12	125,217	38,500	163,717
Other Financing Sources	13	8,360,000	0	8,360,000
Transfers In	14	1,608,087	1,125,000	2,733,087
<b>Total Revenues &amp; Other Sources</b>	<b>15</b>	<b>21,896,943</b>	<b>1,248,500</b>	<b>23,145,443</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>				
Public Safety	16	2,847,350	60,000	2,907,350
Public Works	17	802,650	0	802,650
Health and Social Services	18	2,000	0	2,000
Culture and Recreation	19	897,550	8,500	906,050
Community and Economic Development	20	710,741	0	710,741
General Government	21	1,442,550	10,700	1,453,250
Debt Service	22	1,160,070	0	1,160,070
Capital Projects	23	17,046,600	257,000	17,303,600
Total Government Activities Expenditures	24	24,909,511	336,200	25,245,711
Business Type/Enterprise	25	3,917,443	200,000	4,117,443
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>28,826,954</b>	<b>536,200</b>	<b>29,363,154</b>
Transfers Out	27	1,608,087	1,125,000	2,733,087
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>30,435,041</b>	<b>1,661,200</b>	<b>32,096,241</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>-8,538,098</b>	<b>-412,700</b>	<b>-8,950,798</b>
Beginning Fund Balance July 1, 2023	30	16,263,966	0	16,263,966
<b>Ending Fund Balance June 30, 2024</b>	<b>31</b>	<b>7,725,868</b>	<b>-412,700</b>	<b>7,313,168</b>

**Explanation of Changes:** The City is amending its budget to account for additional revenue, and additional expenditures. For a complete listing of the amendment, please visit the city's website at [www.polkcitiya.gov](http://www.polkcitiya.gov)

05/13/2024

City Clerk/Administrator Signature of Certification

Adopted On

Mayor Signature of Certification

## REZONING PETITION REVIEW

Date: May 8, 2024

Prepared by: Travis Thornburgh, P.E.  
Kathleen Connor

Subject Property: Sunrise Ridge

Project No.: 124.0458.01

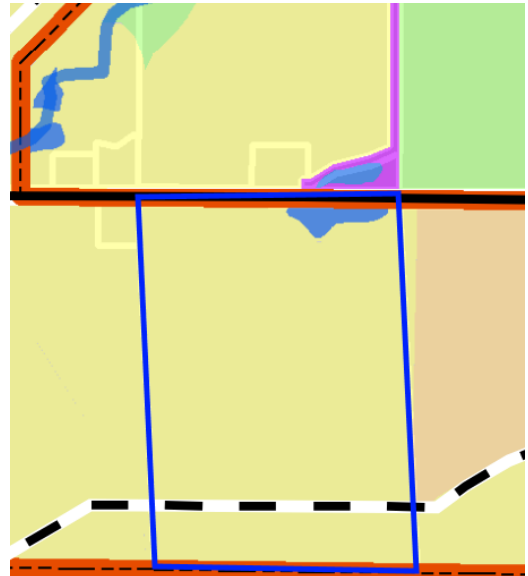
### GENERAL INFORMATION:

Thomas W. Schlife and Mary A. DeVries are the owners of a 36.58-acre parcel and a 53.93-acre tract of land, located at 1716 E. Northside Drive. The subject property is highlighted in blue on the right. Rock Equity Holdings, LLC. have submitted a signed *Petition to Rezone* the property on the property owner's behalf to rezone the property from R-1 Single Family Detached Residential to R-1A Single Family Residential. Owners of 95.95% of the 250' buffer surrounding the proposed zoning boundary have consented to the rezoning. The date of the public hearing for this rezoning is set for May 13, 2024.



### COMPREHENSIVE PLAN:

The 2016 Comprehensive Plan designated this property, outlined in blue, for low density residential use, which is defined as 1-4 dwelling units per acre. Subsequent amendments to the Future Land Use Plan made no changes to land use on this property. Rock Equity Holdings, LLC. has not requested a Comprehensive Plan Amendment. The R-1A zoning district generally conforms to the low-density future land use as defined in the Polk City Comprehensive Plan.





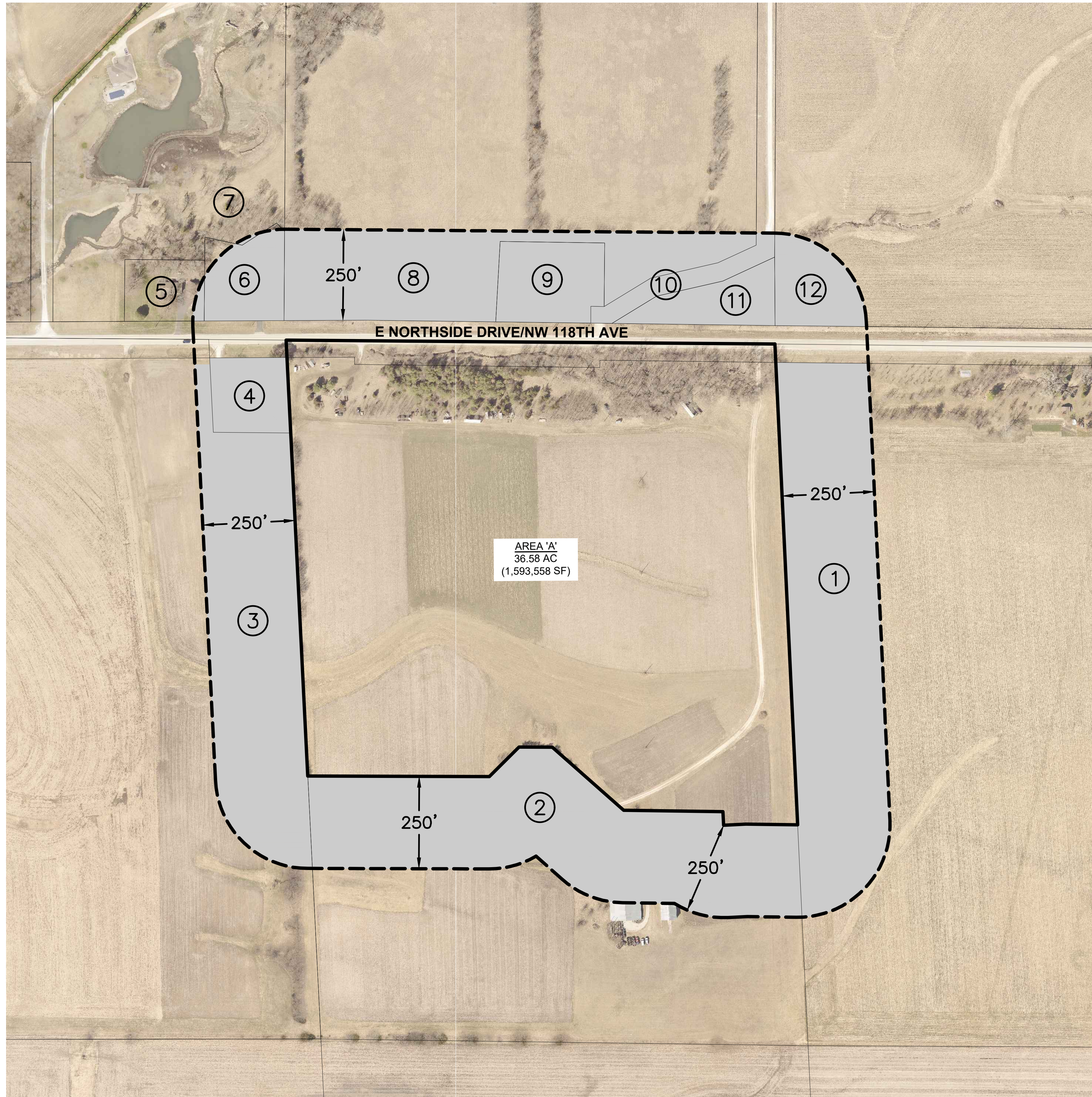
**REVIEW COMMENTS:**

All City Staff review comments have been addressed.

**RECOMMENDATION REGARDING THE PROPOSED REZONINGS:**

City Council may proceed with one of the following options regarding the proposed rezoning at their meeting:

- A. Approve the applicant's request to rezone their property to R-1A Single Family Residential as presented.
- B. Deny the applicant's request to rezone their property to R-1A Single Family Residential as presented.
- C. Approve the applicant's request to rezone their property to R-1A Single Family Residential (Restricted) subject to certain restriction(s) as specified by the commission, provided the property owners agree to said restriction(s).



**OWNER**

THOMAS W SCHLIFE  
 1716 E NORTHSIDE DR  
 POLK CITY, IA 50226

**ZONING**

EXISTING: R-1 SINGLE FAMILY  
 DETACHED RESIDENTIAL  
 DISTRICT  
 PROPOSED: R-1A SINGLE FAMILY  
 RESIDENTIAL DISTRICT

**APPLICANT**

ROCK EQUITY HOLDINGS, LLC  
 3611 NE OTTERVIEW CIRCLE #42  
 ANKENY, IA 50021

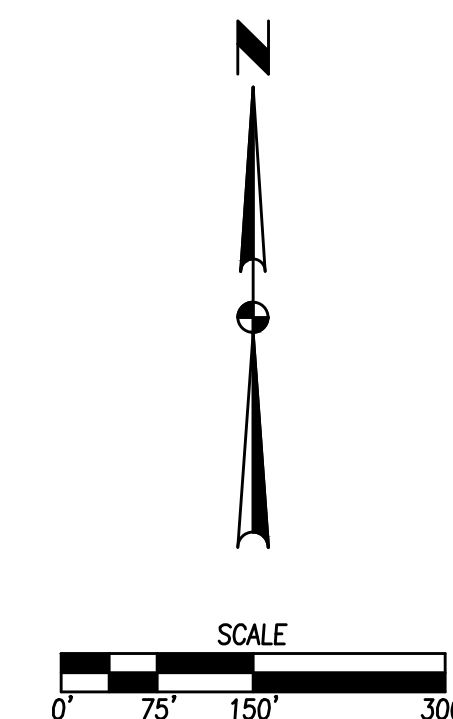
**REZONING DESCRIPTION**

A PART OF THE NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER OF SECTION 6, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER; THENCE SOUTH 89°32'37" EAST ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER, 1322.41 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 6; THENCE SOUTH 02°42'40" EAST ALONG THE EAST LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER, 1302.59 FEET; THENCE NORTH 89°12'54" WEST, 140.26 FEET; THENCE SOUTH 87°17'20" WEST, 60.00 FEET; THENCE NORTH 02°42'40" WEST, 36.73 FEET; THENCE NORTH 89°12'54" WEST, 268.64 FEET; THENCE NORTH 48°30'44" WEST, 257.93 FEET; THENCE NORTH 89°50'13" WEST, 90.15 FEET; THENCE SOUTH 45°09'47" WEST, 113.14 FEET; THENCE NORTH 89°50'13" WEST, 491.14 FEET TO A POINT ON THE WEST LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER; THENCE NORTH 02°51'00" WEST ALONG SAID WEST LINE, 1180.93 FEET TO THE POINT OF BEGINNING AND CONTAINING 36.58 ACRES (1,593,558 SQUARE FEET), WHICH INCLUDES 1.73 ACRES (75,419 SQUARE FEET) FOR PUBLIC HIGHWAY EASEMENT ALONG SAID NORTH LINE.

	ADJACENT OWNER	MAILING ADDRESS	ACRES WITHIN 250'	PERCENT	CONSENT
1	RONALD R STONE	3102 SW FOX RUN DR, ANKENY, IA 50023	8.274	34.40%	X
2	THOMAS W SCHLIFE	1716 E NORTHSIDE DR, POLK CITY, IA 50226	8.128	33.79%	X
3	NORTH POLK ESTATES	6601 WESTOWN PKWY STE 200, WDM, IA 50266	6.676	27.76%	X
4	DONNIE L BRILL	1312 E NORTHSIDE DR, POLK CITY, IA 50226	0.973	4.05%	
5	GLENN D WOODARD *	5539 NW 118TH AVE, POLK CITY, IA 50226	0.058	0.00%	
6	DOUGLAS J GUMBEL *	5487 NW 118TH AVE, POLK CITY, IA 50226	1.030	0.00%	
7	PATRICK B KINSEY *	5631 NW 118TH AVE, POLK CITY, IA 50226	0.014	0.00%	
8	QUICK SUPPLY CO *	6620 NW TONI DR, DES MOINES, IA 50313	4.487	0.00%	
9	DEBRA L LINDNER *	5301 NW 118TH AVE, POLK CITY, IA 50226	1.401	0.00%	
10	QS INVESTMENTS LC *	6620 NW TONI DR, DES MOINES, IA 50313	0.643	0.00%	
11	QUICK SUPPLY CO *	6620 NW TONI DR, DES MOINES, IA 50313	0.993	0.00%	
12	HALE PROPERTIES LLC *	6620 NW TONI DR, DES MOINES, IA 50313	1.122	0.00%	
	TOTALS		33.799	100.00%	95.95%

\* PROPERTIES OWNED BY THE CITY OF POLK CITY OR NOT WITHIN THE POLK CITY CORPORATE LIMITS ARE NOT INCLUDED IN THE CONSENTING AREAS.



DATE	REVISIONS
04/01/2024	REVISED
03/18/2024	REVISED
03/13/2024	PREPARED

4121 NW URBANDALE DRIVE  
 URBANDALE, IA 50322  
 PHONE: (515) 369-4400

TECH:

ENGINEER:



**SCHLIFE PROPERTY**  
**REZONING MAP (R-1A)**

### PETITION FOR REZONING

TO: Planning and Zoning Commission,  
Mayor, and City Council

We, the undersigned owners of the following described property:

See Attached Rezoning Map (1716 E. Northside Drive)

Request that said property be rezoned from its present Zoning Classification of R-1  
to Zoning Classification R-1A for the purpose of

Single-Family Residential Development

PROPERTY OWNER:

PROPERTY OWNER (when jointly owned):

Mary Ann DeVries

Thomas W. Schlife

Owner's Name (please print)

Owner's Name (please print)

DocuSigned by:  
  
3/16/2024  
Signature

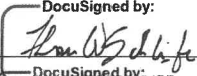
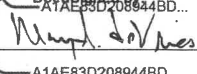
DocuSigned by:  
  
3/16/2024  
Signature

Title (if owned by Inc., LLC, or similar)

The above property owner(s) are herewith providing the following documentation:

- Signatures of owners of at least 50% of the area with a 250' buffer, exclusive of intervening ROW and alleys, surrounding the proposed rezoning (See Page 2)
- Table demonstrating sufficient consent of buffer area property owners (See Page 3)
- Rezoning Sketch depicting proposed zoning boundary line, all parcels within the buffer area, and ownership of each parcel. (To be attached)
- Two stamped and addressed envelopes for each property owner within buffer area which the City Clerk will use for required notice.
- Master Plan if rezoning to PUD or R-4 Mobile Home Parks.

The undersigned owners of property lying outside of said above described tract, but within two hundred and fifty (250) feet of the boundaries thereof, intervening streets and alleys not included in computation of said distance, join in this petition for the purposes of having the above described real estate rezoned from  R-1  to  R-1A .

PROPERTY OWNERS WITHIN THE 250' BUFFER CONSENTING TO THE PROPOSED REZONING			
Property Owner Name:	Address:	Parcel Acreage (within buffer)	Signature:
Thomas W. Schlife			DocuSigned by: 
Mary A. DeVries			DocuSigned by: 

Note: Attach additional sheets as required to include all signatures.



**CONSENT TABLE**  
 (Percentage of Buffer Area Owners Consenting to Proposed Rezoning, by area)

<b>Property Owner</b>	<b>Parcel Area within 250' Buffer (Acres)</b>	<b>% of Total 250' Buffer Area (%)</b>	<b>Consenting % Only (%)</b>
Ronald R. Stone	8.27 Ac.	34.40 %	34.40 %
Schliffe & DeVries	8.13 Ac.	33.79 %	33.79 %
North Polk Estates	6.68 Ac.	27.76 %	27.76 %
<b>TOTALS</b>	<b>23.08 Acres</b>	<b>95.95 %</b>	<b>95.95 %*</b>

*\* Must have at least 50% Consent for Proposed Rezoning.*

**ORDINANCE NO. 2024-700**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING OF PROPERTY LOCATED AT 1716 E SOUTHSIDE DRIVE FROM R-1 SINGLE FAMILY DETACHED RESIDENTIAL TO R-1A SINGLE FAMILY RESIDENTIAL**

---

**WHEREAS**, on the 15 day of April 2024, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

A PART OF THE NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER OF SECTION 6, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER; THENCE SOUTH 89°32'37" EAST ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER, 1322.41 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 6; THENCE SOUTH 02°42'40" EAST ALONG THE EAST LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER, 1302.59 FEET; THENCE NORTH 89°12'54" WEST, 140.26 FEET; THENCE SOUTH 87°17'20" WEST, 60.00 FEET; THENCE NORTH 02°42'40" WEST, 36.73 FEET; THENCE NORTH 89°12'54" WEST, 268.64 FEET; THENCE NORTH 48°30'44" WEST, 257.93 FEET; THENCE NORTH 89°50'13" WEST, 90.15 FEET; THENCE SOUTH 45°09'47" WEST, 113.14 FEET; THENCE NORTH 89°50'13" WEST, 491.14 FEET TO A POINT ON THE WEST LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER; THENCE NORTH 02°51'00" WEST ALONG SAID WEST LINE, 1180.93 FEET TO THE POINT OF BEGINNING AND CONTAINING 36.58 ACRES (1,593,558 SQUARE FEET), WHICH INCLUDES 1.73 ACRES (75,419 SQUARE FEET) FOR PUBLIC HIGHWAY EASEMENT ALONG SAID NORTH LINE.

be considered for rezoning from zoning classification R-1 Single Family Detached Residential to R-1A Single Family Residential; 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 property located at 1716 E Northside Drive from R-1 Single Family Detached Residential to R-1A Single Family Residential.

**Section 2:** All Zoning Regulations, as applicable, shall apply.

**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 \_\_\_\_\_ 2024.

---

Steve Karsjen, Mayor

ATTEST:

---

Jenny Coffin, City Clerk

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



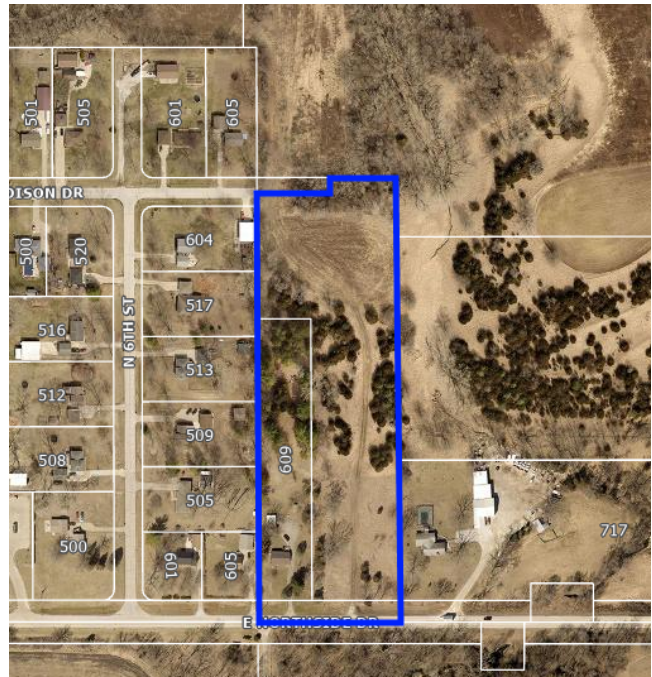
## REZONING PETITION REVIEW

Date: May 8, 2024  
Subject Property: Big Creek Commons Plat 2

Prepared by: Travis Thornburgh, P.E.  
Kathleen Connor  
Project No.: 124.0458.01

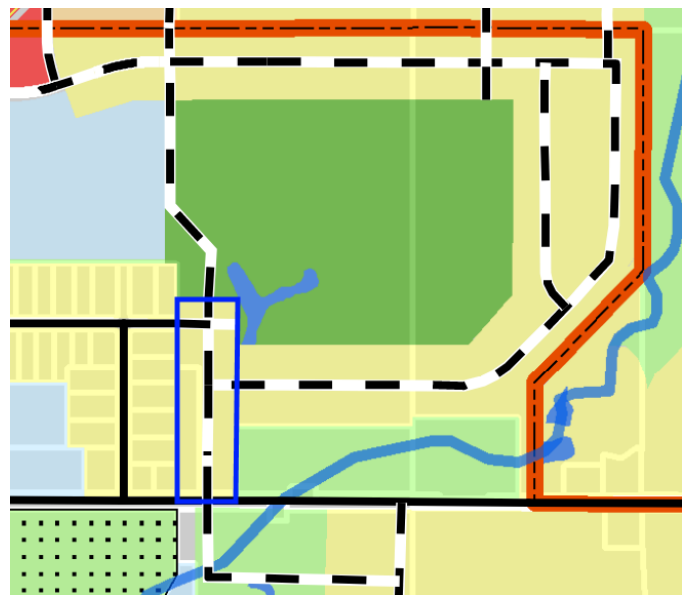
### GENERAL INFORMATION:

William C. Knapp, LC are the owners of a 7.62-acre parcel located at 609 E. Northside Drive. The subject property is highlighted in blue on the right. William C. Knapp, LC has submitted a signed *Petition to Rezone* the property from R-1 Single Family Detached Residential to R-1A Single Family Residential. Owners of 55.83% of the 250' buffer surrounding the proposed zoning boundary have consented to the rezoning. The date of the public hearing for this rezoning has been set for May 13, 2024



### COMPREHENSIVE PLAN:

The 2016 Comprehensive Plan designated this property, outlined in blue, for low density residential use, which is defined as 1-4 dwelling units per acre. Subsequent amendments to the Future Land Use Plan made no changes to land use on this property. William C. Knapp, LC has not requested a Comprehensive Plan Amendment. The R-1A zoning district generally conforms to the low-density future land use as defined in the Polk City Comprehensive Plan.



**REVIEW COMMENTS:**

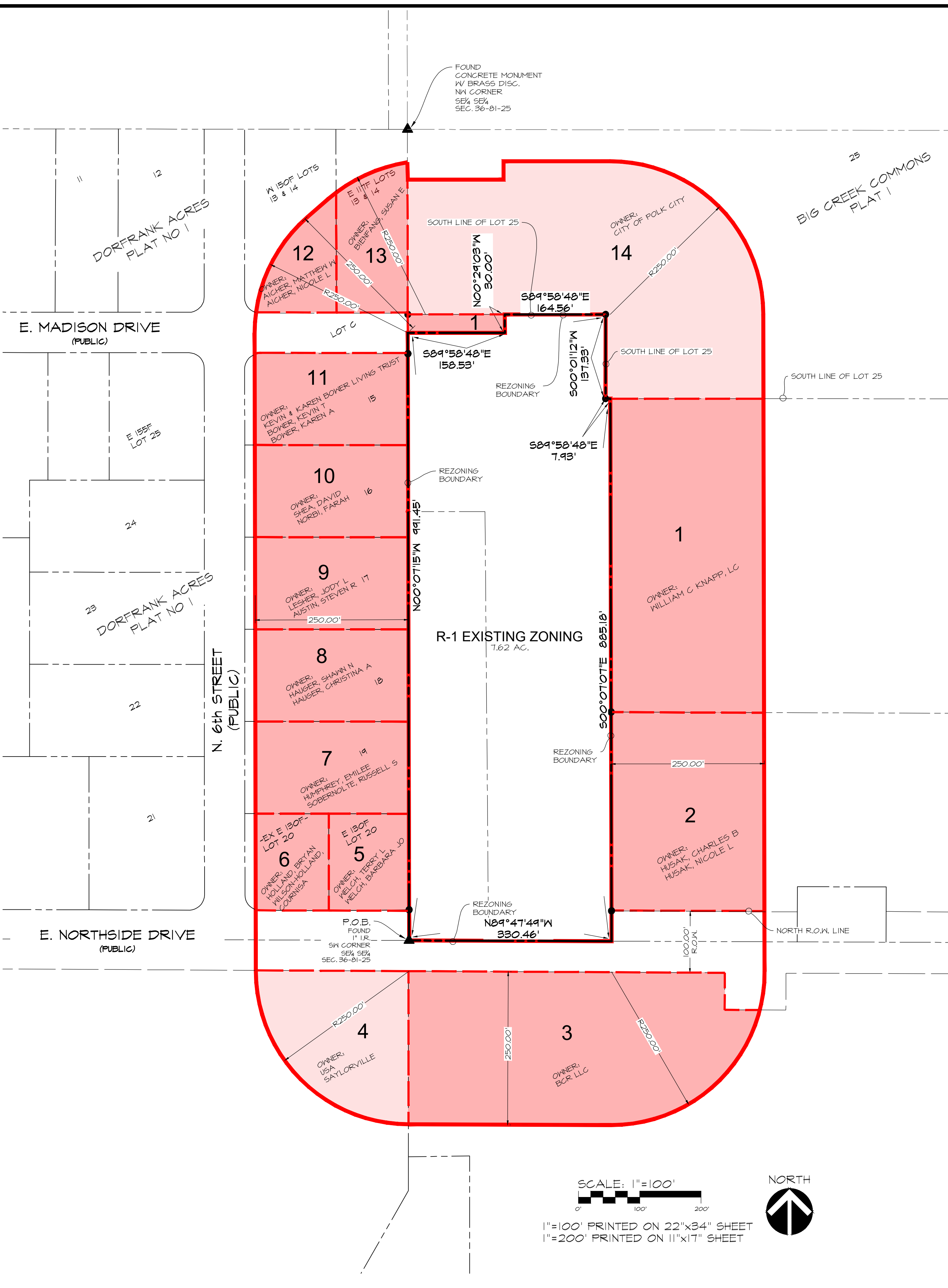
All review comments have been addressed.

**RECOMMENDATION REGARDING THE PROPOSED REZONINGS:**

City Council may proceed with one of the following options regarding the proposed rezoning at their meeting:

- A. Approve the applicant's request to rezone their property to R-1A Single Family Residential as presented.
- B. Deny the applicant's request to rezone their property to R-1A Single Family Residential as presented.
- C. Recommend Council approval of the applicant's request to rezone their property to R-1A, subject to certain specific comments being addressed prior to this item being placed on the Council agenda for approval. These recommendations should be clearly defined in P&Z's motion.

Q:\E-FILES\00000195\_C3D Drawings\Reconing\0195.RZ - RI TO RIA.dwg - ANSI FULL BLEED D (94.00 X 22.00 INCHES) - AUTOCAD PDF (GENERAL DOCUMENTATION)PCS - CEC-RES TESTC07B - PLOT SCALE = 1/1  
 PLOT BY: MARTIN HILL - 2024/04/04 - G:\E-FILES\00000195\_C3D Drawings\Reconing\0195.RZ - RI TO RIA.dwg - 44'2024 10:38:12 AM, mhill.1.1



ADJACENT PROPERTY OWNERS

	Name of Property Owner	Acreege within 250' of Rezoning	% of Total Area within 250' of Rezoning	% Consent
1	WILLIAM C KNAPP, LC	3.05	21.72%	21.72%
2	HUSAK, CHARLES B HUSAK, NICOLE L	1.86	13.24%	13.24%
3	BCR LLC	2.93	20.87%	20.87%
4	USA SAYLORVILLE	N/A		
5	WELCH, TERRY L WELCH, BARBARA JO	0.48	3.42%	
6	HOLLAND, BRYAN WILSON-HOLLAND, COURNISA	0.43	3.06%	
7	HUMPHREY, EMILEE SOBERNOLTE, RUSSELL S	0.86	6.13%	
8	HAUGER, SHAWN N HAUGER, CHRISTINA A	0.86	6.13%	
9	LESHER, JODY L AUSTIN, STEVEN R	0.86	6.13%	
10	SHEA, DAVID NORBI, FARAH	0.86	6.13%	
11	KEVIN & KAREN BOWER LIVING TRUST BOWER, KEVIN T BOWER, KAREN A	0.86	6.13%	
12	AICHER, MATTHEW W AICHER, NICOLE L	0.39	2.77%	
13	BIENFANG, SUSAN E	0.60	4.27%	
14	CITY OF POLK CITY	N/A		
	<b>Total:</b>	<b>14.04</b>	<b>100.00%</b>	<b>55.83%</b>

PROPERTY OWNER / DEVELOPER / APPLICANT:

WILLIAM C KNAPP, LC  
 5000 WESTOWN PARKWAY SUITE 400  
 WEST DES MOINES, IA 50266-5421  
 CONTACT: TOM WITTMAN  
 PH: 515-223-4000  
 EMAIL: TOM.WITTMAN@KNAPPPROPERTIES.COM

PROJECT MANAGER:

PAUL CLAUSEN, PE  
 CIVIL ENGINEERING CONSULTANTS  
 2400 86TH STREET, #12  
 DES MOINES, IOWA 50322  
 PH: 515-276-4884 EXT. #217  
 EMAIL: CLAUSEN@CECLAC.COM

TOTAL LAND AREA:

7.62 ACRES

EXISTING ZONING:

R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT

PROPOSED ZONING:

R-1A SINGLE FAMILY RESIDENTIAL DISTRICT

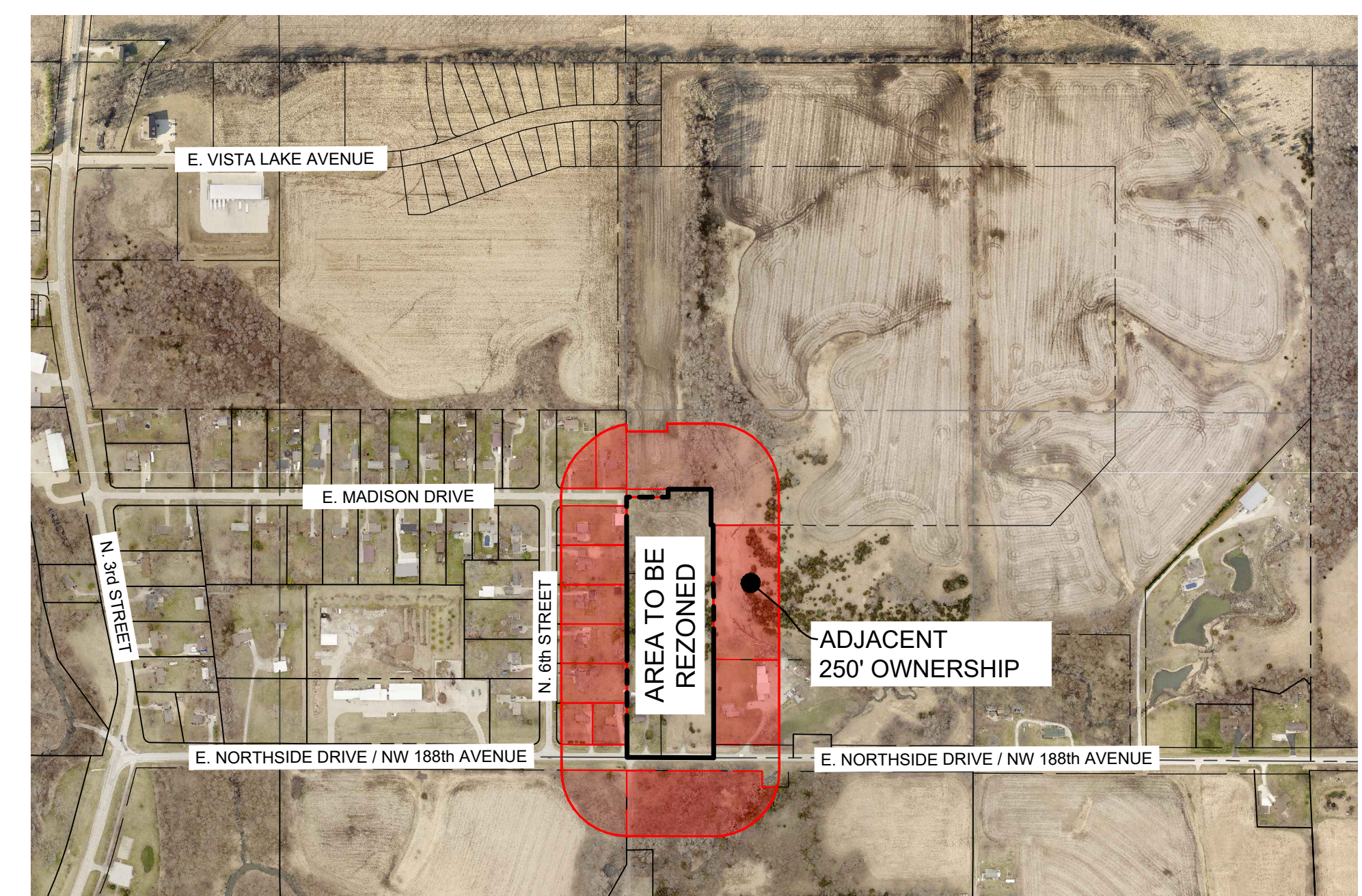
LEGAL DESCRIPTION

A PARCEL OF LAND IN PARCEL 'L' OF THE SW1/4 OF SECTION 31, TOWNSHIP 81 NORTH, RANGE 24 WEST OF THE 5TH P.M. AND PART OF THE SE1/4 & SW1/4 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M. AN OFFICIAL PARCEL RECORDED IN BOOK 12848, PAGE 269 AT THE POLK COUNTY RECORDER'S OFFICE, CITY OF POLK CITY, POLK COUNTY, IOWA THE WEST 125 FEET OF THE SOUTH 700 FEET OF THE WEST 20 ACRES OF THE EAST HALF OF THE 5TH P.M. POLK COUNTY, IOWA AS DESCRIBED IN THE WARRANTY DEED RECORDED IN BOOK 19676, PAGE 852 AT THE POLK COUNTY RECORDER'S OFFICE THAT IS ALL MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SW CORNER OF THE SE1/4 SE1/4 OF SAID SECTION 36; THENCE N00°07'15"W, 891.45 FEET ALONG THE WEST LINE OF SAID SE1/4 SE1/4, SAID WEST LINE COINCIDES WITH THE EAST LINE DORFRANK ACRES PLAT NO. 1, AN OFFICIAL PLAT RECORDED IN BOOK '1P', PAGE 89 AT THE POLK COUNTY RECORDER'S OFFICE, TO A POINT; THENCE S89°58'48"E, 158.53 FEET TO A POINT; THENCE N01°24'03"E, 30.00 FEET TO A POINT ON THE SOUTH LINE OF LOT 25, BIG CREEK COMMONS PLAT 1, AN OFFICIAL PLAT RECORDED IN BOOK 18618, PAGE 333 AT THE POLK COUNTY RECORDER'S OFFICE; THENCE S89°58'48"E, 164.56 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S00°01'12"W, 131.33 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S89°58'48"E, 7.43 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S00°07'07"E, 885.18 FEET ALONG A LINE THAT COINCIDES WITH THE WEST LINE OF THE EAST 60 ACRES OF THE E1/2 SE1/4 OF SAID SECTION 36 TO A POINT ON THE SOUTH LINE OF SAID SE1/4 SE1/4 OF SECTION 36; THENCE N89°47'49"W, 330.46 FEET ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING AND CONTAINING 7.62 ACRES MORE OR LESS.

SUBMITTAL TABLE

SUBMITTAL DATE	SUBMITTAL NOTES
MARCH 20, 2024	INITIAL SUBMITTAL
APRIL 04, 2024	



VICINITY MAP  
 1" = 500'

**Civil Engineering Consultants, Inc.**  
 2400 86th Street, Unit 12, Urbandale, Iowa 50322  
 515.276.4884 . Fax: 515.276.7084 . mail@cecinc.com

**CEC**

PUBLISH DATE: April 4, 2024  
 DATE OF SURVEY:  
 DESIGNED BY:  
 DRAWN BY:

BIG CREEK COMMONS PLAT 2  
 400 EAST VISTA LAKE AVENUE, POLK CITY, IOWA  
 REZONING MAP

SHEET  
 OF 1  
 E9195



## APPLICATION FORM FOR REZONINGS

City of Polk City, Iowa

**- FOR OFFICE USE ONLY -**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

**Project Name:** Big Creek Commons Plat 2

**Address:** 609 E Northside Drive

**Current Zoning:** R-1

**Proposed Zoning:** R-1A

**Parcel Area:** 7.62 ACRES

**Area to be Rezoned:** 7.62 ACRES

**Applicant:** *The Rezoning Petition MUST be signed by Property Owner to be considered a valid Petition.*

Property Owner: William C Knapp LC

Street Address: 5000 Westown Parkway, Ste 400 Telephone No.: 515-223-4000

City, State: West Des Moines, IA 50266 Email Address: Stuart.Ruddy@knappc.com

**Site Plan Application Fee:**

1 Acre or Less:	\$85
More than 1 Acre:	\$200

**Amount Paid:** \$ 200.00

**City Engineering Review Fees:**

City Engineering review fees are charged on an hourly basis. If desired, the applicant may request an estimate of review fees once a valid Petition for Rezoning has been submitted.

**Documents to be Included with Initial Submitted:**

✓ If Provided	Document
X	Completed Petition for Rezoning, signed by property owners
N/A	List of Zoning Restrictions, if any are proposed
X	Completed Table of all Property Owners within the 250' Buffer consenting to the proposed rezoning, with all applicable signatures
X	Completed Consent Table listing the area of each parcel lying within the 250' Buffer, exclusive of ROW, and indicating the percentage of property owners that are consenting to the rezoning, based on area. (50% Consent is required)
X	Rezoning Sketch depicting proposed zoning boundary line, all parcels within the 250' buffer area, and ownership of each parcel
X	Legal description of the proposed rezoning boundary in Word format.
X	Two address labels and two stamps for each property owner within buffer area
N/A	Master Plan; only if rezoning to PUD or R-4 Mobile Home Parks.

### PETITION FOR REZONING

TO: Planning and Zoning Commission,  
Mayor, and City Council

We, the undersigned owners of the following described property:

[See attached legal description.](#)

Request that said property be rezoned from its present Zoning Classification of R-1  
to Zoning Classification R-1A for the purpose of  
[single-family development.](#)

PROPERTY OWNER:

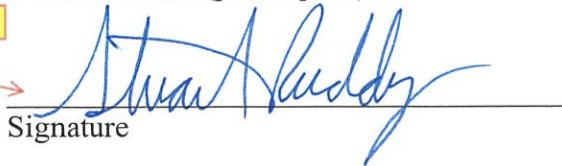
PROPERTY OWNER (when jointly owned):

Stuart Ruddy

Owner's Name (please print)

Owner's Name (please print)

SIGN HERE

  
Signature

Signature

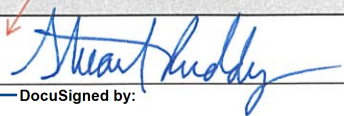
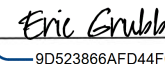
General Counsel

Title (if owned by Inc., LLC, or similar)

The above property owner(s) are herewith providing the following documentation:

- Signatures of owners of at least 50% of the area with a 250' buffer, exclusive of intervening ROW and alleys, surrounding the proposed rezoning (*See Page 2*)
- Table demonstrating sufficient consent of buffer area property owners (*See Page 3*)
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- Two stamped and addressed envelopes for each property owner within buffer area which the City Clerk will use for required notice.
- Master Plan if rezoning to PUD or R-4 Mobile Home Parks.

The undersigned owners of property lying outside of said above described tract, but within two hundred and fifty (250) feet of the boundaries thereof, intervening streets and alleys not included in computation of said distance, join in this petition for the purposes of having the above described real estate rezoned from R-1 to R-1A.

PROPERTY OWNERS WITHIN THE 250' BUFFER CONSENTING TO THE PROPOSED REZONING <span style="border: 1px solid black; padding: 2px;">SIGN HERE</span>			
Property Owner Name:	Address:	Parcel Acreage (within buffer)	Signature:
WILLIAM C KNAPP LC	5000 Westown Parkway, Ste 400 West Des Moines, IA 50266	3.05 acres	
BCR LLC	5810 NW 118TH AVENUE CLIVE, IA 50325-2502	2.93 acres	DocuSigned by:  9D523866AFD44F0...
HUSAK, CHARLES B HUSAK, NICOLE L	717 E NORTHSIDE DRIVE POLK CITY, IA 50226	1.86 acres	
WELCH, TERRY L WELCH, BARBARA JO	605 E NORTHSIDE DR POLK CITY, IA 50226	0.48 acres	
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HAUGER, SHAWN N HAUGER, CHRISTINA A	509 NE 6TH STREET POLK CITY, IA 50226	0.86 acres	
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SHEA, DAVID NORBI, FARAH	517 NE 6TH STREET POLK CITY, IA 50226	0.86 acres	
KEVIN & KAREN BOWER LIVING TRUST BOWER, KEVIN T BOWER, KAREN A	604 E MADISON DR POLK CITY, IA 50226	0.86 acres	
AICHER, MATTHEW W AICHER, NICOLE L	601 E MADISON DR POLK CITY, IA 50226	0.39 acres	
BIENFANG, SUSAN E	605 E MADISON DR POLK CITY, IA 50226	0.60 acres	

Note: Attach additional sheets as required to include all signatures.

<b>CONSENT TABLE</b>			
(Percentage of Buffer Area Owners Consenting to Proposed Rezoning, by area)			
<b>Property Owner</b>	<b>Parcel Area within 250' Buffer (Acres)</b>	<b>% of Total 250' Buffer Area (%)</b>	<b>Consenting % Only (%)</b>
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<b>TOTALS</b>	<b>Acres</b>	<b>%</b>	<b>%*</b>

*\* Must have at least 50% Consent for Proposed Rezoning.*







# APPLICATION FORM FOR REZONINGS

City of Polk City, Iowa

**- FOR OFFICE USE ONLY -**

Date:                      Amount:                      Rec'd by:


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

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PROPERTY OWNER:

PROPERTY OWNER (when jointly owned):

Stuart Ruddy

Owner's Name (please print)

Owner's Name (please print)

Signature

Signature

General Counsel

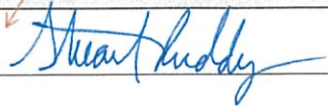

Title (if owned by Inc., LLC, or similar)

SIGN HERE

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The undersigned owners of property lying outside of said above described tract, but within two hundred and fifty (250) feet of the boundaries thereof, intervening streets and alleys not included in computation of said distance, join in this petition for the purposes of having the above described real estate rezoned from R-1 to R-1A.

PROPERTY OWNERS WITHIN THE 250' BUFFER CONSENTING TO THE PROPOSED REZONING <span style="background-color: yellow;">SIGN HERE</span>			
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**CONSENT TABLE**

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<b>TOTALS</b>	<b>Acres</b>	<b>%</b>	<b>55.83 %*</b>

\* Must have at least 50% Consent for Proposed Rezoning.

**PROPERTY OWNER / DEVELOPER / APPLICANT**

WILLIAM C. KEMP, LLC  
 11111 17th Street, NW, Suite 400  
 Everett, WA 98201  
 PH: 425-355-2222  
 FAX: 425-355-2222  
 EMAIL: info@williamckemp.com

**PROJECT MANAGER**

PAUL GILBERT, P.E.  
 2400 86th Street, Unit 102  
 Polk County, IA 52224  
 PH: 515-276-7084  
 FAX: 515-276-7084  
 EMAIL: paul.gilbert@cec.com

**TOTAL LAND AREA**

112.0 ACRES

**EXISTING ZONINGS**

R-1 SINGLE FAMILY RESIDENTIAL DISTRICT

**PROPOSED ZONING**

R-1A SINGLE FAMILY RESIDENTIAL DISTRICT

**LEGAL DESCRIPTION**

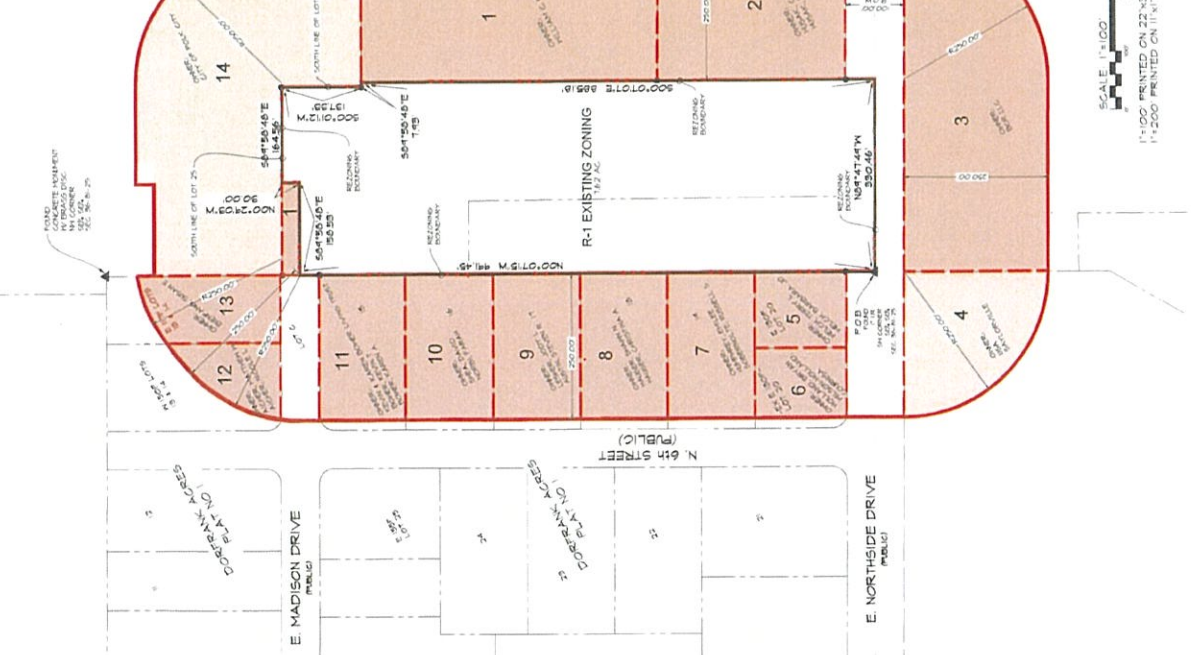
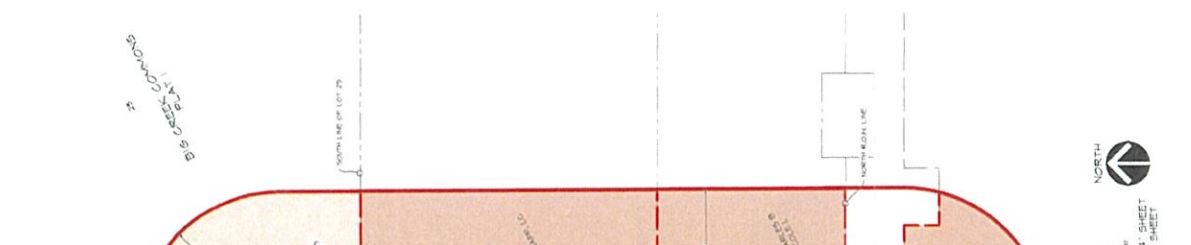
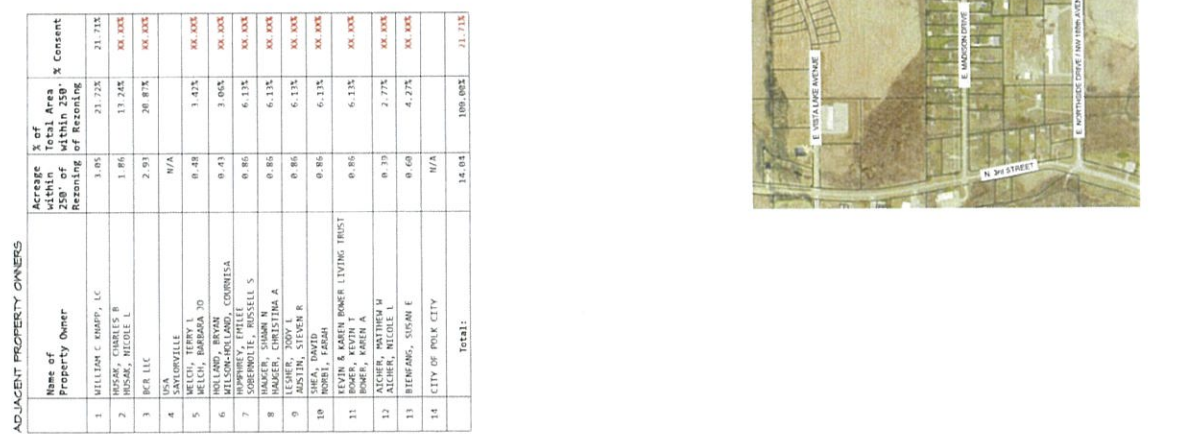
A PARCEL OF LAND IN PARCELS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

**ADJACENT PROPERTY OWNERS**

Name of Property Owner	Average Width Within 250' of Rezoning of Rezoning	% of Total Area Within 250' of Rezoning	% Consent
1 WILLIAM C. KEMP, LLC	3.0%	21.73%	21.73%
2 ROSA CHARLES B	1.8%	13.74%	XX.00%
3 BEL LLC	2.9%	20.81%	XX.00%
4 SAUNDERSVILLE	N/A	N/A	N/A
5 MELCH, TERRY L	0.48%	3.52%	XX.00%
6 HOLLAND, BRYAN CORBRASSA	0.43%	3.06%	XX.00%
7 SHREVELEY, FOLLE	0.86%	6.13%	XX.00%
8 HANSEN, SHAWN R	0.86%	6.13%	XX.00%
9 LECHER, TERRY L	0.86%	6.13%	XX.00%
10 SHERA, DAVID	0.86%	6.13%	XX.00%
11 BOER, KEVIN A	0.86%	6.13%	XX.00%
12 ALCHER, MATTHEW M	0.30%	2.27%	XX.00%
13 BERENSON, SUSAN E	0.60%	4.27%	XX.00%
14 CITY OF POLK COUNTY	N/A	N/A	N/A
<b>Total:</b>	<b>14.04%</b>	<b>100.00%</b>	<b>21.73%</b>

**SUBMITTAL TABLE**

DATE	DESCRIPTION
MARCH 20, 2024	INITIAL SUBMITTAL
APRIL 07, 2024	



**ORDINANCE NO. 2024-800**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF  
POLK CITY, IOWA, BY REZONING OF PROPERTY LOCATED AT 609 E  
NORTHSIDE DRIVE FROM R-1 SINGLE FAMILY DETACHED RESIDENTIAL  
TO R-1A SINGLE FAMILY RESIDENTIAL**

---

**WHEREAS**, on the 15 day of April 2024, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

A PARCEL OF LAND IN PARCEL 'L' OF THE SW1/4 OF SECTION 31, TOWNSHIP 81 NORTH, RANGE 24 WEST OF THE 5TH P.M. AND PART OF THE SE1/4 & SW1/4 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., AN OFFICIAL PARCEL RECORDED IN BOOK 12998, PAGE 269 AT THE POLK COUNTY RECORDER'S OFFICE, CITY OF POLK CITY, POLK COUNTY, IOWA THE WEST 125 FEET OF THE SOUTH 700 FEET OF THE WEST 20 ACRES OF THE EAST HALF OF THE 5TH P.M. POLK COUNTY, IOWA AS DESCRIBED IN THE WARRANTY DEED RECORDED IN BOOK 19676, PAGE 852 AT THE POLK COUNTY RECORDER'S OFFICE THAT IS ALL MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SW CORNER OF THE SE1/4 SE1/4 OF SAID SECTION 36; THENCE N00°07'15"W, 991.45 FEET ALONG THE WEST LINE OF SAID SE1/4 SE1/4, SAID WEST LINE COINCIDES WITH THE EAST LINE DORFRANK ACRES PLAT NO. 1, AN OFFICIAL PLAT RECORDED IN BOOK 'P', PAGE 89 AT THE POLK COUNTY RECORDER'S OFFICE, TO A POINT; THENCE S89°58'48"E, 158.53 FEET TO A POINT; THENCE N01°29'03"E, 30.00 FEET TO A POINT ON THE SOUTH LINE OF LOT 25, BIG CREEK COMMONS PLAT 1, AN OFFICIAL PLAT RECORDED IN BOOK 18618, PAGE 333 AT THE POLK COUNTY RECORDER'S OFFICE; THENCE S89°58'48"E, 164.56 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S00°01'12"W, 137.33 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S89°58'48"E, 7.93 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S00°07'07"E, 885.18 FEET ALONG A LINE THAT COINCIDES WITH THE WEST LINE OF THE EAST 60 ACRES OF THE E1/2 SE1/4 OF SAID SECTION 36 TO A POINT ON THE SOUTH LINE OF SAID SE1/4 SE1/4 OF SECTION 36; THENCE N89°47'49"W, 330.46 FEET ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING AND CONTAINING 7.62 ACRES MORE OR LESS.

be considered for rezoning from zoning classification R-1 Single Family Detached Residential to R-1A Single Family Residential; 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 property located at 609 E Northside Drive from R-1 Single Family Detached Residential to R-1A Single Family Residential.

**Section 2:** All Zoning Regulations, as applicable, shall apply.

**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 \_\_\_\_\_ 2024.

---

Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

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

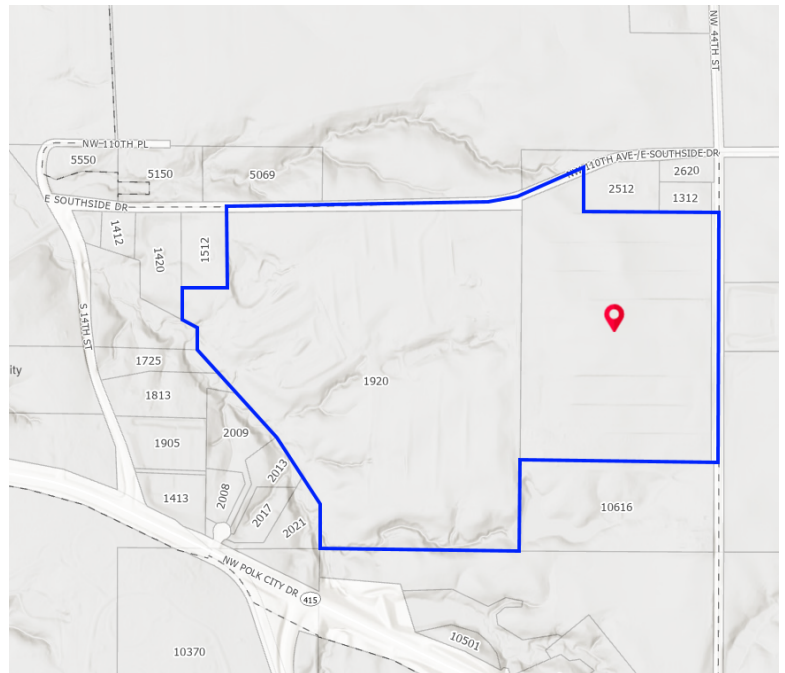
## REZONING PETITION & AMENDED PRELIMINARY PLAT REVIEW

Date: May 8, 2024  
 Property Owner: Antler Ridge, LLC.  
 Applicant: Antler Ridge, LLC.

Prepared by: Travis Thornburgh, P.E.  
 Project No.: 122.0178.01

### GENERAL INFORMATION:

Antler Ridge, LLC. has submitted a petition for rezoning for several areas contained within the Antler Ridge subdivision. The intent of these rezonings is to revise the zoning districts to match the proposed lot lines that have been revised throughout the subdivision design process, and to add additional single-family homes. As part of these rezonings, the developer has also submitted a revised Preliminary Plat to show the changes in land use. The revised Preliminary Plat was further revised to remove a turn lane at the intersection of E. Red Cedar Drive and NW 44<sup>th</sup> Street. This turn lane was shown on the originally submitted Preliminary Plat but was not required by the Traffic Impact Study completed as part of this subdivision. The rezonings discussed above are summarized below.



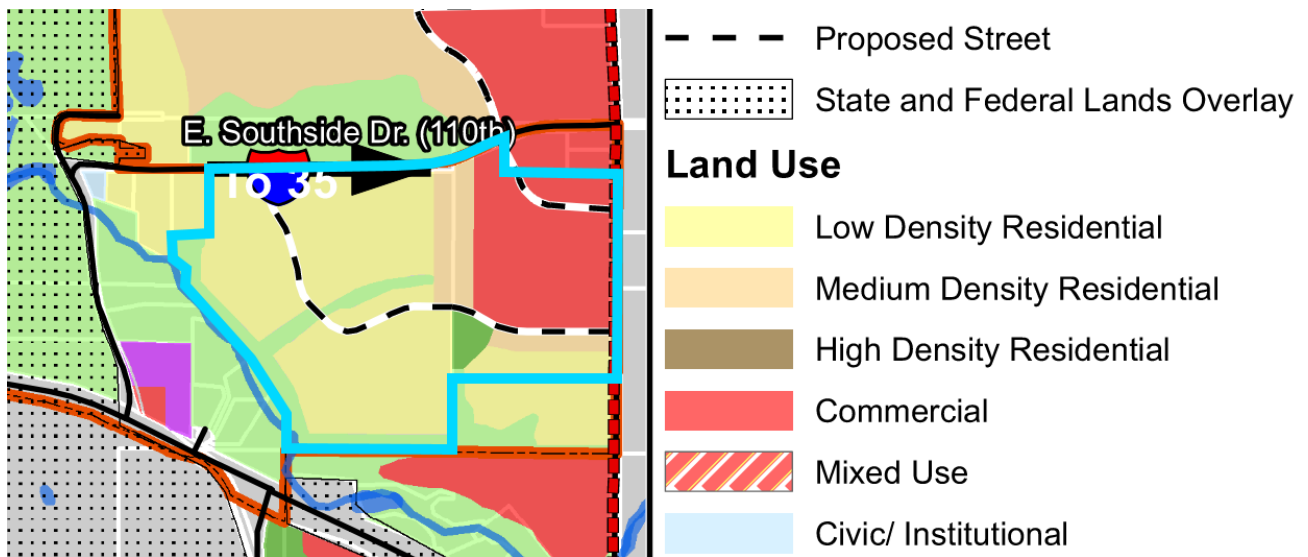
<b>PROPOSED REZONINGS</b>			
<b>Rezoning Petition</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>
From Zoning District	R-2	R-2A	R-1, R-2A, & R-2
To Zoning District	R-1	C-2	R-1A
Area to be Rezoned	2.017 Acres	0.116 Acres	50.144 Acres
Cleanup Rezoning?	Yes	Yes	No

Antler Ridge, LLC. owns a majority of the property within 250' of all three of the proposed areas to be rezoned and has consented to all three rezonings. The date of the required public hearing was set for May 13, 2024.



## **COMPREHENSIVE PLAN**

A Comprehensive Plan Amendment will be required prior to approval of these rezonings, as the proposed layout of the R-2 zoning district, and the change from bi-attached homes to single family homes as the proposed use of the lots does not meet the intent of the medium density designation (4-8 dwelling units per acre) currently shown in the Future Land Use Plan. The Comprehensive Plan will need to be amended to designate the entirety of the residential development within the Antler Ridge subdivision to be low density residential, while the commercial boundary would be adjusted to match the proposed rezoning boundary. Below is an excerpt from the current Future Land Use Plan, the Antler Ridge subdivision outlined in light blue.



## **REVIEW COMMENTS:**

All review comments have been addressed.

## **RECOMMENDATION REGARDING COMPREHENSIVE PLAN AMENDMENT:**

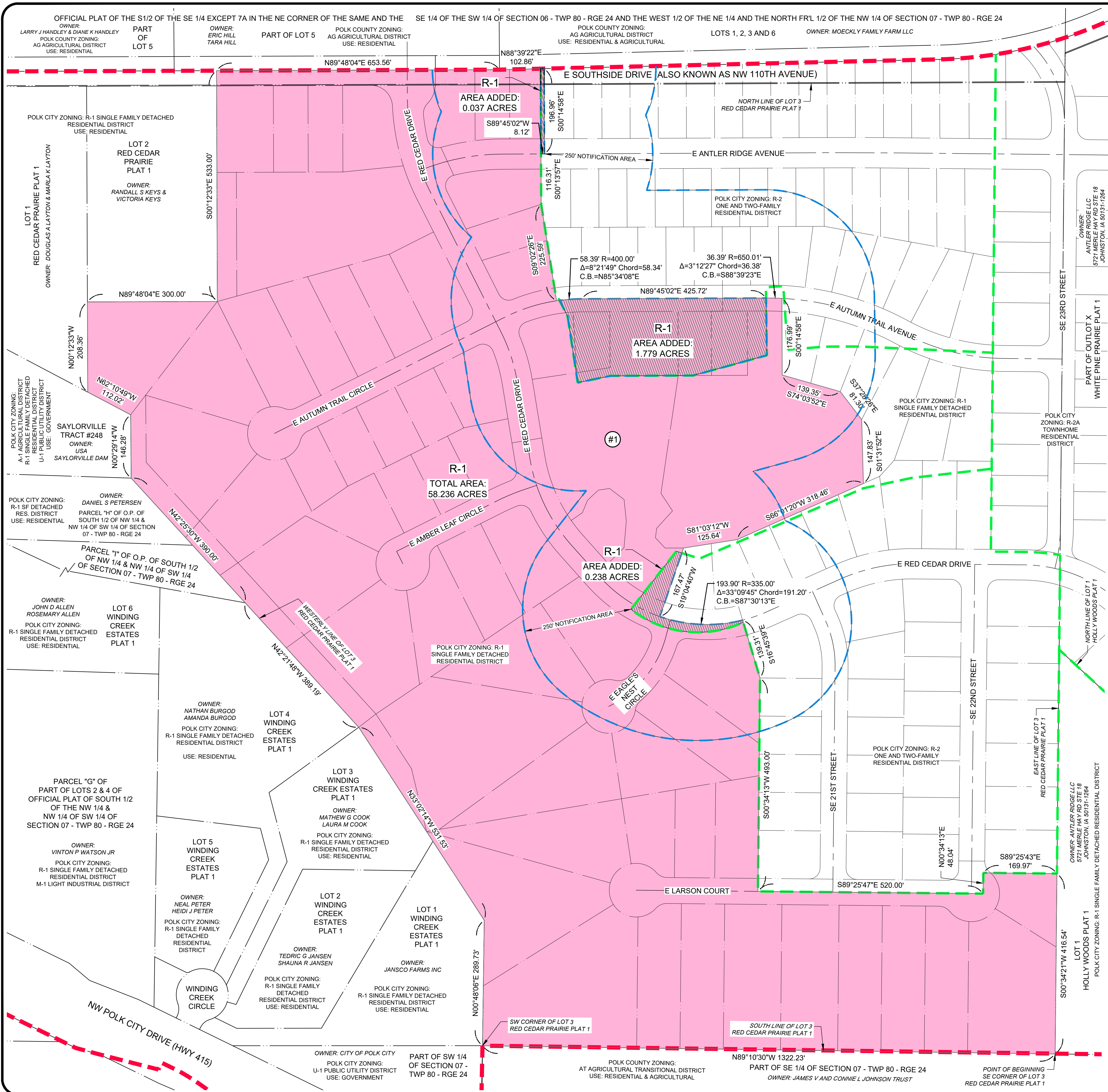
City Council may proceed with one of the following options for amending Polk City's Comprehensive Plan at their meeting:

- A. Recommend Council approval of the applicant's request to amend the Future Land Use Plan to correspond to the proposed rezonings.
- B. Recommend Council deny the applicant's request to amend the Future Land Use Plan as presented.

**RECOMMENDATION REGARDING THE PROPOSED REZONINGS:**

Based on City Council's decision on an amendment to the Comprehensive Plan, City Council may proceed with one of the following options regarding the three proposed rezonings at their meeting:

- A. Recommend Council approval of the applicant's request to rezone portions of their property to R-1, R-1A and C-2 as presented.
- B. Recommend Council deny the applicant's request to rezone portions of their property to R-1, R-1A, and C-2 as presented.
- C. Recommend Council approval of the approval of the applicant's request to rezone portions of their property to R-1, R-1A, and C-2, subject to certain specific comments being addressed prior to this item being placed on the Council agenda for approval.



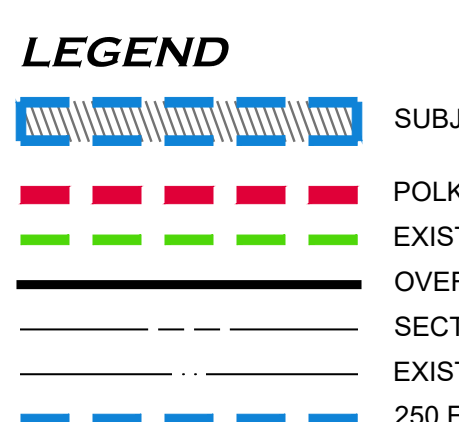
**OWNER / DEVELOPER**  
 ANTLER RIDGE LLC  
 5721 MERLE HAY ROAD  
 JOHNSTON, IOWA 50131

**ZONING NOTES**

- EXISTING ZONING : R-2 ONE AND TWO-FAMILY RESIDENTIAL DISTRICT
- PROPOSED ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT

**LEGEND**

- SUBJECT REZONING AREA
- POLK CITY CORPORATE LIMITS
- EXISTING ZONING BOUNDARY LINE
- OVERALL ZONING BOUNDARY LINE
- SECTION LINE
- EXISTING PROPERTY LINE
- 250 FEET NOTIFICATION AREA



**R-1 250' NOTIFICATION AREA PROPERTY OWNERS**

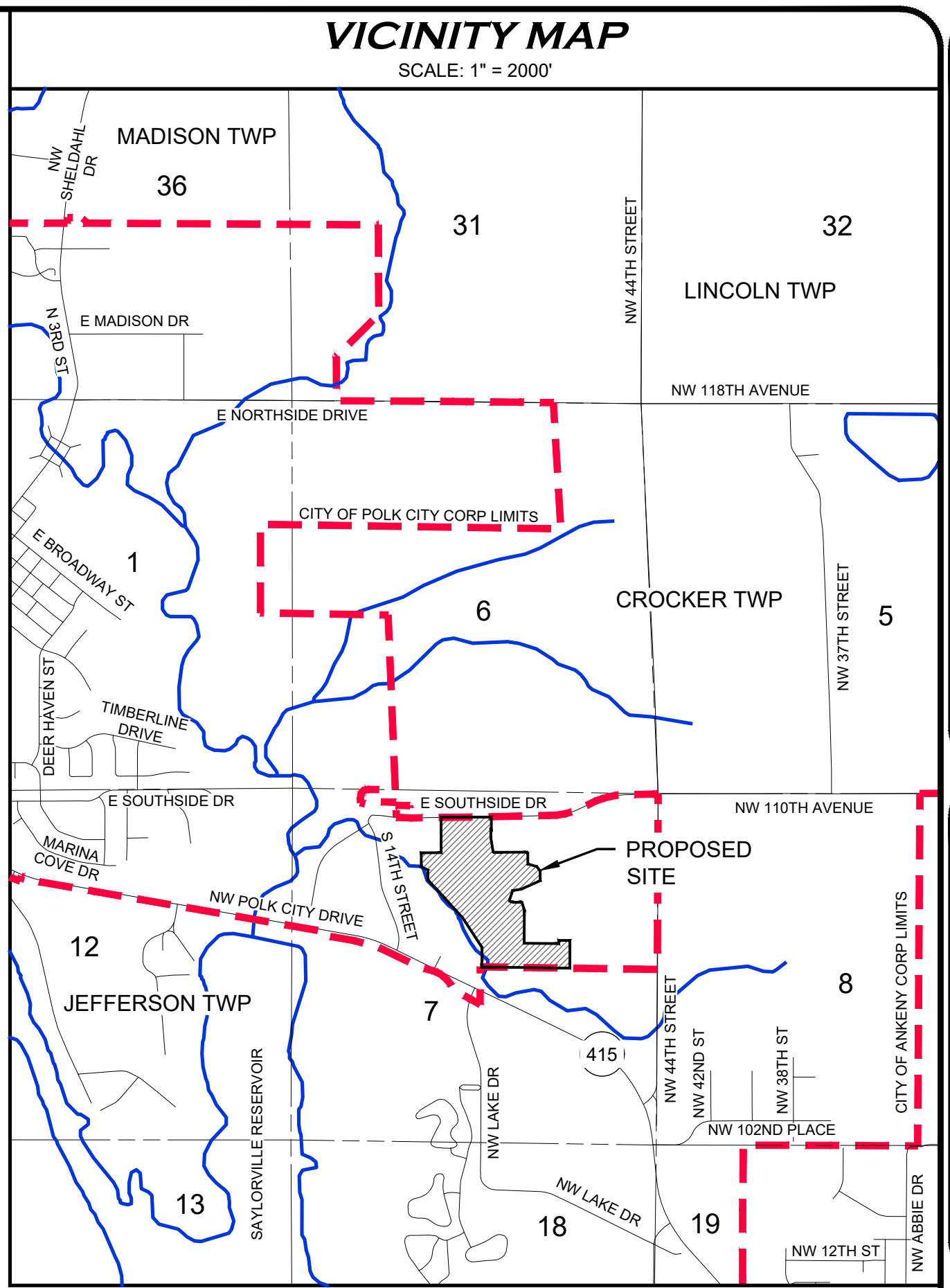
PROPERTY #	PROPERTY OWNER	PROPERTY DESCRIPTION	ACRES WITHIN 250 FT BUFFER	% WITHIN 250 FT BUFFER
#1	ANTLER RIDGE LLC	LOT 3 RED CEDAR PRAIRIE PLAT 1	22.843	100.00%
TOTAL AREA:			22.843	100%

**PROPOSED ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT DESCRIPTION**

That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa, and more particularly described as follows:

Beginning at the southeast corner of Lot 3, of said RED CEDAR PRAIRIE PLAT 1; thence North 89 degrees 10 minutes 30 seconds West, a distance of 1322.23 feet; thence North 00 degrees 48 minutes 06 seconds East, a distance of 289.73 feet; thence North 33 degrees 02 minutes 14 seconds West, a distance of 531.53 feet; thence North 42 degrees 21 minutes 48 seconds West, a distance of 389.19 feet; thence North 42 degrees 25 minutes 30 seconds West, a distance of 390.00 feet; thence North 00 degrees 29 minutes 14 seconds West, a distance of 146.28 feet; thence North 62 degrees 10 minutes 49 seconds West, a distance of 112.02 feet; thence North 00 degrees 12 minutes 33 seconds West, a distance of 208.36 feet; thence North 89 degrees 48 minutes 04 seconds East, a distance of 300.00 feet; thence North 00 degrees 12 minutes 33 seconds West, a distance of 533.00 feet; thence North 89 degrees 48 minutes 04 seconds East, a distance of 653.56 feet; thence North 88 degrees 39 minutes 22 seconds East, a distance of 102.86 feet; thence South 00 degrees 14 minutes 58 seconds East, a distance of 196.96 feet; thence South 89 degrees 45 minutes 02 seconds West, a distance of 8.12 feet; thence South 00 degrees 13 minutes 57 seconds East, a distance of 116.31 feet; thence South 09 degrees 02 minutes 26 seconds East, a distance of 225.59 feet; thence northeasterly 58.39 feet along a curve to the right, having a radius of 400.00 feet, a delta angle of 03 degrees 12 minutes 27 seconds and a chord distance of 36.38 feet which bears South 88 degrees 39 minutes 23 seconds East; thence South 00 degrees 14 minutes 58 seconds East, not tangent to the last described curve, a distance of 176.99 feet; thence South 74 degrees 03 minutes 52 seconds East, a distance of 139.35 feet; thence South 37 degrees 28 minutes 26 seconds East, a distance of 81.30 feet; thence South 01 degree 31 minutes 52 seconds East, a distance of 147.83 feet; thence South 66 degrees 01 minutes 20 seconds West, a distance of 318.46 feet; thence South 81 degrees 03 minutes 12 seconds West, a distance of 125.64 feet; thence South 19 degrees 04 minutes 40 seconds West, a distance of 167.47 feet; thence southeasterly 193.90 feet along a curve to the left, not tangent to the last described line, having a radius of 335.00 feet, a delta angle of 33 degrees 09 minutes 45 seconds and a chord distance of 191.20 feet which bears South 87 degrees 30 minutes 13 seconds East; thence South 16 degrees 45 minutes 39 seconds East, not tangent to the last described curve, a distance of 139.31 feet; thence South 00 degrees 34 minutes 13 seconds West, a distance of 493.00 feet; thence South 89 degrees 25 minutes 43 seconds East, a distance of 169.97 feet; thence South 00 degrees 34 minutes 21 seconds West, a distance of 416.54 feet, to the Point of Beginning.

Containing 58.236 acres more or less.



**1833 SW MAGAZINE ROAD  
 ANKENY, IOWA 50025-2555  
 (515) 965-0123 phone - (515) 965-3322 fax  
 Civil Engineering - Land Surveying  
 Landscape Architecture**

**NILES ASSOCIATES**

REVISIONS:

- 1) 02/28/2024 - REVISIONS PER CITY COMMENTS
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

NOTICE: NILES ASSOCIATES, INC. WAIVES ANY AND ALL LIABILITY FOR ERRORS OR OMISSIONS WHICH MAY BE FOUND IN THESE PLANS. SPECIFICATIONS AND CONDITIONS SHALL BE SUBJECT TO THE STANDARD CONDITIONS OF CONTRACT FOR PROFESSIONAL SERVICES. THE USER OF THESE PLANS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND GUIDANCE WITH RESPECT TO ANY PERMITS, ORDINANCES, AND REGULATORY AGENCIES. © 2024 NILES ASSOCIATES, INC.

PROJECT NAME: ANTLER RIDGE  
 POLK CITY, IOWA

PROPOSED REZONING EXHIBIT: R-1

PROJECT NUMBER: 21255

DATE: 11/09/2023

DRAWN BY: ADS

CHECKED BY: JTN

SHEET SIZE: 22" X 34"

SHEET TITLE: RZ-R1

SHEET NO.: 1/1



**APPLICATION FORM  
FOR  
REZONINGS**

City of Polk City, Iowa

**- FOR OFFICE USE ONLY -**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

**Project Name:** Antler Ridge

**Address:** 10616 NW 44th St. Polk City, IA 50226

**Current Zoning:** R-2                      **Proposed Zoning:** R-1

**Parcel Area:** 58.236 Acres                      **Area to be Rezoned:** 2.054 Acres

**Applicant:** *The Rezoning Petition MUST be signed by Property Owner to be considered a valid Petition.*

Property Owner: Antler Ridge, LLC

Street Address: 5727 Merle Hay Road                      Telephone No.: 515-491-4090

City, State: Johnston, IA 50131                      Email Address: johnlarsen89@gmail.com

**Site Plan Application Fee:**

1 Acre or Less:	\$85
More than 1 Acre:	\$200

**Amount Paid: \$ 200**

**City Engineering Review Fees:**

City Engineering review fees are charged on an hourly basis. If desired, the applicant may request an estimate of review fees once a valid Petition for Rezoning has been submitted.

**Documents to be Included with Initial Submitted:**

✓ If Provided	Document
X	Completed Petition for Rezoning, signed by property owners
	List of Zoning Restrictions, if any are proposed
x	Completed Table of all Property Owners within the 250' Buffer consenting to the proposed rezoning, with all applicable signatures
x	Completed Consent Table listing the area of each parcel lying within the 250' Buffer, exclusive of ROW, and indicating the percentage of property owners that are consenting to the rezoning, based on area. (50% Consent is required)
x	Rezoning Sketch depicting proposed zoning boundary line, all parcels within the 250' buffer area, and ownership of each parcel
x	Legal description of the proposed rezoning boundary in Word format.
x	Two address labels and two stamps for each property owner within buffer area
	Master Plan; only if rezoning to PUD or R-4 Mobile Home Parks.

PETITION FOR REZONING

TO: Planning and Zoning Commission,  
Mayor, and City Council

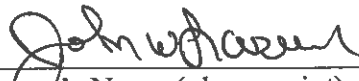
We, the undersigned owners of the following described property:

Lot 3, Red Cedar Prairie Plat 1  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request that said property be rezoned from its present Zoning Classification of R-2  
to Zoning Classification R-1 for the purpose of  
Future development of single family detached residences.  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER:

PROPERTY OWNER (when jointly owned):

  
\_\_\_\_\_  
Owner's Name (please print)

\_\_\_\_\_  
Owner's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (if owned by Inc., LLC, or similar)

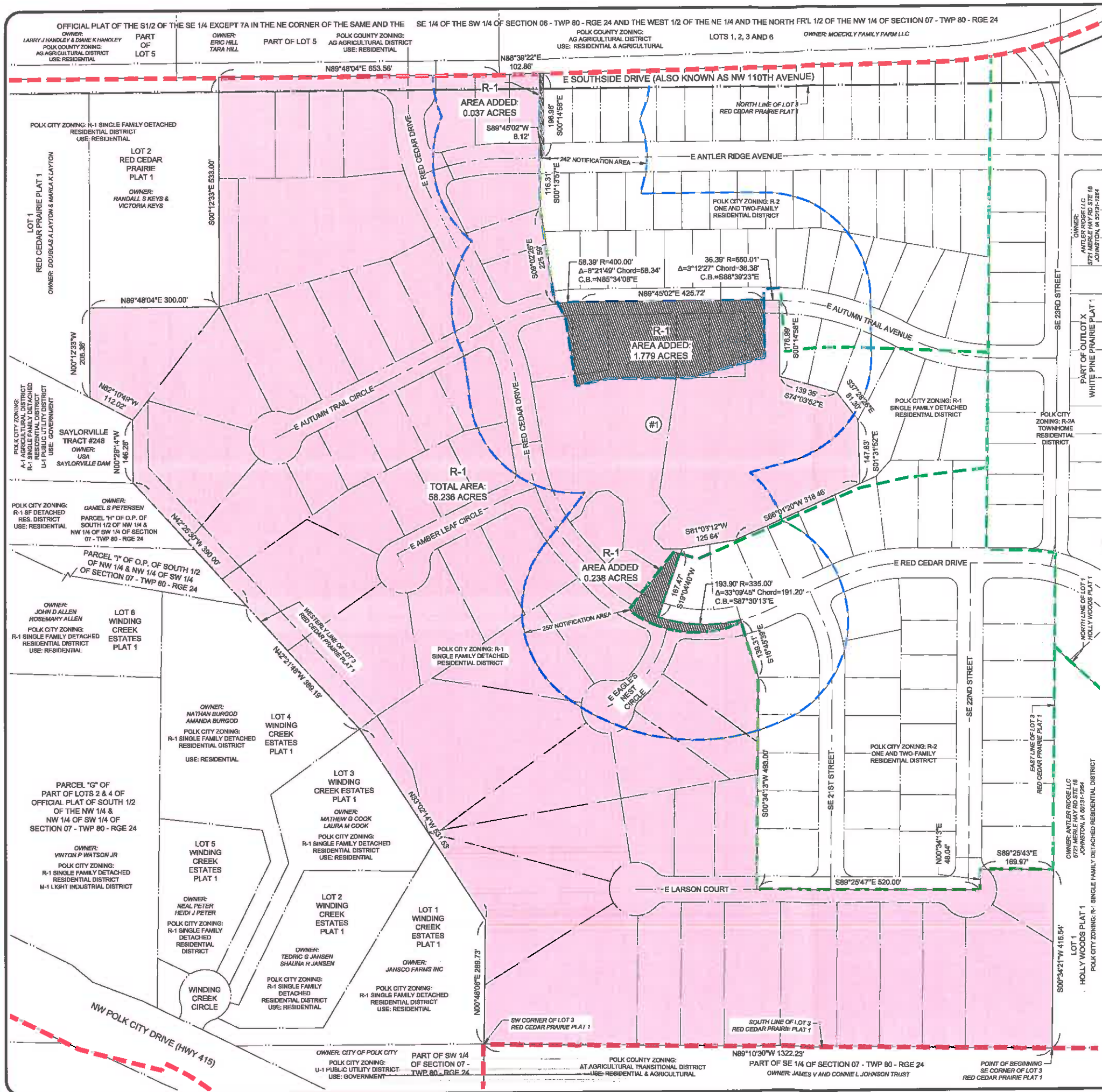
The above property owner(s) are herewith providing the following documentation:

- Signatures of owners of at least 50% of the area with a 250' buffer, exclusive of intervening ROW and alleys, surrounding the proposed rezoning (See Page 2)
- Table demonstrating sufficient consent of buffer area property owners (See Page 3)
- Rezoning Sketch depicting proposed zoning boundary line, all parcels within the buffer area, and ownership of each parcel. (To be attached)
- Two stamped and addressed envelopes for each property owner within buffer area which the City Clerk will use for required notice.
- Master Plan if rezoning to PUD or R-4 Mobile Home Parks.



<b>CONSENT TABLE</b>			
<b>(Percentage of Buffer Area Owners Consenting to Proposed Rezoning, by area)</b>			
<b>Property Owner</b>	<b>Parcel Area within 250' Buffer (Acres)</b>	<b>% of Total 250' Buffer Area (%)</b>	<b>Consenting % Only (%)</b>
Antler Ridge, LLC	22.796	100	100
<b>TOTALS</b>	<b>22.796 Acres</b>	<b>100 %</b>	<b>100 %*</b>

*\* Must have at least 50% Consent for Proposed Rezoning.*



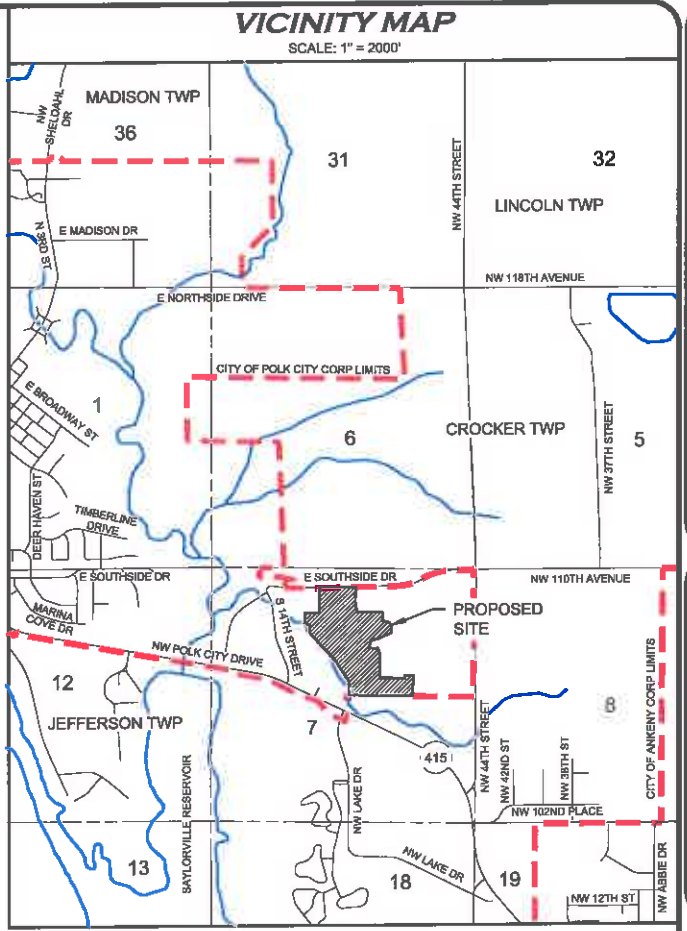
**OWNER / DEVELOPER**  
 ANTLER RIDGE LLC  
 5721 MERLE HAY ROAD  
 JOHNSTON, IOWA 50131

**ZONING NOTES**

- EXISTING ZONING: R-2 ONE AND TWO-FAMILY RESIDENTIAL DISTRICT
- PROPOSED ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT

**LEGEND**

- SUBJECT REZONING AREA
- POLK CITY CORPORATE LIMITS
- EXISTING ZONING BOUNDARY LINE
- OVERALL ZONING BOUNDARY LINE
- SECTION LINE
- EXISTING PROPERTY LINE
- 250 FEET NOTIFICATION AREA



**R-1 250' NOTIFICATION AREA PROPERTY OWNERS**

PROPERTY #	PROPERTY OWNER	PROPERTY DESCRIPTION	ACRES WITHIN 250 FT BUFFER	% WITHIN 250 FT BUFFER
#1	ANTLER RIDGE LLC	LOT 3 RED CEDAR PRAIRIE PLAT 1	22.796	100.00%

**PROPOSED ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT DESCRIPTION**

That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa, and more particularly described as follows:

Beginning at the southeast corner of Lot 3, of said RED CEDAR PRAIRIE PLAT 1; thence North 89 degrees 10 minutes 30 seconds West, a distance of 1322.23 feet; thence North 00 degrees 48 minutes 06 seconds East, a distance of 289.73 feet; thence North 33 degrees 02 minutes 14 seconds West, a distance of 531.53 feet; thence North 42 degrees 21 minutes 48 seconds West, a distance of 389.19 feet; thence North 42 degrees 25 minutes 30 seconds West, a distance of 390.00 feet; thence North 00 degrees 29 minutes 14 seconds West, a distance of 146.28 feet; thence North 62 degrees 10 minutes 49 seconds West, a distance of 112.02 feet; thence North 00 degrees 12 minutes 33 seconds West, a distance of 208.36 feet; thence North 89 degrees 48 minutes 04 seconds East, a distance of 653.55 feet; thence North 88 degrees 39 minutes 22 seconds East, a distance of 102.86 feet; thence South 00 degrees 14 minutes 58 seconds East, a distance of 196.96 feet; thence South 89 degrees 45 minutes 02 seconds West, a distance of 8.12 feet; thence South 00 degrees 13 minutes 57 seconds East, a distance of 116.31 feet; thence South 09 degrees 02 minutes 26 seconds East, a distance of 225.59 feet; thence northeasterly 58.39 feet along a curve to the right, not tangent to the last described line, having a radius of 400.00 feet, a delta angle of 08 degrees 21 minutes 49 seconds and a chord distance of 58.34 feet which bears North 85 degrees 34 minutes 08 seconds East; thence North 89 degrees 45 minutes 02 seconds East, tangent to the last described curve, a distance of 425.72 feet; thence southeasterly 36.39 feet along a curve to the right, tangent to the last described line, having a radius of 650.01 feet, a delta angle of 03 degrees 12 minutes 27 seconds and a chord distance of 36.38 feet which bears South 88 degrees 39 minutes 23 seconds East; thence South 00 degrees 14 minutes 58 seconds East, not tangent to the last described curve, a distance of 176.99 feet; thence South 74 degrees 03 minutes 52 seconds East, a distance of 139.35 feet; thence South 37 degrees 28 minutes 26 seconds East, a distance of 81.30 feet; thence South 01 degree 31 minutes 52 seconds East, a distance of 147.83 feet; thence South 66 degrees 01 minutes 20 seconds West, a distance of 318.46 feet; thence South 81 degrees 03 minutes 12 seconds West, a distance of 125.64 feet; thence South 19 degrees 04 minutes 40 seconds West, a distance of 167.47 feet; thence southeasterly 193.90 feet along a curve to the left, not tangent to the last described line, having a radius of 335.00 feet, a delta angle of 33 degrees 09 minutes 45 seconds and a chord distance of 191.20 feet which bears South 67 degrees 30 minutes 13 seconds East; thence South 16 degrees 45 minutes 39 seconds East, not tangent to the last described curve, a distance of 139.31 feet; thence South 00 degrees 34 minutes 13 seconds West, a distance of 493.00 feet; thence South 89 degrees 25 minutes 47 seconds East, a distance of 520.00 feet; thence North 00 degrees 34 minutes 13 seconds East, a distance of 48.04 feet; thence South 89 degrees 25 minutes 43 seconds East, a distance of 169.97 feet; thence South 00 degrees 34 minutes 21 seconds West, a distance of 416.54 feet, to the Point of Beginning.

Containing 58.236 acres more or less.

1833 SW MAGAZINE ROAD  
 ANKENY, IOWA 50023-2555  
 (515) 965-0123 phone • (515) 965-3222 fax  
 Civil Engineering • Land Surveying  
 Landscape Architecture

**NILLES ASSOCIATES**

REVISIONS:

1	
2	
3	
4	
5	
6	
7	

NOTES: NILES ASSOCIATES, INC. WAKES ANY PRELIMINARY PLATS FROM A PRELIMINARY PLAT TO A FINAL PLAT. THE FINAL PLAT IS THE ONLY PLAT THAT SHOULD BE USED FOR RECORDING AND FOR CONSTRUCTION. ANY CHANGES TO THE FINAL PLAT MUST BE MADE BY A LICENSED SURVEYOR AND MUST BE APPROVED BY THE POLK COUNTY ENGINEER. ANY CHANGES TO THE FINAL PLAT MUST BE APPROVED BY THE POLK COUNTY ENGINEER.

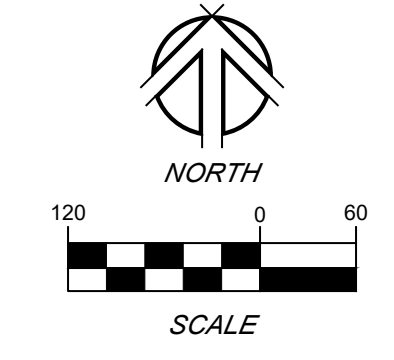
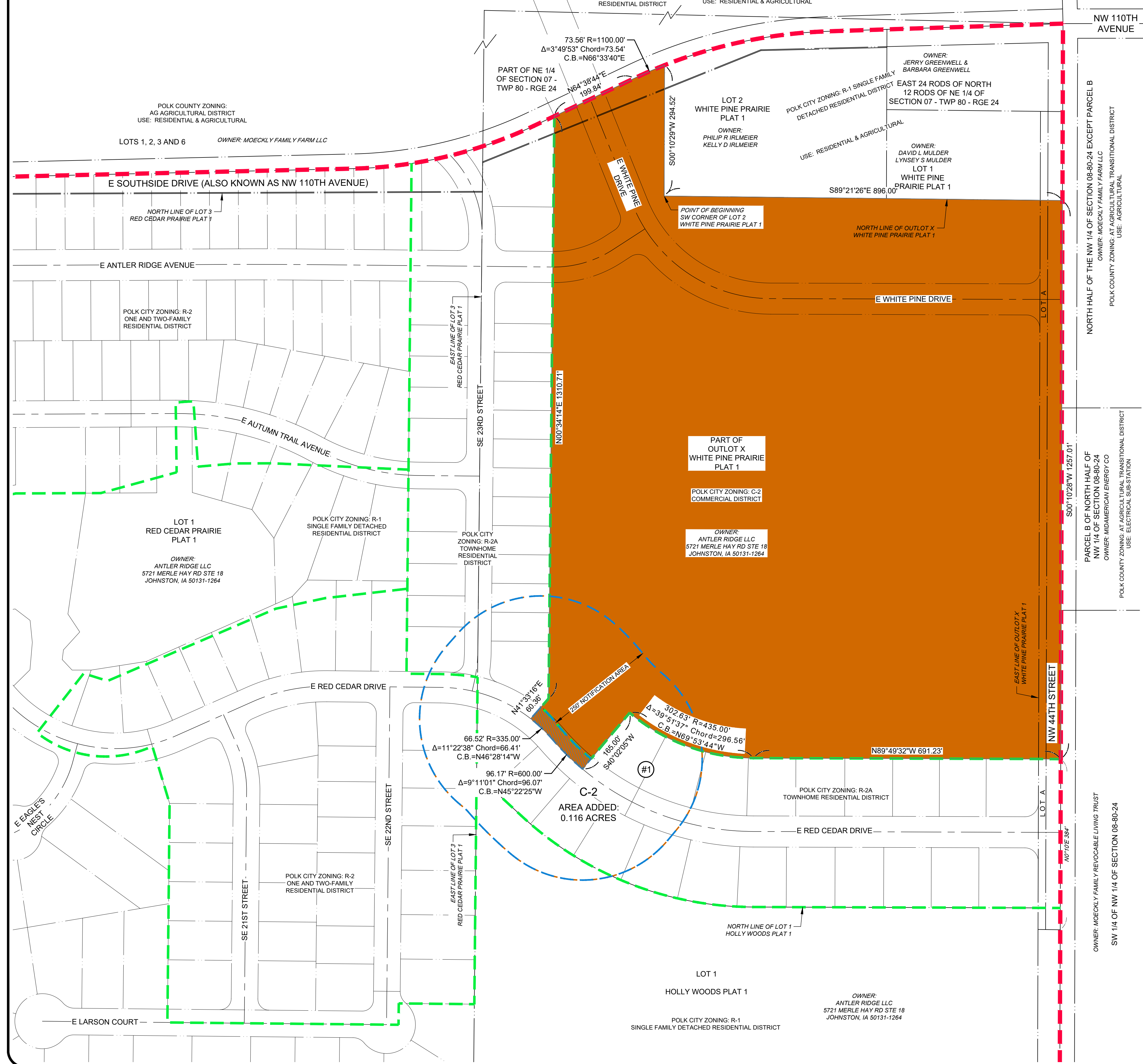
PROJECT NAME: ANTLER RIDGE  
 POLK CITY, IOWA

PROPOSED REZONING EXHIBIT: R-1

DATE: 11/09/2023  
 DRAWN BY: ADS  
 CHECKED BY: JTN  
 SHEET SIZE: 22" X 34"  
 SHEET TITLE: RZ-R1  
 SHEET NO.: 1/1



OFFICIAL PLAT OF THE S1/2 OF THE SE 1/4 EXCEPT 7A IN THE NE CORNER OF THE SAME AND THE SE 1/4 OF THE SW 1/4 OF SECTION 06 - TWP 80 - RGE 24 AND THE WEST 1/2 OF THE NE 1/4 AND THE NORTH FRL 1/2 OF THE NW 1/4 OF SECTION 07 - TWP 80 - RGE 24



**OWNER / DEVELOPER**  
 ANTLER RIDGE LLC  
 5721 MERLE HAY ROAD  
 JOHNSTON, IOWA 50131

- ZONING NOTES**
- EXISTING ZONING: R-2A TOWNHOME RESIDENTIAL DISTRICT
  - PROPOSED ZONING: C-2 COMMERCIAL DISTRICT

- LEGEND**
- SUBJECT REZONING AREA
  - POLK CITY CORPORATE LIMITS
  - EXISTING ZONING BOUNDARY LINE
  - OVERALL ZONING BOUNDARY LINE
  - SECTION LINE
  - EXISTING PROPERTY LINE
  - 250 FEET NOTIFICATION AREA

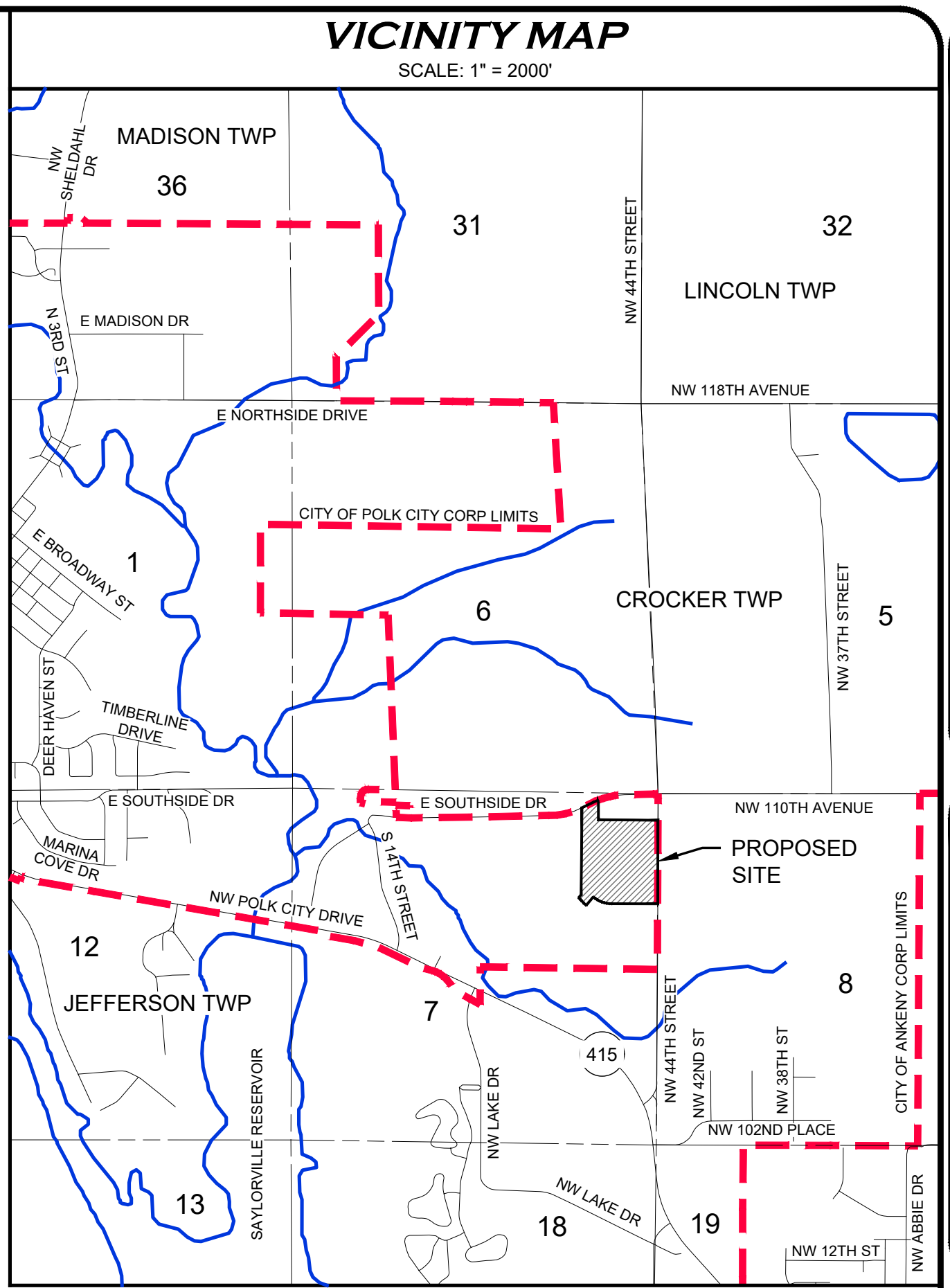
C-2 250' NOTIFICATION AREA PROPERTY OWNERS				
PROPERTY #	PROPERTY OWNER	PROPERTY DESCRIPTION	ACRES WITHIN 250 FT BUFFER	% WITHIN 250 FT BUFFER
#1	ANTLER RIDGE LLC	LOT 3, RED CEDAR PRAIRIE PLAT 1	6.746	100%
TOTAL AREA:			6.746 ACRES	100%

**PROPOSED ZONING: C-2 COMMERCIAL DISTRICT DESCRIPTION**

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:

Beginning at the southwest corner of Lot 2, of said WHITE PINE PRAIRIE PLAT 1; thence South 89 degrees 21 minutes 26 seconds East, a distance of 896.00 feet; thence South 00 degrees 10 minutes 28 seconds West, a distance of 1257.01 feet; thence North 89 degrees 49 minutes 32 seconds West, a distance of 691.23 feet; thence northwesterly 302.63 feet along a curve to the right, tangent to the last described line, having a radius of 435.00 feet, a delta angle of 39 degrees 51 minutes 37 seconds and a chord distance of 296.56 feet which bears North 69 degrees 53 minutes 44 seconds West; thence South 40 degrees 02 minutes 05 seconds West right, not tangent to the last described curve, a distance of 165.00 feet; thence northwesterly 96.17 feet along a curve to the right, not tangent to the last described line, having a radius of 600.00 feet, a delta angle of 09 degrees 11 minutes 01 second and a chord distance of 96.07 feet which bears North 45 degrees 22 minutes 25 seconds West; thence 66.52 feet along a reverse curve to the left, tangent to the last described curve, having a radius of 335.00 feet, a delta angle of 11 degrees 22 minutes 38 seconds and a chord distance of 66.41 feet which bears North 46 degrees 28 minutes 14 seconds West; thence North 00 degrees 34 minutes 14 seconds East, a distance of 60.36 feet; thence North 00 degrees 34 minutes 14 seconds East, a distance of 1310.71 feet; thence North 64 degrees 38 minutes 44 seconds East, a distance of 199.84 feet; thence northeasterly 73.56 feet along a curve to the right, tangent to the last described line, having a radius of 1100.00 feet, a delta angle of 03 degrees 49 minutes 53 seconds and a chord distance of 73.54 feet which bears North 66 degrees 33 minutes 40 seconds East; thence South 00 degrees 10 minutes 29 seconds West, not tangent to the last described curve, a distance of 294.52 feet, to the Point of Beginning.

Containing 34.358 acres more or less.



1833 SW MAGAZINE ROAD  
 ANKENY, IOWA 50025-2555  
 (515) 965-0123 phone - (515) 965-3322 fax  
 Civil Engineering - Land Surveying  
 Landscape Architecture

**NILLES ASSOCIATES**

REVISIONS:

1)	02/28/2024	REVISED PER CITY REVIEW COMMENTS
2)		
3)		
4)		
5)		
6)		
7)		

NOTICE: NILLES ASSOCIATES, INC. WAIVES ANY AND ALL LIABILITY FOR DAMAGES OF ANY KIND TO PERSONS OR PROPERTY FROM ANY AND ALL ERRORS OR OMISSIONS IN THIS PLAN. THE USER OF THESE PLANS, SPECIFICATIONS AND SCHEDULES SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR PROBLEMS WHICH ARISE FROM FAILURE TO OBTAIN SUCH PERMITS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR PROBLEMS WHICH ARISE FROM FAILURE TO OBTAIN SUCH PERMITS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR PROBLEMS WHICH ARISE FROM FAILURE TO OBTAIN SUCH PERMITS.

PROJECT NAME: ANTLER RIDGE  
 POLK CITY, IOWA

PROPOSED REZONING EXHIBIT: C-2

PROJECT NO: 21255  
 DATE: 11/09/2023  
 DRAWN BY: ADS  
 CHECKED BY: JTN  
 SHEET SIZE: 22" X 34"  
 SHEET TITLE: RZ-C2  
 SHEET NO: 1/1



**APPLICATION FORM  
FOR  
REZONINGS**

City of Polk City, Iowa

**- FOR OFFICE USE ONLY -**

Date:	Amount:	Rec'd by:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Thank you for your interest in the City of Polk City!**  
It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

**Project Name:** Antler Ridge

**Address:** 10616 NW 44th St. Polk City, IA 50226

**Current Zoning:** R-2A                      **Proposed Zoning:** C-2

**Parcel Area:** 34.358 Acres                      **Area to be Rezoned:** 0.116 Acres

**Applicant:** *The Rezoning Petition MUST be signed by Property Owner to be considered a valid Petition.*

Property Owner: Antler Ridge, LLC

Street Address: 5727 Merle Hay Road                      Telephone No.: 515-491-4090

City, State: Johnston, IA 50131                      Email Address: johnlarson89@gmail.com

**Site Plan Application Fee:**

1 Acre or Less:	\$85
More than 1 Acre:	\$200

**Amount Paid: \$ 85**

**City Engineering Review Fees:**

City Engineering review fees are charged on an hourly basis. If desired, the applicant may request an estimate of review fees once a valid Petition for Rezoning has been submitted.

**Documents to be Included with Initial Submitted:**

✓ If Provided	Document
X	Completed Petition for Rezoning, signed by property owners
	List of Zoning Restrictions, if any are proposed
X	Completed Table of all Property Owners within the 250' Buffer consenting to the proposed rezoning, with all applicable signatures
X	Completed Consent Table listing the area of each parcel lying within the 250' Buffer, exclusive of ROW, and indicating the percentage of property owners that are consenting to the rezoning, based on area. (50% Consent is required)
X	Rezoning Sketch depicting proposed zoning boundary line, all parcels within the 250' buffer area, and ownership of each parcel
X	Legal description of the proposed rezoning boundary in Word format.
X	Two address labels and two stamps for each property owner within buffer area
	Master Plan; only if rezoning to PUD or R-4 Mobile Home Parks.

PETITION FOR REZONING

TO: Planning and Zoning Commission,  
Mayor, and City Council


We, the undersigned owners of the following described property:

Outlot X, White Pine Prairie Plat 1

Request that said property be rezoned from its present Zoning Classification of R-2A  
to Zoning Classification C-2 for the purpose of  
Future commercial development.

PROPERTY OWNER:

PROPERTY OWNER (when jointly owned):

  
Owner's Name (please print)

\_\_\_\_\_  
Owner's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (if owned by Inc., LLC, or similar)

The above property owner(s) are herewith providing the following documentation:

- Signatures of owners of at least 50% of the area with a 250' buffer, exclusive of intervening ROW and alleys, surrounding the proposed rezoning (See Page 2)
- Table demonstrating sufficient consent of buffer area property owners (See Page 3)
- Rezoning Sketch depicting proposed zoning boundary line, all parcels within the buffer area, and ownership of each parcel. (To be attached)
- Two stamped and addressed envelopes for each property owner within buffer area which the City Clerk will use for required notice.
- Master Plan if rezoning to PUD or R-4 Mobile Home Parks.

The undersigned owners of property lying outside of said above described tract, but within two hundred and fifty (250) feet of the boundaries thereof, intervening streets and alleys not included in computation of said distance, join in this petition for the purposes of having the above described real estate rezoned from R-1 & R-2 to R-2.

PROPERTY OWNERS WITHIN THE 250' BUFFER CONSENTING TO THE PROPOSED REZONING			
Property Owner Name:	Address:	Parcel Acreage (within buffer)	Signature:
Antler Ridge, LLC	5721 Merle Hay Rd Johnston, IA 50131	6.746	

Note: Attach additional sheets as required to include all signatures.

**CONSENT TABLE**

(Percentage of Buffer Area Owners Consenting to Proposed Rezoning, by area)

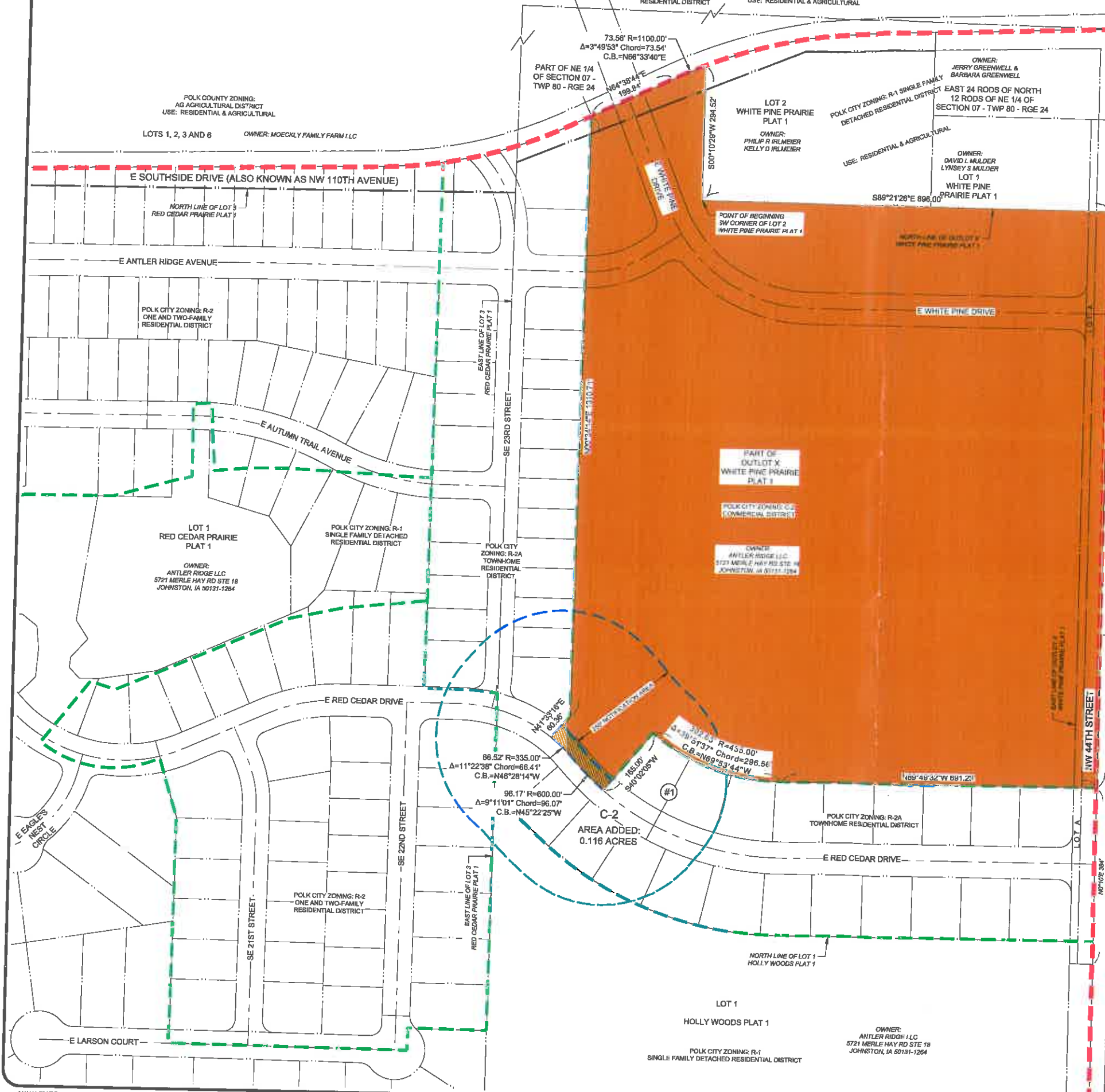
Property Owner	Parcel Area within 250' Buffer (Acres)	% of Total 250' Buffer Area (%)	Consenting % Only (%)
Antler Ridge, LLC	6.746	100	100
<b>TOTALS</b>	6.746 Acres	100 %	100 %*

*\* Must have at least 50% Consent for Proposed Rezoning.*

OFFICIAL PLAT OF THE S1/2 OF THE SE 1/4 EXCEPT 7A IN THE NE CORNER OF THE SAME AND THE SE 1/4 OF THE SW 1/4 OF SECTION 06 - TWP 80 - RGE 24 AND THE WEST 1/2 OF THE NE 1/4 AND THE NORTH 1/2 OF THE NW 1/4 OF SECTION 07 - TWP 80 - RGE 24

POLK CITY ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT  
 USE: RESIDENTIAL & AGRICULTURAL

POLK COUNTY ZONING: AG AGRICULTURAL DISTRICT  
 USE: RESIDENTIAL & AGRICULTURAL

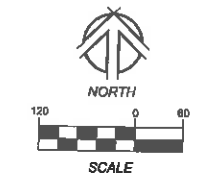


NW 110TH AVENUE

NORTH HALF OF THE NW 1/4 OF SECTION 08-80-24 EXCEPT PARCEL B  
 OWNER: MOECKLY FAMILY FARM LLC  
 POLK COUNTY ZONING: AT AGRICULTURAL TRANSITIONAL DISTRICT  
 USE: AGRICULTURAL

PARCEL B OF NORTH HALF OF NW 1/4 OF SECTION 08-80-24  
 OWNER: MIDAMERICAN ENERGY CO  
 POLK COUNTY ZONING: AT AGRICULTURAL TRANSITIONAL DISTRICT  
 USE: ELECTRICAL SUB-STATION

OWNER: MOECKLY FAMILY REVOCABLE LIVING TRUST  
 SW 1/4 OF NW 1/4 OF SECTION 08-80-24



**OWNER / DEVELOPER**  
 ANTLER RIDGE LLC  
 5721 MERLE HAY ROAD  
 JOHNSTON, IOWA 50131

**ZONING NOTES**  
 1. EXISTING ZONING: R-2A TOWNHOME RESIDENTIAL DISTRICT  
 2. PROPOSED ZONING: C-2 COMMERCIAL DISTRICT

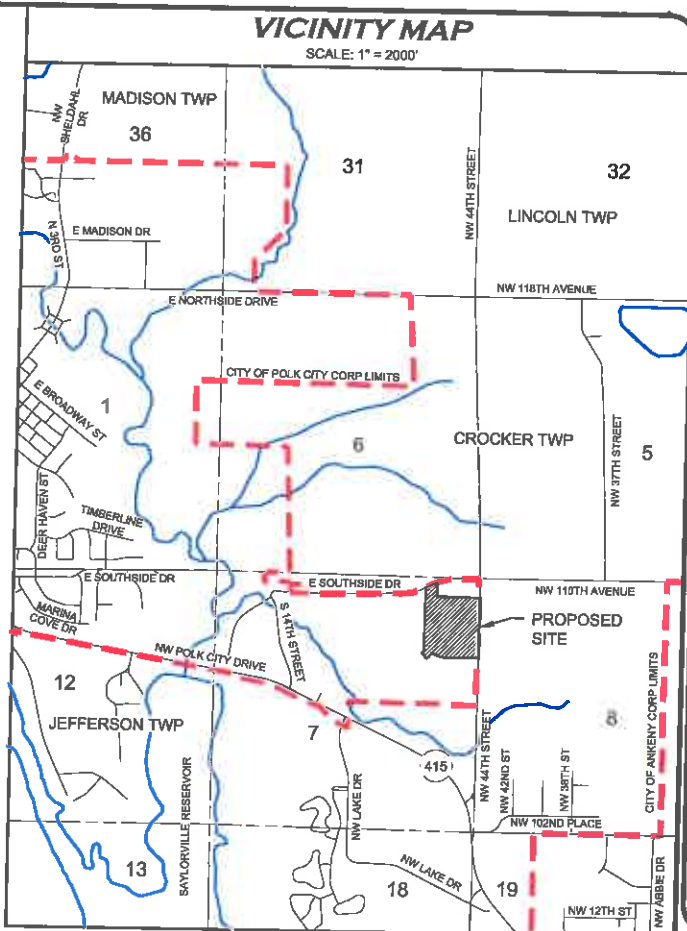
**LEGEND**

- SUBJECT REZONING AREA
- POLK CITY CORPORATE LIMITS
- EXISTING ZONING BOUNDARY LINE
- OVERALL ZONING BOUNDARY LINE
- SECTION LINE
- EXISTING PROPERTY LINE
- 250 FEET NOTIFICATION AREA

C-2 250' NOTIFICATION AREA PROPERTY OWNERS				
PROPERTY #	PROPERTY OWNER	PROPERTY DESCRIPTION	ACRES WITHIN 250 FT BUFFER	% WITHIN 250 FT BUFFER
#1	ANTLER RIDGE LLC	LOT 3, RED CEDAR PRAIRIE PLAT 1	6.746	100%

**PROPOSED ZONING: C-2 COMMERCIAL DISTRICT DESCRIPTION**

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:  
 Beginning at the southwest corner of Lot 2, of said WHITE PINE PRAIRIE PLAT 1; thence South 89 degrees 21 minutes 26 seconds East, a distance of 896.00 feet; thence South 00 degrees 10 minutes 28 seconds West, a distance of 1257.01 feet; thence North 89 degrees 49 minutes 32 seconds West, a distance of 891.23 feet; thence northwesterly 302.63 feet along a curve to the right, tangent to the last described line, having a radius of 435.00 feet, a delta angle of 39 degrees 51 minutes 37 seconds and a chord distance of 296.56 feet which bears North 69 degrees 53 minutes 44 seconds West; thence South 40 degrees 02 minutes 05 seconds West right, not tangent to the last described curve, a distance of 185.00 feet; thence northwesterly 96.17 feet along a curve to the right, not tangent to the last described line, having a radius of 600.00 feet, a delta angle of 09 degrees 11 minutes 01 second and a chord distance of 96.07 feet which bears North 45 degrees 22 minutes 25 seconds West; thence 66.52 feet along a reverse curve to the left, tangent to the last described curve, having a radius of 335.00 feet, a delta angle of 11 degrees 22 minutes 38 seconds and a chord distance of 66.41 feet which bears North 46 degrees 28 minutes 14 seconds West; thence North 41 degrees 33 minutes 16 seconds East, not tangent to the last described curve, a distance of 60.36 feet; thence North 00 degrees 34 minutes 14 seconds East, a distance of 1310.71 feet; thence North 84 degrees 38 minutes 44 seconds East, a distance of 199.84 feet; thence northeasterly 73.56 feet along a curve to the right, tangent to the last described line, having a radius of 1100.00 feet, a delta angle of 03 degrees 49 minutes 53 seconds and a chord distance of 73.54 feet which bears North 66 degrees 33 minutes 40 seconds East; thence South 00 degrees 10 minutes 29 seconds West, not tangent to the last described curve, a distance of 294.52 feet, to the Point of Beginning.  
 Containing 34.358 acres more or less.

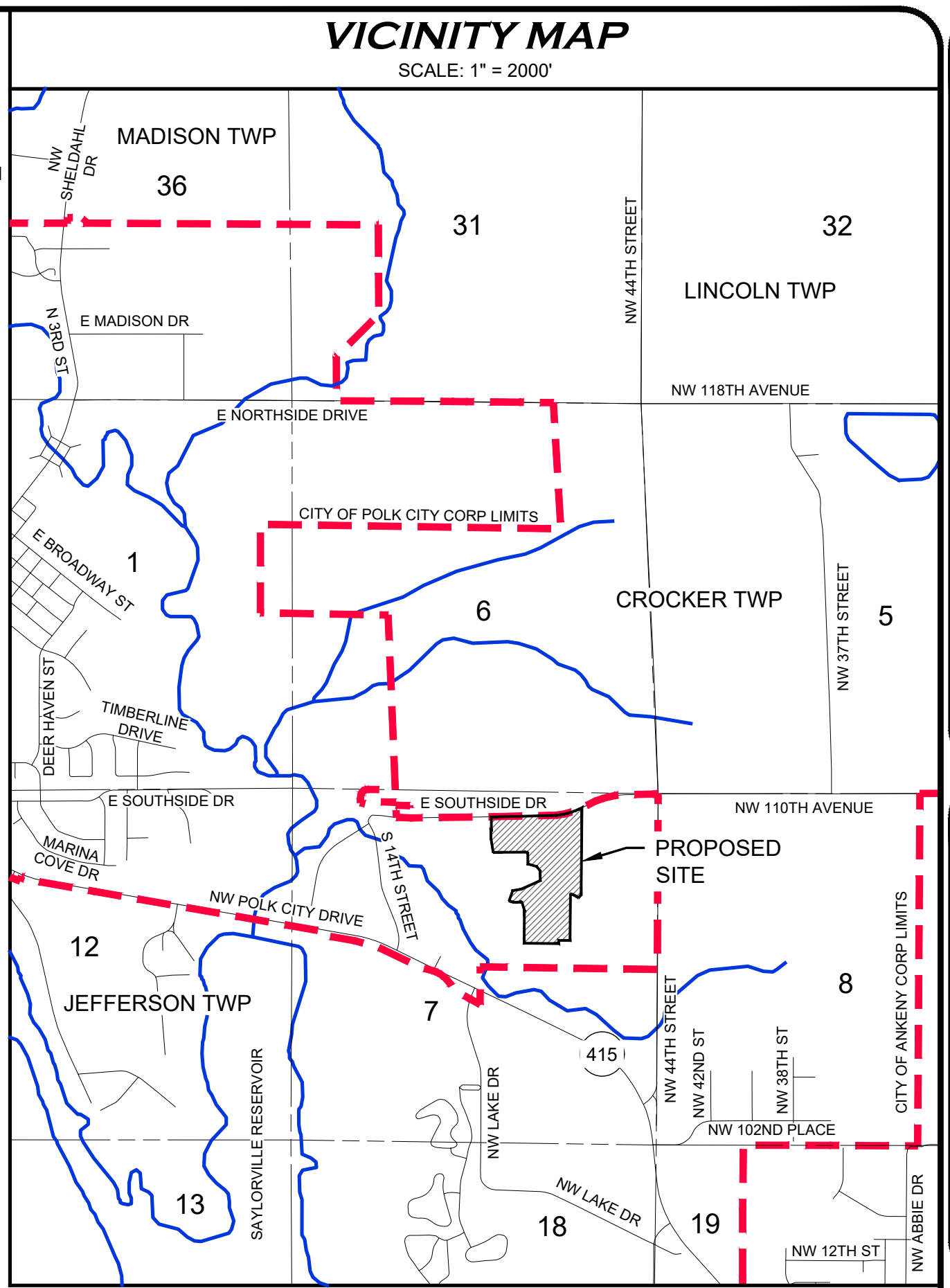
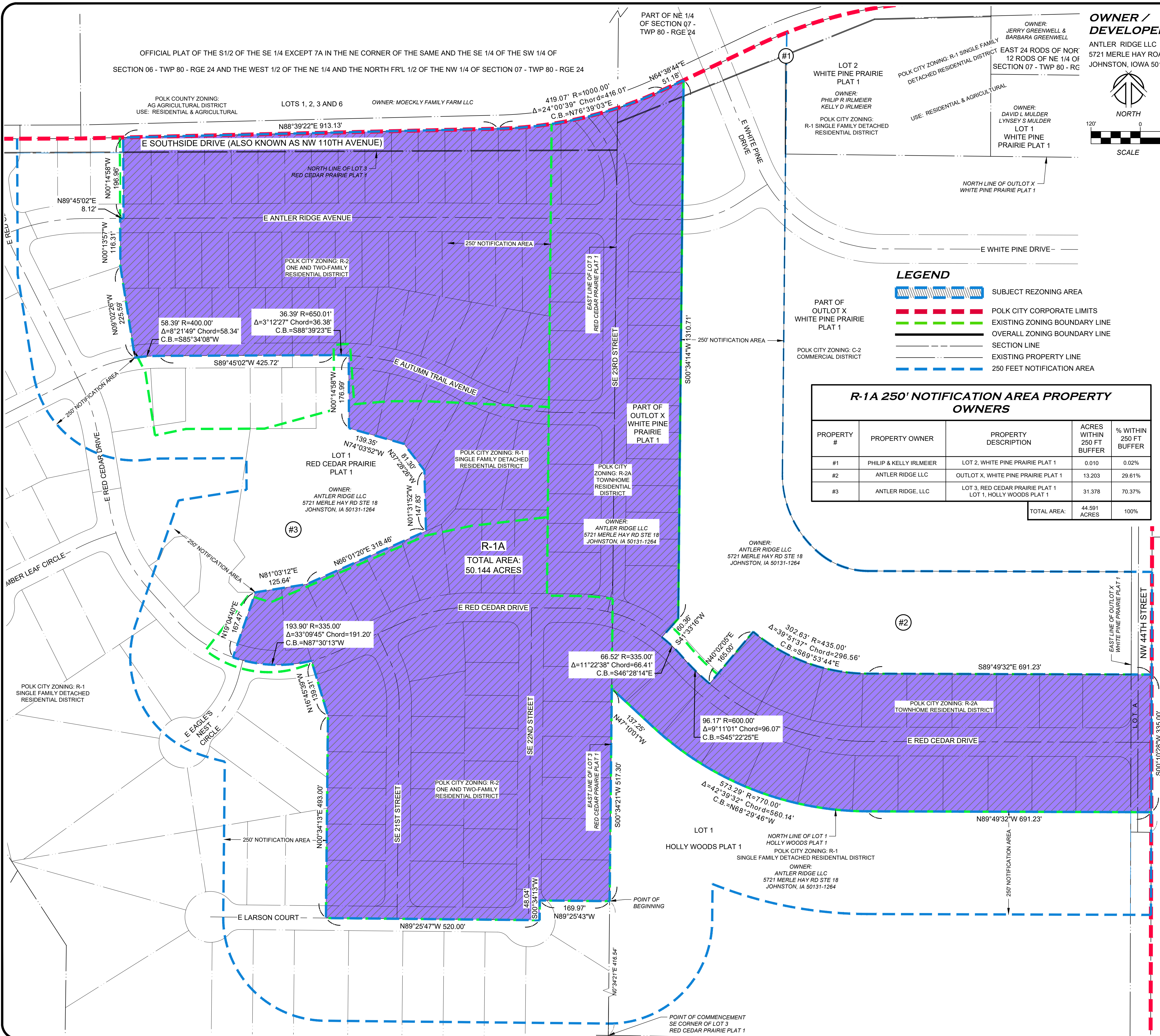


**NILES ASSOCIATES**  
 1933 SW MAGAZINE ROAD  
 ANKENY, IOWA 50225-2655  
 (515) 985-0123 phone - (515) 985-3322 fax  
 Civil Engineering - Land Surveying  
 Landscape Architecture

REVISIONS:  
 1. [ ]  
 2. [ ]  
 3. [ ]  
 4. [ ]  
 5. [ ]  
 6. [ ]  
 7. [ ]

PROJECT NAME: ANTLER RIDGE  
 POLK CITY, IOWA  
 DESCRIPTION: PROPOSED REZONING EXHIBIT: C-2

PROJECT NO: 21255  
 DATE: 11/08/2023  
 DRAWN BY: ADG  
 CHECKED BY: JTN  
 SHEET SIZE: 22" X 34"  
 SHEET TITLE: RZ-C2  
 SHEET NO: 1/1



**OWNER / DEVELOPER**  
 ANTLER RIDGE LLC  
 5721 MERLE HAY ROAD  
 JOHNSTON, IOWA 50131

**LEGEND**

- SUBJECT REZONING AREA
- POLK CITY CORPORATE LIMITS
- EXISTING ZONING BOUNDARY LINE
- OVERALL ZONING BOUNDARY LINE
- SECTION LINE
- EXISTING PROPERTY LINE
- 250 FEET NOTIFICATION AREA

**R-1A 250' NOTIFICATION AREA PROPERTY OWNERS**

PROPERTY #	PROPERTY OWNER	PROPERTY DESCRIPTION	ACRES WITHIN 250 FT BUFFER	% WITHIN 250 FT BUFFER
#1	PHILIP & KELLY IRLMEIER	LOT 2, WHITE PINE PRAIRIE PLAT 1	0.010	0.02%
#2	ANTLER RIDGE LLC	OUTLOT X, WHITE PINE PRAIRIE PLAT 1	13.203	29.61%
#3	ANTLER RIDGE, LLC	LOT 3, RED CEDAR PRAIRIE PLAT 1 LOT 1, HOLLY WOODS PLAT 1	31.378	70.37%
TOTAL AREA:			44.591	100%

**PROPOSED ZONING: R-1A  
 SINGLE FAMILY RESIDENTIAL DISTRICT  
 DESCRIPTION**

That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; AND 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 3, of said RED CEDAR PRAIRIE PLAT 1; thence N 00° 34' 21" E, a distance of 416.54 feet, to the Point of Beginning; thence N 89° 25' 43" W, a distance of 169.97 feet; thence S 00° 34' 13" W, a distance of 48.04 feet; thence N 89° 25' 47" W, a distance of 520.00 feet; thence N 00° 34' 13" E, a distance of 493.00 feet; thence N 16° 45' 39" W, a distance of 139.31 feet; thence 193.90 feet along a curve to the right, not tangent to the last described line, having a radius of 335.00 feet, a delta angle of 33° 09' 45" and a chord distance of 191.20 feet which bears N 87° 30' 13" W; thence N 19° 04' 40" E, a distance of 167.47 feet; thence N 81° 03' 12" E, a distance of 125.64 feet; thence N 66° 01' 20" E, a distance of 318.46 feet; thence N 01° 31' 52" W, a distance of 147.83 feet; thence N 37° 28' 26" W, a distance of 81.30 feet; thence N 74° 03' 52" W, a distance of 139.35 feet; thence N 00° 14' 58" W, a distance of 176.99 feet; thence 36.39 feet along a curve to the left, tangent to the last described line, having a radius of 650.01 feet, a delta angle of 03° 12' 27" and a chord distance of 36.38 feet which bears N 88° 39' 23" W; thence S 89° 45' 02" W, a distance of 425.72 feet; thence 58.39 feet along a curve to the left, not tangent to the last described line, having a radius of 400.00 feet, a delta angle of 08° 21' 49" and a chord distance of 58.34 feet which bears S 85° 34' 08" W; thence N 09° 02' 26" W, a distance of 225.59 feet; thence N 00° 13' 57" W, a distance of 116.31 feet; thence N 89° 45' 02" E, a distance of 8.12 feet; thence N 00° 14' 58" W, a distance of 196.96 feet; thence N 88° 39' 22" E, a distance of 913.13 feet; thence 419.07 feet along a curve to the left, tangent to the last described line, having a radius of 1000.00 feet, a delta angle of 24° 00' 39" and a chord distance of 416.01 feet which bears N 76° 39' 03" E; thence N 64° 38' 44" E, a distance of 51.18 feet; thence S 00° 34' 14" W, a distance of 1310.71 feet; thence S 41° 33' 16" W, a distance of 60.36 feet, thence 66.52 feet along a curve to the right, not tangent to the last described line, having a radius of 600.00 feet, a delta angle of 11° 22' 38" and a chord distance of 66.41 feet which bears S 46° 28' 14" E; thence 96.17 feet along a curve to the left, tangent to the last described line, having a radius of 600.00 feet, a delta angle of 09° 11' 01" and a chord distance of 96.07 feet which bears S 45° 22' 25" E; thence N 40° 02' 05" E, a distance of 165.00 feet; thence 302.63 feet along a curve to the left, tangent to the last described line, having a radius of 435.00 feet, a delta angle of 39° 51' 37" and a chord distance of 296.56 feet which bears S 69° 53' 44" E; thence S 89° 49' 32" E, a distance of 691.23 feet; thence S 00° 10' 28" W, a distance of 335.00 feet; thence N 89° 49' 32" W, a distance of 691.23 feet; thence 573.29 feet along a curve to the right, tangent to the last described line, having a radius of 770.00 feet, a delta angle of 42° 39' 32" and a chord distance of 560.14 feet which bears N 68° 29' 46" W; thence N 47° 10' 01" W, a distance of 137.25 feet; thence S 00° 34' 21" W, a distance of 517.30 feet, to the Point of Beginning. Containing 50.144 acres more or less.

- ZONING NOTES**
- EXISTING ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT, R-2A TOWNHOME RESIDENTIAL DISTRICT, & R2 ONE AND TWO FAMILY RESIDENTIAL DISTRICT.
  - PROPOSED ZONING: R1A SINGLE FAMILY RESIDENTIAL DISTRICT
  - PROPOSED DENSITY: 137 DWELLINGS IN 50.144 ACRES = 2.73 UNITS PER ACRE

1833 SW MAGAZINE ROAD  
 ANKENY, IOWA 50025-2556  
 (515) 965-0123 phone - (515) 965-3322 fax  
**NILLES ASSOCIATES**  
 Civil Engineering - Land Surveying  
 Landscape Architecture

REVISIONS:  
 1) 02/28/2024 - REVISIONS PER CITY REVIEW COMMENTS  
 2) 04/04/2024 - REVISIONS PER CITY REVIEW COMMENTS  
 3) 04/04/2024 - REVISIONS PER CITY REVIEW COMMENTS  
 4) 04/04/2024 - REVISIONS PER CITY REVIEW COMMENTS  
 5) 04/04/2024 - REVISIONS PER CITY REVIEW COMMENTS  
 6) 04/04/2024 - REVISIONS PER CITY REVIEW COMMENTS  
 7) 04/04/2024 - REVISIONS PER CITY REVIEW COMMENTS

NOTICE: NILLES ASSOCIATES, INC. WAIVES ANY AND ALL LIABILITY FOR DAMAGES OF ANY KIND, INCLUDING REASONABLE ATTORNEY'S FEES, WHICH MAY BE INCURRED BY ANY PARTY AS A RESULT OF THE PREPARATION, REVIEW, OR USE OF THESE PLANS. SPECIFICATIONS AND NOTES WHICH ARE PART OF THESE PLANS SHALL CONTROL OVER ANY CONFLICTING INFORMATION ON ANY PREVIOUS VERSIONS OF THESE PLANS. THE USER OF THESE PLANS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES AND AUTHORITIES. THE USER OF THESE PLANS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES AND AUTHORITIES. THE USER OF THESE PLANS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES AND AUTHORITIES.

PROJECT NAME: ANTLER RIDGE  
 POLK CITY, IOWA

PROPOSED REZONING EXHIBIT: R-1A

PROJECT NO.: 21255  
 DATE: 11/09/2023  
 DRAWN BY: ADS  
 CHECKED BY: JTN  
 SHEET SIZE: 22" X 34"  
 SHEET TITLE: RZ-R1A  
 SHEET NO.: 1/1

**PETITION FOR REZONING**

TO: Planning and Zoning Commission,  
Mayor, and City Council

We, the undersigned owners of the following described property:

Lot 3, Red Cedar Prairie Plat 1 and Outlot X, White Pine Prairie Plat 1

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Request that said property be rezoned from its present Zoning Classification of R-1, R-2, & R-2A  
to Zoning Classification R-1A for the purpose of  
Future development of single family residences.

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PROPERTY OWNER:

PROPERTY OWNER (when jointly owned):

\_\_\_\_\_  
Owner's Name (please print)

\_\_\_\_\_  
Owner's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (if owned by Inc., LLC, or similar)

The above property owner(s) are herewith providing the following documentation:

- Signatures of owners of at least 50% of the area with a 250' buffer, exclusive of intervening ROW and alleys, surrounding the proposed rezoning (*See Page 2*)
- Table demonstrating sufficient consent of buffer area property owners (*See Page 3*)
- Rezoning Sketch depicting proposed zoning boundary line, all parcels within the buffer area, and ownership of each parcel. (*To be attached*)
- Two stamped and addressed envelopes for each property owner within buffer area which the City Clerk will use for required notice.
- Master Plan if rezoning to PUD or R-4 Mobile Home Parks.





**CONSENT TABLE**

(Percentage of Buffer Area Owners Consenting to Proposed Rezoning, by area)

<b>Property Owner</b>	<b>Parcel Area within 250' Buffer (Acres)</b>	<b>% of Total 250' Buffer Area (%)</b>	<b>Consenting % Only (%)</b>
Antler Ridge, LLC	44.581	99.8	99.8
<b>TOTALS</b>	44.581 <b>Acres</b>	99.8 %	99.8 %*

\* Must have at least 50% Consent for Proposed Rezoning.

**RESOLUTION NO. 2024-56**

**A RESOLUTION APPROVING AN AMENDMENT TO THE 2016 POLK CITY  
COMPREHENSIVE PLAN BY UPDATING THE FUTURE LAND USE MAP**

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**WHEREAS**, the City of Polk City adopted the 2016 Comprehensive Plan (Comp Plan) entitled “Imagine Polk City – A Bridge to the Future” on April 11, 2016 and amended on May 9, 2016 with a second amendment on November 14, 2016, a third amendment on July 8, 2019, a fourth amendment on July 22, 2019 and a fifth amendment on May 11, 2020 and a sixth amendment on September 14, 2020 and a seventh amendment on April 12, 2021 and an eighth amendment on June 14, 2021 and a ninth amendment on June 27, 2022 and a tenth amendment on November 28, 2022 and an eleventh amendment on January 2023; and

**WHEREAS**, City Council has deemed it necessary to update the Future Land Use Plan in the 2016 Polk City’s Comprehensive Plan by revising the future land use as follows: revision of future land uses in the Antler Ridge subdivision to match those illustrated by proposed rezoning, including revision of medium density residential land use to low density residential land use, relocation of designated parkland to match the amended Preliminary Plat, and expansion of commercial land use to the centerline of the proposed adjacent roadway; and revision of the collector street layout through the subdivision to match the streets shown on the amended Preliminary Plat; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa that the 2016 Comprehensive Plan entitled “Imagine Polk City – A Bridge to the Future” is hereby amended by revising the Future Land Use as follows: revision of future land uses in the Antler Ridge subdivision to match those illustrated by proposed rezoning, including revision of medium density residential land use to low density residential land use, relocation of designated parkland to match the amended Preliminary Plat, and expansion of commercial land use to the centerline of the proposed adjacent roadway; and revision of the collector street layout through the subdivision to match the streets shown on the amended Preliminary Plat.

**PASSED AND APPROVED** this 13 day of May 2024.

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Steve Karsjen, Mayor

ATTEST:

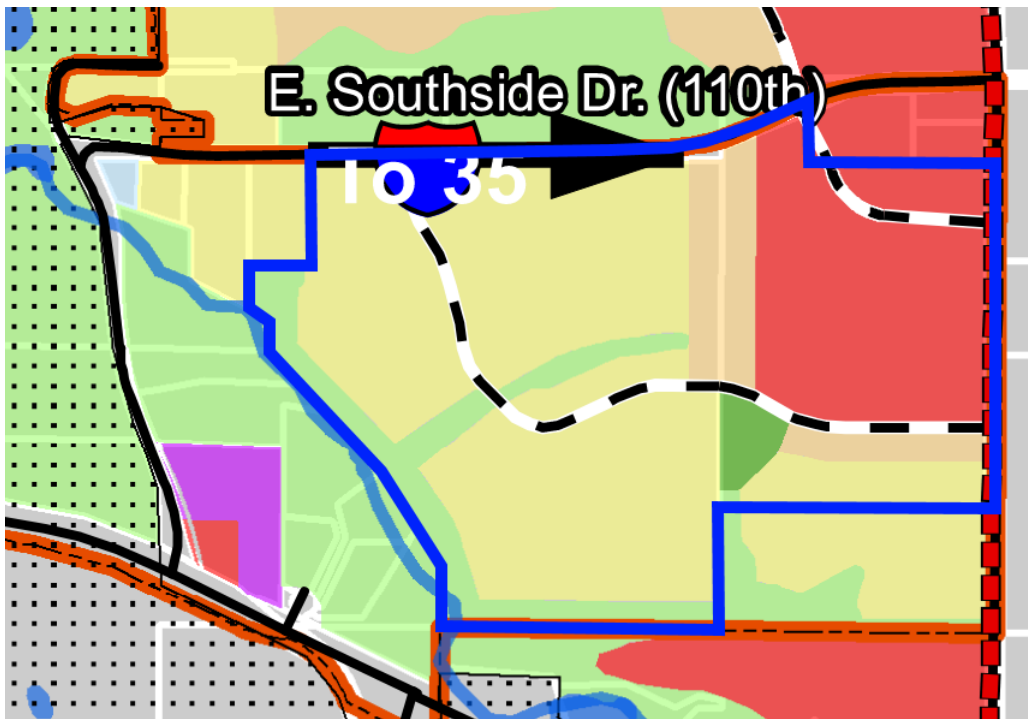
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Jenny Coffin, City Clerk

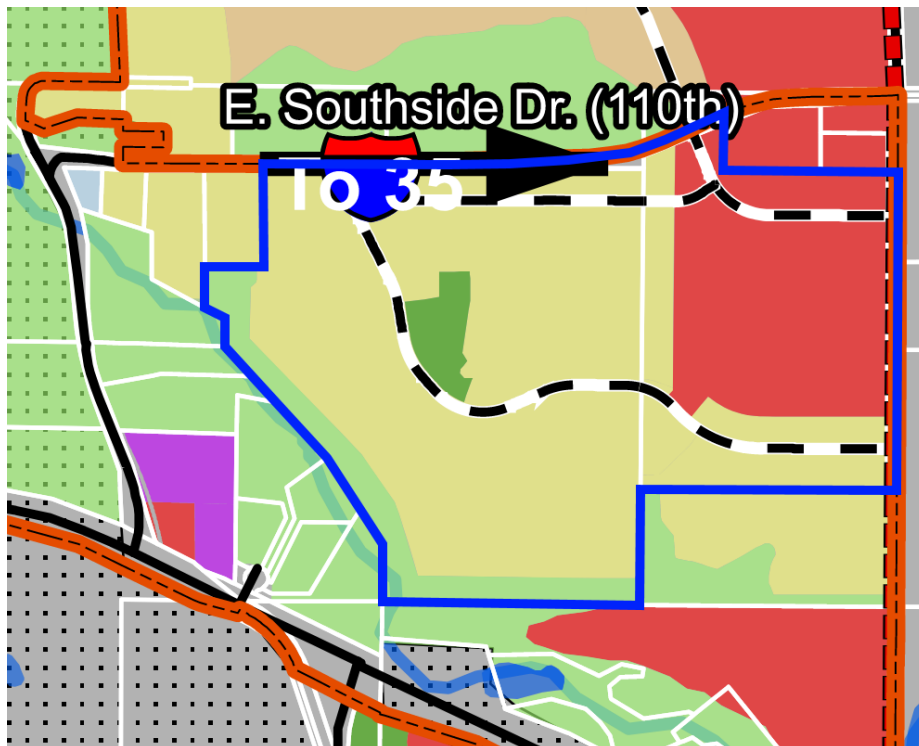
EXHIBIT 'A'

Proposed Amendment to the Polk City Comprehensive Plan's approved Future Land Use Plan

Existing Map:



Proposed Amended Future Land Use Plan



**ORDINANCE NO. 2024-900**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING OF PROPERTY LOCATED AT 1920 E SOUTHSIDE DR**

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**WHEREAS**, on the 15 day of April 2024, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council to rezone property located at 1920 E Southside Drive to be known as Antler Ridge:

- a. 2.017 acres from zoning classification of R-2A, Townhome Residential District to R-1 Single Family Detached Residential District
- b. 0.116 acres from zoning classification of R-2A, Townhome Residential District to C-2 Commercial District
- c. 2.600 acres from zoning classification of R-1 Single Family Detached Residential District to R-1A, Single Family Residential District
- d. 18.495 acres from zoning classification of R-2A, Townhome Residential District to R-1A Single Family Residential District
- e. 29.049 acres from zoning classification of R-2 One- and Two- Family Residential District to R-1A Single Family Residential District

and property legally described as:

a. That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa, and more particularly described as follows:  
Beginning at the southeast corner of Lot 3, of said RED CEDAR PRAIRIE PLAT 1; thence North 89 degrees 10 minutes 30 seconds West, a distance of 1322.23 feet; thence North 00 degrees 48 minutes 06 seconds East, a distance of 289.73 feet; thence North 33 degrees 02 minutes 14 seconds West, a distance of 531.53 feet; thence North 42 degrees 21 minutes 48 seconds West, a distance of 389.19 feet; thence North 42 degrees 25 minutes 30 seconds West, a distance of 390.00 feet; thence North 00 degrees 29 minutes 14 seconds West, a distance of 146.28 feet; thence North 62 degrees 10 minutes 49 seconds West, a distance of 112.02 feet; thence North 00 degrees 12 minutes 33 seconds West, a distance of 208.36 feet; thence North 89 degrees 48 minutes 04 seconds East, a distance of 300.00 feet; thence North 00 degrees 12 minutes 33 seconds West, a distance of 533.00 feet; thence North 89 degrees 48 minutes 04 seconds East, a distance of 653.56 feet; thence North 88 degrees 39 minutes 22 seconds East, a distance of 102.86 feet; thence South 00 degrees 14 minutes 58 seconds East, a distance of 196.96 feet; thence South 89 degrees 45 minutes 02 seconds West, a distance of 8.12 feet; thence South 00 degrees 13 minutes 57 seconds East, a distance of 116.31 feet; thence South 09 degrees 02 minutes 26 seconds East, a distance of 225.59 feet; thence northeasterly 58.39 feet along a curve to the right, not tangent to the last described line, having a radius of 400.00 feet, a delta angle of 08 degrees 21 minutes 49 seconds and a chord distance of 58.34 feet which bears North 85 degrees 34 minutes 08 seconds East; thence North 89 degrees 45 minutes 02 seconds East, tangent to the last described curve, a distance of 425.72 feet; thence southeasterly 36.39 feet along a curve to the right, tangent to the last described line, having a radius of 650.01 feet, a delta angle of 03 degrees 12 minutes 27 seconds and a chord distance of 36.38 feet which bears South 88 degrees 39 minutes 23 seconds East; thence South 00 degrees 14 minutes 58 seconds East, not tangent to the last described curve, a distance of 176.99 feet; thence South 74 degrees 03 minutes 52 seconds East, a distance of 139.35 feet; thence South 37 degrees 28 minutes 26 seconds East, a distance of 81.30 feet; thence South 01 degree 31 minutes 52 seconds East, a distance of 147.83 feet; thence South 66 degrees 01 minutes 20 seconds West, a distance of 318.46 feet; thence South 81 degrees 03 minutes 12

seconds West, a distance of 125.64 feet; thence South 19 degrees 04 minutes 40 seconds West, a distance of 167.47 feet; thence southeasterly 193.90 feet along a curve to the left, not tangent to the last described line, having a radius of 335.00 feet, a delta angle of 33 degrees 09 minutes 45 seconds and a chord distance of 191.20 feet which bears South 87 degrees 30 minutes 13 seconds East; thence South 16 degrees 45 minutes 39 seconds East, not tangent to the last described curve, a distance of 139.31 feet; thence South 00 degrees 34 minutes 13 seconds West, a distance of 493.00 feet; thence South 89 degrees 25 minutes 47 seconds East, a distance of 520.00 feet; thence North 00 degrees 34 minutes 13 seconds East, a distance of 48.04 feet; thence South 89 degrees 25 minutes 43 seconds East, a distance of 169.97 feet; thence South 00 degrees 34 minutes 21 seconds West, a distance of 416.54 feet, to the Point of Beginning.  
Containing 58.236 acres more or less.

**b.** 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:  
Beginning at the southwest corner of Lot 2, of said WHITE PINE PRAIRIE PLAT 1; thence South 89 degrees 21 minutes 26 seconds East, a distance of 896.00 feet; thence South 00 degrees 10 minutes 28 seconds West, a distance of 1257.01 feet; thence North 89 degrees 49 minutes 32 seconds West, a distance of 691.23 feet; thence northwesterly 302.63 feet along a curve to the right, tangent to the last described line, having a radius of 435.00 feet, a delta angle of 39 degrees 51 minutes 37 seconds and a chord distance of 296.56 feet which bears North 69 degrees 53 minutes 44 seconds West; thence South 40 degrees 02 minutes 05 seconds West right, not tangent to the last described curve, a distance of 165.00 feet; thence northwesterly 96.17 feet along a curve to the right, not tangent to the last described line, having a radius of 600.00 feet, a delta angle of 09 degrees 11 minutes 01 second and a chord distance of 96.07 feet which bears North 45 degrees 22 minutes 25 seconds West; thence 66.52 feet along a reverse curve to the left, tangent to the last described curve, having a radius of 335.00 feet, a delta angle of 11 degrees 22 minutes 38 seconds and a chord distance of 66.41 feet which bears North 46 degrees 28 minutes 14 seconds West; thence North 41 degrees 33 minutes 16 seconds East, not tangent to the last described curve, a distance of 60.36 feet; thence North 00 degrees 34 minutes 14 seconds East, a distance of 1310.71 feet; thence North 64 degrees 38 minutes 44 seconds East, a distance of 199.84 feet; thence northeasterly 73.56 feet along a curve to the right, tangent to the last described line, having a radius of 1100.00 feet, a delta angle of 03 degrees 49 minutes 53 seconds and a chord distance of 73.54 feet which bears North 66 degrees 33 minutes 40 seconds East; thence South 00 degrees 10 minutes 29 seconds West, not tangent to the last described curve, a distance of 294.52 feet, to the Point of Beginning.  
Containing 34.358 acres more or less.

**c. d. & e.** That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; AND 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, of said RED CEDAR PRAIRIE PLAT 1; thence N 89° 25' 43" W, a distance of 169.97 feet; thence S 00° 34' 13" W, a distance of 48.04 feet; thence N 89° 25' 47" W, a distance of 520.00 feet; thence N 00° 34' 13" E, a distance of 493.00 feet; thence N 16° 45' 39" W, a distance of 139.31 feet; thence 193.90 feet along a curve to the right, tangent to the last described line, having a radius of 335.00 feet, a delta angle of 33° 09' 45" and a chord distance of 191.20 feet which bears N 87° 30' 13" W; thence N 19° 04' 40" E, a distance of 167.47 feet; thence N 81° 03' 12" E, a distance of 125.64 feet; thence N 66° 01' 20" E, a distance of 318.46 feet; thence N 01° 31' 52" W, a distance of 147.83 feet; thence N 37° 28' 26" W, a distance of 81.30 feet; thence N 74° 03' 52" W, a distance of 139.35 feet; thence N 00° 14' 58" W, a distance of 176.99 feet; thence 36.39 feet along a curve to the left, tangent to the last described line, having a radius of 650.01 feet, a delta angle of 03° 12' 27" and a chord distance of 36.38 feet which bears N 88° 39' 23" W; thence S 89° 45' 02" W, a distance of

425.72 feet; thence 58.39 feet along a curve to the left, not tangent to the last described line curve, having a radius of 400.00 feet, a delta angle of 08° 21' 49" and a chord distance of 58.34 feet which bears S 85° 34' 08" W; thence N 09° 02' 26" W, a distance of 225.59 feet; thence N 00° 13' 57" W, a distance of 116.31 feet; thence N 89° 45' 02" E, a distance of 8.12 feet; thence N 00° 14' 58" W, a distance of 196.96 feet; thence N 88° 39' 22" E, a distance of 913.13 feet; thence 419.07 feet along a curve to the left, tangent to the last described line, having a radius of 1000.00 feet, a delta angle of 24° 00' 39" and a chord distance of 416.01 feet which bears N 76° 39' 03" E; thence N 64° 38' 44" E, a distance of 51.18 feet; thence S 00° 34' 14" W, a distance of 1310.71 feet; thence S 41° 33' 16" W, a distance of 60.36 feet, thence 66.52 feet along a curve to the right, not tangent to the last described line, having a radius of 335.00 feet, a delta angle of 11° 22' 38" and a chord distance of 66.41 feet which bears S 46° 28' 14" E; thence 96.17 feet along a curve to the left, tangent to the last described curve, having a radius of 600.00 feet, a delta angle of 09° 11' 01" and a chord distance of 96.07 feet which bears S 45° 22' 25" E; thence N 40° 02' 05" E, a distance of 165.00 feet; thence 302.63 feet along a curve to the left, tangent to the last described line, having a radius of 435.00 feet, a delta angle of 39° 51' 37" and a chord distance of 296.56 feet which bears S 69° 53' 44" E; thence S 89° 49' 32" E, a distance of 691.23 feet; thence S 00° 10' 28" W, a distance of 335.00 feet; thence N 89° 49' 32" W, a distance of 691.23 feet; thence 573.29 feet along a curve to the right, tangent to the last described line, having a radius of 770.00 feet, a delta angle of 42° 39' 32" and a chord distance of 560.14 feet which bears N 68° 29' 46" W; thence N 47° 10' 01" W, a distance of 137.25 feet; thence S 00° 34' 21" W, a distance of 517.30 feet, to the Point of Beginning. Containing 50.144 acres more or less.

be considered for rezoning; 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 property located at 1920 E Southside Drive;

- a. 2.017 acres from zoning classification of R-2A, Townhome Residential District to R-1 Single Family Detached Residential District
- b. 0.116 acres from zoning classification of R-2A, Townhome Residential District to C-2 Commercial District
- c. 2.600 acres from zoning classification of R-1 Single Family Detached Residential District to R-1A, Single Family Residential District
- d. 18.495 acres from zoning classification of R-2A, Townhome Residential District to R-1A Single Family Residential District
- e. 29.049 acres from zoning classification of R-2 One- and Two- Family Residential District to R-1A Single Family Residential District

**Section 2:** All Zoning Regulations, as applicable, shall apply.

**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 \_\_\_\_\_ 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

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



## PROPOSED AMENDMENT TO R-2A ZONING DISTRICT

Date: May 8, 2024

Prepared by: Kathleen Connor, Planner  
Travis D. Thornburgh, P.E.

Project: R-2A Townhome District Regulations

Project No.: 124.0001.01

### ISSUE:

In recent years, staff have met with multiple developers regarding potential townhome projects that are intended to include various combinations of rowhomes, bi-attached townhomes, and/or villas (detached single-family homes within a townhome regime). Some of these concepts include amenities such as a community room, club house, gazebo or playground that would be owned and maintained by the Homeowners Association (HOA) in addition to their typical shared responsibility for private streets, driveways, sidewalks, certain utilities, detention basins, landscaping and open spaces.

In our preliminary review of such concepts, staff typically finds the current R-2A will not work for these townhome projects for a variety of reasons. The developer generally determines that Planned Unit Development (PUD) zoning is the best fit, and often the only fit, for their project. In fact, the only property that has ever been rezoned to the R-2A district is located in Antler Ridge for the planned 43-lots intended to accommodate bi-attached townhomes surrounding the C-2 commercial district, but the developer has applied for a rezoning in this area for R-1A single-family detached homes rather than bi-attached townhomes.

Because the R-2A currently does not allow villas or postage stamp lots for individual townhome units; does not easily accommodate a mix of townhome types in one development; and because members of both P&Z and Council have expressed concern regarding the frequency of developer requests for PUD zoning, P&Z and staff recommend that the R-2A district regulations be amended as outlined below. The Ordinance amending the Zoning Regulations is attached for Council consideration.

### CURRENT R-2A REGULATIONS & SUGGESTED REVISIONS:

Intent. On May 20, 2010, City Council adopted a major update to Chapter 165 – Zoning Regulation that established the R-2A Townhome Residential District. The R-2A district was intended “to provide for the development or redevelopment of medium-density residential areas of the City with townhome dwellings having at least two and no more than six dwelling units in one structure”. However, since the time this code section was written, villas have become a more desirable and a marketable housing choice, so it seems reasonable for the city to better accommodate that option. Further, given Council’s prior concerns regarding densities, it makes sense for the R-2A to be re-designed to accommodate low density (1-4 du/ac) in addition to medium density (4-8 du/ac) townhome projects.

*Amendment #1: Revise the intent of the R-2A district in 165.09-1-D to provide for “the development or redevelopment of low- and medium-density residential areas of the City with rowhomes having at least two but no more than six dwelling units in one structure, villas, and/or a combination thereof, provided all dwellings are included under a*

*townhome regime providing for common ownership and maintenance responsibilities of facilities and amenities”.*

Definitions. For reference, the Zoning Ordinance currently includes the following terms associated with townhomes:

- “Dwelling, garden home” means a building containing only one dwelling unit on a separate lot and designed for and occupied exclusively for residence purposes by only one family within a townhome development.

*Amendment #2: Update to “Dwelling, villa”, “Dwelling, garden home”, or “Dwelling, patio home” to codify other commonly-used terminology.*

- “Dwelling, rowhome” means any one of three or more residences design for or occupied only by one family within a townhome development which are attached and in a continuous row. Each dwelling is designed and erected as a unit on a separate lot with an individual entrance. All dwelling units must be separated horizontally from each other dwelling by a dividing wall, but may not be separated vertically from each other by a dividing floor or ceiling. No more than six units shall be permitted in a single structure.

*Amendment #3: Revise to “any one of two or more residences”. This change should help avoid confusion with bi-attached homes which are a permitted use in R-2 and R-3 but are not required to be in a townhome regime in those districts.*

- “Dwelling, townhomes” means a row dwelling or garden home as defined herein which is characterized by common elements which are specified in or determined under the rules and regulations set forth by recorded covenants. Said covenants shall establish the guidelines for maintenance of common elements and permit free movement though the common areas by members of the homeowners association to assure access to the structure exterior of each townhome unit by the individual unit owner.

*Amendment #4 Revise “garden home” to “villa” throughout code to consistently refer to “villa” as the preferred terminology. Using a one-word term will also simplify sentence structure and table descriptions.*

Permitted Uses. The principal permitted uses in the R-2A district currently include:

- Agriculture – crop production only
- Civic – public or private parks and playgrounds
- Education – child care including daycares and preschools

*Amendment #5: To be a permitted use with restrictions, restrict to common buildings and not individual residential units.*

- Hotels – bed & breakfast inn (up to 12 units)

*Amendment #6: Will no longer be a permitted use in R-2A district.*

- Residential – multiple family dwellings (up to 6 dwelling units per building) including apartments, townhomes, and condominiums.

*Amendment #7: Eliminate this use in R-2A to clarify vertically- separated apartments and condos are not permitted in the townhome district since they are more appropriately located, and currently permitted, in the R-3 district.*

- Residential - single-family, detached

*Amendment #8: Eliminate this use since SF homes do not meet the intent of this district which requires all dwellings in this district to be in a townhome regime. (This appears to have been a typo when the new regulations were codified since no bulk regs were listed for this use.)*

- Residential – single-family villas in townhome regime
- Residential – townhomes, attached or detached (up to 6 units per building)

*Amendment #9: Revise to “townhomes, rowhomes (2 - 4 units per building) so that structures with more than 4 units would be permitted only in R-3.*

**Bulk Regulations for townhomes.** The current bulk regulations for townhomes in the R-2A District are provided below, along with the changes proposed by P&Z and staff. Attached to this Memo is a table showing the zoning district and applicable design criteria and/or bulk regulations for the various existing townhome developments in Polk City for reference.

<b>Proposed Modifications to R-2A Townhome District Regulations</b>		
<b>Regulator:</b>	<b>Current:</b>	<b>Amendment #10:</b>
Min Lot Area	9,000 sf	Villa: 5,200 sf <sup>4</sup> Rowhome: 3,900 sf plus 3,200 sf each for interior lots <sup>4</sup> Other Principal Uses: 12,500 sf
Min. Lot Area per D. U. and/or Max. Density (includes common outlots)	3,000 sf	“Max. Density”: 6 du/ac, excluding public ROW and access easements
Min. Lot Width	85’ <i>(Note: This width was based on 3 rowhomes @ 30’ each for two exterior lots plus 25’ for each interior lot up to a max of 4 interior lots)</i>	Villa: 50’ <sup>4</sup> Rowhome: 40’ plus 32’ for each interior lot <sup>4</sup> Other Principal Uses: 100’
Min. Front Yard	30’	30’ (public street) 20’ (private street, measured from sidewalk or curb, whichever is closer to structure)
Min. Rear Yard	35’	35’ (perimeter of development) 20’ (internal, or 40’ clearance)

Min. Side Yard	1-and 2- family _____ Other 12.5'	15' (perimeter of development) 6' (internal, or 12' clearance)
Note #4:	If the development maintains common areas under single management or control, the total required lot area for all dwelling units may be provided through a combination of private lots and common outlots.	“Postage stamp” lots are permitted in the R-2A district provided setbacks, clearances, and density requirements are met for the townhomes as a whole.

Other R-2A District Regulations. P&Z and staff recommend the following additional modifications and clarifications to the district regulations:

- *Density:* Application of Note #4, as listed above, and using the current requirement of 3,000 sf per dwelling unit, would allow densities well in excess of the Comprehensive Plan’s maximum of 8 du/ac for medium density residential. For that reason, the Min. Lot Area regulator in the Table above includes a maximum density regulator. The table will also include a maximum density regulator for the R-3 multiple family.
- “Postage stamp” lots: Note #4 in the Table above will be revised to make it clear that postage stamp lots are permitted, provided building setbacks and clearances between structures are in conformance with the district regulations. The current note is ambiguous as minimum setbacks and clearances, therefore postage stamp lots are permitted without defined setbacks or clearances between structures.
- *Bulk regulations for other principal uses:* Minimum Lot Area and Lot Width are included in the above Table. Front yard setbacks will be based on whether the street is public or private. Rear and side yard setbacks will generally be based on the perimeter setbacks unless the structure is internal to the townhome development.
- *Garages – Amendment #11:* Attached garages will be required for each unit in the R-2A district so each row home or villa has their own private attached garage. Common garage structures, such as those in Parker Townhomes, would then only be permitted in R-3 district.
- *Private streets – Amendment #12:* Private streets are permitted, but not required, in the R-2A district provided that all public and private streets shall be constructed in accordance with the design standards specified in Polk City’s Subdivision Regulations.

**RECOMMENDATION:**

P&Z and staff recommend City Council amend the R-2A zoning regulations to better accommodate bi-attached townhomes and patio homes provided they are incorporated in a townhome regime, as defined in the enclosed Ordinance.

## POLK CITY TOWNHOME DEVELOPMENTS

### Design Criteria for Townhomes (Villas, Bi-attached, and/or Row homes)

Plat/Project Name	Zoning	Number of Dwellings			Total Area (incl ROW)	Density	Lots (min)		Setbacks (Perimeter)			Setbacks (Internal)		
		Villa	Bi-attached	Row			Width (ft)	Area (sf)	Front	Side	Rear	Front	Side	Rear
<b>EXISTING DEVELOPMENTS</b>														
Tournament Club Townhomes (TCI Pod C)	PUD	13	32	-	11.093	4.1	Postage Stamp lots, Max density = 6 du/ac		30'	25'	25'	25'	7'	25'
Wolf Creek Townhomes (TCI Pod G - Original)	PUD	145	16	-	34.502	4.7	Postage Stamp lots, Max density = 6 du/ac		30'	30'	30'	20'	6'	19'
Wolf Creek Townhomes (TCI Pod G - Final)	PUD	99	16	-	34.502	3.3	Postage Stamp lots, Max density = 6 du/ac		30'	30'	30'	25'	6'	19'
Lakewoods Townhomes	PUD	10	30	-	7.620	5.2	54'	Bi-Att: 4,000 Villa: 7,000	30'	-	30'	25'/30'	7'	30'
Parker Townhomes 1	R-3	-	-	28	3.710	7.5	1 Lot - Condo Regime		30'	20'	n/a	n/a	10'	n/a
Parker Townhomes 2	PUD	-	-	24	4.0	6.0	1 Lot - Condo Regime		30'	20'	30'	24'	12.5'	n/a
Ledgestone Ridge Townhomes	PUD	-	32	-	5.728	5.6	38' (bi)	4000 sf	25'	8'	30'	n/a	n/a	n/a
Jester & Broadway Townhomes	R-3	-	-	12	3.796	3.2	1 Lot - Condo Regime		30	12.5'	40'	n/a	n/a	n/a
Indian Point Townhomes	R-3	-	-	14	1.617	8.7	Postage Stamp Lots: 25' wide, 2080 sf		30'	20'	30'	20'	10'	20'
Arrow Ridge Townhomes (Split w/o Site Plan)	R-3	-	-	28	2.676	10.5	7 lots split > 4 TH each; 100' wide, 16,640 sf (+/- 4,791 sf end unit)		30'	8'	30'	n/a	n/a	n/a
Edgewater Condominiums (Split w/o Site Plan)	R-3	-	-	16	2.084	7.7	4 lots split > 4 TH each; 110' wide, 21,789 sf		30'	8'	40'	n/a	n/a	n/a
Crossroads Townhomes	PUD	2	18	-	9.800	2.0	Postage Stamp Lots: Bi-Att: 40' wide, 2920 sf Villa: 50' wide, 3650 sf		30'	35'	35'	25'	5'	30'

**ORDINANCE NO. 2024-1000**

**AN ORDINANCE AMENDING CHAPTER 165 ZONING REGULATIONS AS IT PERTAINS TO THE R-2A TOWNHOME RESIDENTIAL DISTRICT**

---

**BE IT ORDAINED** by the Mayor and City Council of the City of Polk City, Iowa, the Municipal Code of the City of Polk City, Iowa, is hereby amended as follows:

**Section 1.** Section 165.03, paragraph 29, of Chapter 165 Zoning Regulations is hereby amended by replacing the clause “occupancy” with the clause “occupancy on a single lot”.

**Section 2.** Section 165.03, paragraph 32, of Chapter 165 Zoning Regulations is hereby amended by replacing the clause “Dwelling, row” with the clause “Dwelling, rowhome” and by replacing the word “three” with the word “two”.

**Section 3.** Section 165.03, paragraph 33, of Chapter 165 Zoning Regulations is hereby amended by replacing the clause “Dwelling, garden home” with the following clause “Dwelling, villa”, “Dwelling, garden home” or “Dwelling, patio home”.

**Section 4.** Section 165.03, paragraph 34, of Chapter 165 Zoning Regulations is hereby amended by replacing the clause “garden home” with the word “villa”.

**Section 5.** Section 165.09, subparagraph 1-D, of Chapter 165 Zoning Regulations is hereby amended by deleting said subparagraph 1-D and replacing it with replacing the following:

“D. R-2A Townhome Residential District. The R-2A District is intended to provide for development or redevelopment of low- and medium-density residential areas of the City with rowhome dwellings having at least two and no more than four dwelling units in one structure, villas, and/or a combination thereof, provided all dwellings are included under one townhome regime providing for common ownership and maintenance responsibilities of facilities and amenities. Private streets are permitted, but not required, in the R-2A district.”

**Section 6.** The RESIDENTIAL ZONING DISTRICTS table in Section 165.09, paragraph 2, of Chapter 165 Zoning Regulations is hereby amended by deleting the information in following row:

Education - child care, including daycares and preschools which are operated as an accessory use to a single family detached residential use.	P	P	P	P	P	
---	---	---	---	---	---	--

and replacing it with the following information for said row:

Education - child care, including daycares and preschools which are operated as an accessory use to a single family detached residential use.	PR	PR	PR	PR	PR	
---	----	----	----	----	----	--

**Section 7.** The RESIDENTIAL ZONING DISTRICTS table in Section 165.09, paragraph 2, of Chapter 165 Zoning Regulations is hereby amended by deleting the information in following row:

Hotels - bed & breakfast inn (up to 12 units)				P	P	
---	--	--	--	---	---	--

and replacing it with the following information for said row:

Hotels - bed & breakfast inn (up to 12 units)					P	
---	--	--	--	--	---	--

**Section 8.** The RESIDENTIAL ZONING DISTRICTS table in Section 165.09, paragraph 2, of Chapter 165 Zoning Regulations is hereby amended by deleting the information in following two rows:

Residential - multiple-family dwellings (up to 6 dwelling units per building) including apartments, townhomes and condominiums.				P	P	
Residential - multiple-family dwellings (more than 6 dwelling units per building) including apartments, townhomes and condominiums.					P	

and replacing it with the following information for said rows:

Residential - multiple-family dwellings (up to 6 dwelling units per building) including apartments, rowhomes and condominiums.					P	
Residential - multiple-family dwellings (more than 6 dwelling units per building) including apartments and condominiums.					P	

**Section 9.** The RESIDENTIAL ZONING DISTRICTS table in Section 165.09, paragraph 2, of Chapter 165 Zoning Regulations is hereby amended by deleting the information in following three rows:

Residential – single-family detached.	P	P	P	P	P	
Residential - single-family garden homes in townhome regime		P	P	P	P	
Residential – townhomes, attached or detached (up to 6 units per building).				P	P	

and replacing it with the following information for said rows:

Residential – single-family detached.	P	P	P		P	
Residential - single-family villas in townhome regime.				P	P	
Residential – townhomes, rowhomes (up to 4 units per building).				P	P	

**Section 10.** Section 165.09, subparagraph 3-A, of Chapter 165 Zoning Regulations is hereby amended by adding the following new subparagraph to the end of said subparagraph 3-A:

“(4). When located in a townhome development or a multiple-family

structure, such uses shall not be permitted in individual residential dwelling units.”

**Section 11.** The SITE DEVELOPMENT REGULATIONS FOR RESIDENTIAL DISTRICTS table in Section 165.09, paragraph 6, of Chapter 165 Zoning Regulations is hereby amended by deleting the information in following six rows:

Minimum Lot Area <sup>2</sup> (square feet)	10,000	6,400	8,000 -SF 10,000 -2F <sup>8</sup> 5,000 -BI	9,000	7,500 -SF 8,750 -2F 4,375 -BI 12,500 -MF	20 acres
Lot Area per Dwelling Unit <sup>4</sup> (square feet)				3,000	2,500	5,000 <sup>7</sup>
Minimum Lot Width <sup>2</sup> (linear feet):	80 <sup>2</sup>	65	65 -SF 85 -2F <sup>8</sup> 42.5 -BI	85 <sup>5</sup> -2F 100 -MF	65 -SF 75 -2F 38 -BI 85 <sup>5</sup> -TH 100 -MF	300
Min. Front Yard Depth (feet)	35	30	30	30	30	50
<u>Min. Rear Yard Depth<sup>6</sup></u> (feet)						
Dwellings	35	20	35	35	40	50
Other Principal Structures	45	20	35	35		
<u>Min. Side Yard Depth<sup>1,6</sup></u> (feet)						
One or Two Family Detached	8 <sup>3</sup>	8	8 <sup>3</sup>		8	50
Other Principal Structures	20	20	15	12.5	12.5	

and replacing it with the following information for said rows:

Minimum Lot Area <sup>2</sup> (sq ft) Dwellings	10,000	6,400	8,000 -SF 10,000 -2F <sup>8</sup> 5,000 -BI	Villa: 5,200 <sup>4</sup> Row: 3,900 plus 3,200 per Int unit	7,500 -SF 8,750 -2F 4,375 -BI 12,500 -MF	20 acres
Other Principal Structures	12,500	12,500	12,500	12,500	12,500	
Lot Area per Dwelling Unit <sup>4</sup> (square feet)				Max Density <sup>9</sup> : 6 du/ac	2,500 Max Density <sup>9</sup> : 6 du/ac	5,000 <sup>7</sup>
Minimum Lot Width <sup>2</sup> (linear feet):	80 <sup>2</sup>	65	65 -SF 85 -2F <sup>8</sup> 42.5 -BI	Villa: 50 <sup>4</sup> Row: 40 <sup>5</sup> Other: 100	65 -SF 75 -2F 38 -BI 100 -MF	300
Min. Front Yard Depth (feet)	35	30	30	Public street: 30 Private street <sup>10</sup> : 20	30	50
<u>Min. Rear Yard Depth<sup>6</sup></u> (feet)						
Dwellings	35	20	35	Perimeter <sup>11</sup> : 35 Internal <sup>11</sup> : 20	40	50
Other Principal Structures	45	20	35	35	40	50
<u>Min. Side Yard Depth<sup>1,6</sup></u> (feet)						
One or Two Family Detached	8 <sup>3</sup>	8	8 <sup>3</sup>	Perimeter <sup>11</sup> : 15 Internal <sup>11</sup> : 6	40	50
Other Principal Structures	20	20	15	12.5	12.5	



**Section 12.** The SITE DEVELOPMENT REGULATIONS FOR RESIDENTIAL DISTRICTS table in Section 165.09, paragraph 6, of Chapter 165 Zoning Regulations is hereby amended by deleting the information in the following row:

<p><u>Key:</u> SF = Single family BI = Single-family bi-attached (one lot per dwelling unit) MF = Multiple-family 2F = Duplex, two-family TH = Townhome</p>
---

and replacing it with the following information for said row:

<p><u>Key:</u> SF = Single family (one lot per dwelling unit) BI = Single-family bi-attached (one lot per dwelling unit) 2F = Duplex, two-family (one lot per two dwelling units) MF = Multiple-family (one lot per one or more structures) Row = Rowhome (one lot per dwelling unit) Int = Interior dwelling unit in a rowhome structure (one lot per dwelling unit) Villa = Villa (one lot per dwelling unit)</p>
---

**Section 13.** The SITE DEVELOPMENT REGULATIONS FOR RESIDENTIAL DISTRICTS table in Section 165.09, paragraph 6, of Chapter 165 Zoning Regulations is hereby amended by deleting the current Note 4 and replacing with the following new Note 4 in the Notes section in the bottom row of said table:

“4. “Postage stamp” lots are permitted in the R-2A and district provided setbacks, clearances, and density requirements are met for the development as a whole. Clearance between structures shall be the total of the otherwise-required setbacks for the adjacent dwellings, based on building orientation and the applicable side and/or rear yard setback for each structure.”

**Section 14.** The SITE DEVELOPMENT REGULATIONS FOR RESIDENTIAL DISTRICTS table in Section 165.09, paragraph 6, of Chapter 165 Zoning Regulations is hereby amended by deleting the current Note 5 and replacing with the following new Note 4 in the Notes section in the bottom row of said table:

“5. Minimum lot width is for two dwelling units in one townhome structure, additional interior units shall have 32 feet of lot width for each additional unit.”

**Section 15.** The SITE DEVELOPMENT REGULATIONS FOR RESIDENTIAL DISTRICTS table in Section 165.09, paragraph 6, of Chapter 165 Zoning Regulations is hereby amended by adding the following new Notes 9, 10, and 11 to the Notes section in the bottom row of said table:

“9. Maximum density calculation for applicable residential districts shall be exclusive of public or private rights-of-way and/or easements for ingress and egress.

10. Setbacks on private streets in townhome developments shall be measured from the face of structure to the back of curb or back of sidewalk, whichever is closer. However, in multiple-family developments, setbacks on private streets shall be the same as those required on public streets.

11. Where regulated, perimeter setbacks shall apply to property lines on the perimeter of the development and/or to right-of-way lines for public streets whether abutting or

internal to the development. Internal setbacks shall apply to all property lines that are not required to meet perimeter setback requirements.”

**Section 16.** Section 165.09, paragraph 7, of Chapter 165 Zoning Regulations is hereby amended by adding the following new subparagraph to the end of said subparagraph 3-A:

“D. In the R-2A district, each villa or rowhome shall have a two-car garage attached to the individual dwelling unit. Detached garage structures serving multiple dwelling units shall not be permitted.”

**Section 17.** All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

**Section 18.** This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

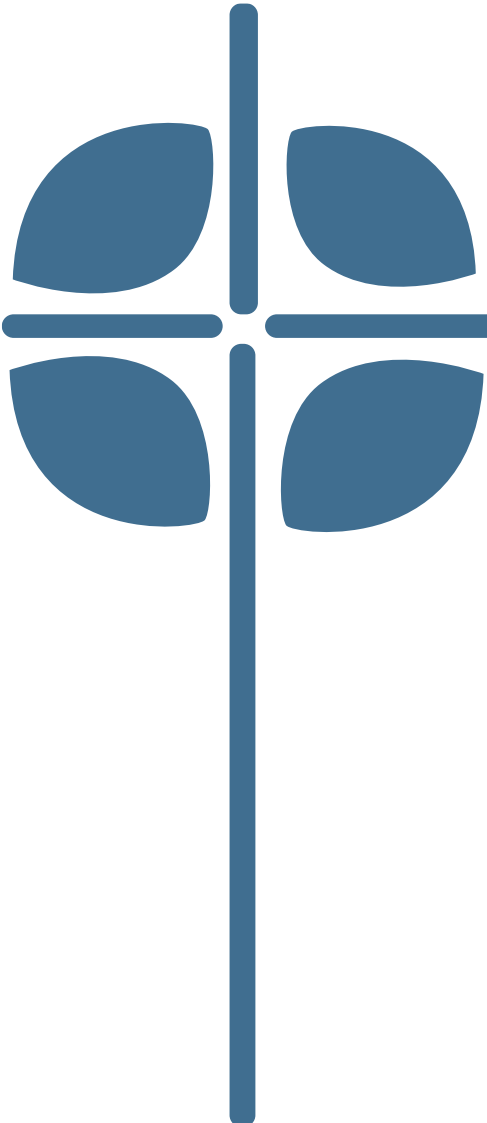
**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

ATTEST:

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

First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Third Reading: \_\_\_\_\_  
Date Adopted: \_\_\_\_\_  
Date of Publication: \_\_\_\_\_



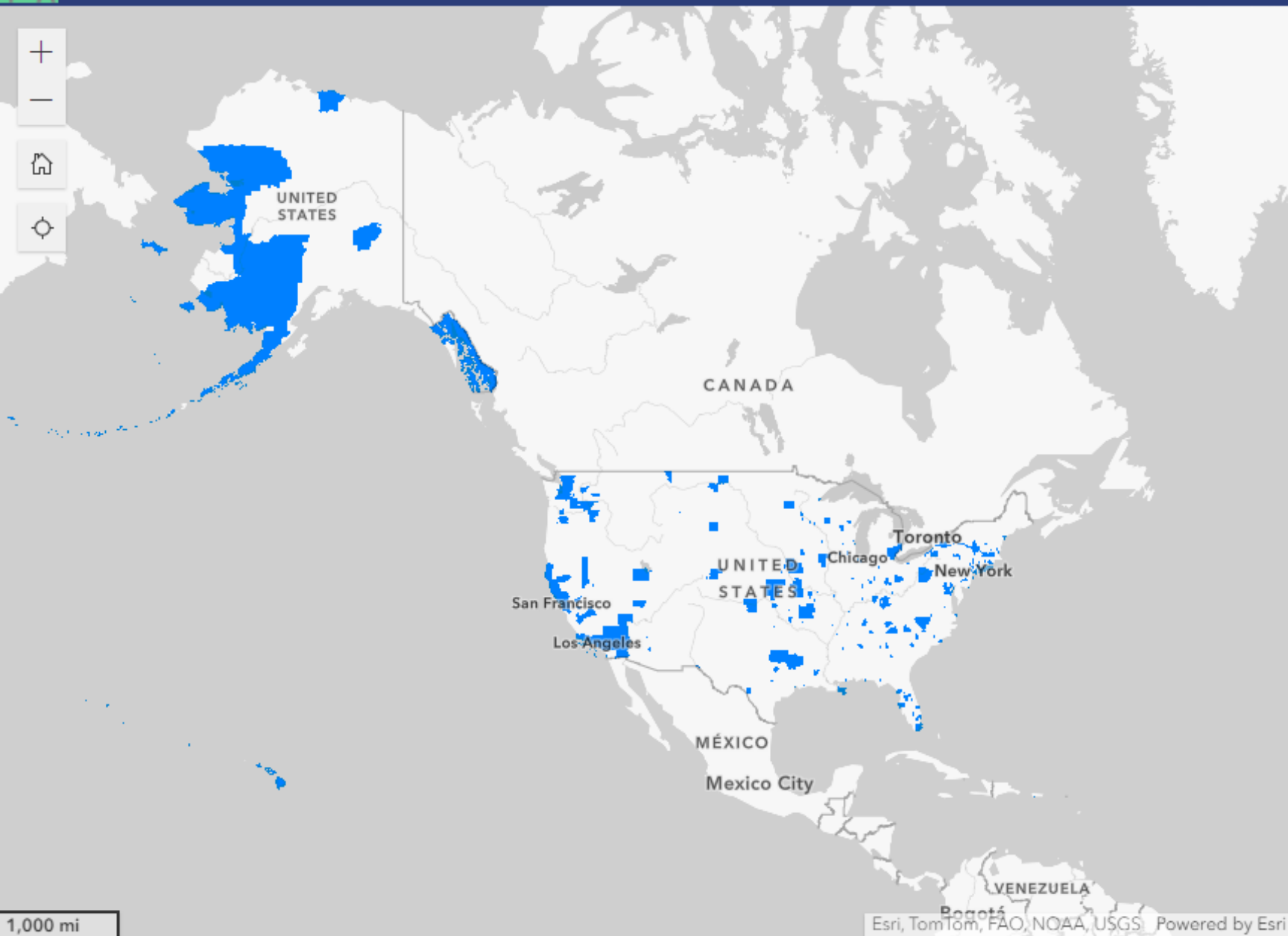
# Des Moines Area MPO Comprehensive Safety Action Plan

MPO Member Community Meeting  
May 13, 2024



CONFLUENCE



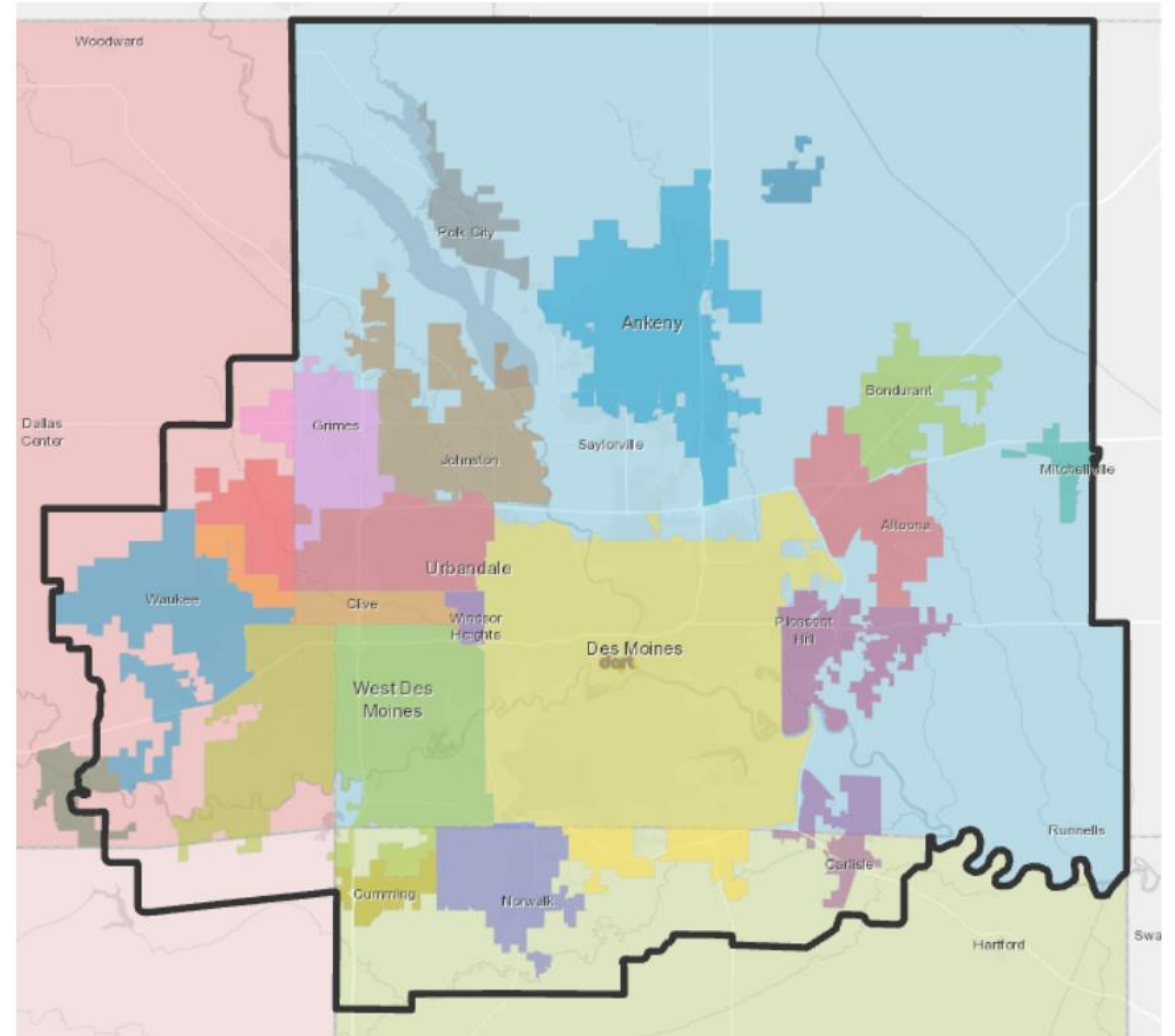


# Congratulations

2023 Awards

# Regional Project – DMAMPO Members

- The DMAMPO planning region is over 500 square miles, and includes:
  - 16 cities;
  - Des Moines Area Regional Transit Authority (DART);
  - four associate, non-voting cities;
  - unincorporated portions of three counties in central Iowa; and
  - one associate, non-voting county.



# Regional Coordination

## Des Moines Area MPO



- Coordinating agency for regional transportation planning & for this initiative.
- Provides a forum for collaboration between the public and local, state and federal agencies on planning and transportation issues.
- Federal funding for planning and project implementation.
- Project Manager: Zach Young



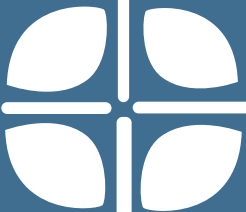
# Project Team

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CONFLUENCE





# Project Purpose:

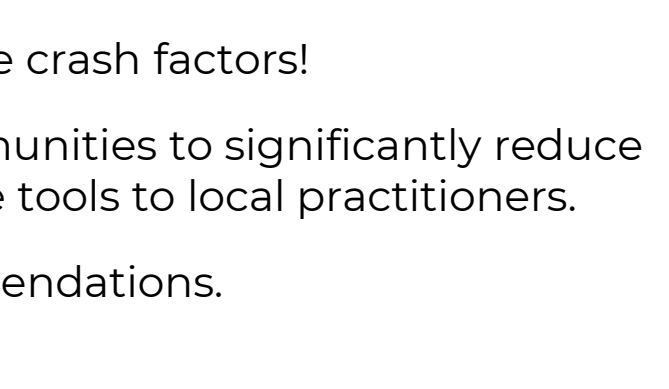
Significantly Reduce and/or  
Eliminate **Fatal & Serious  
Injury** Crashes





# Comprehensive Safety Action Plan

## What is Comprehensive Safety Action Plan (CSAP)?

- Part of the SS4A Infrastructure Program & IJL Funding
  - Focused on eliminating **fatal and serious injury crashes**
  - Our team will:
    - ID crash factors and risks.
    - ID high injury network and priority corridors.
    - ID proven safety countermeasures – solutions, tailored to the crash factors!
    - Develop an action focused plan, to guide the regional communities to significantly reduce and eliminate fatal and serious injury crashes and to provide tools to local practitioners.
    - Plan will reflect community-based and data-driven recommendations.
    - **Complete SS4A Implementation Grant Application.**
- 

# SS4A & the Safe Systems Approach

## What is Safe Streets and Roads for All?

### Key Principles

- Death/serious injury is unacceptable.
- Humans make mistakes.
- Humans are vulnerable.
- Responsibility is shared.
- Safety is proactive.
- Redundancy is crucial.



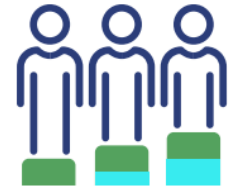
Source: FHWA

# Comprehensive Safety Action Plan

## Comprehensive Safety Action Plan (CSAP) Requirements

There are 8 key items required in a CSAP, including:

1. Leadership Commitment and Goal Setting
2. Planning Structure
3. Safety Analysis
4. Engagement and Collaboration
5. Equity Considerations
6. Policy and Process Changes
7. Strategy and Project Selections
8. Progress and Transparency





# Project to Include Setting Goal and Target Year

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## Project Goals


### Target Objective :

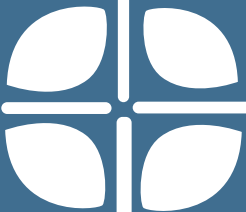
- Eliminate Serious Injury and Death from transportation crashes

OR

- Significantly Reduce Serious Injury and Death from transportation crashes

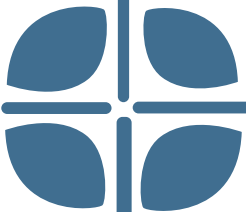
### Target Year:

- 2035
  - 2040
  - 2045
- 



# Why we need safer streets & roads for all





# Our Current Reality

Traffic fatalities are a public health crisis *affecting all road users.*

**1.3M**

Lives lost globally each year from traffic crashes

Source: UN [Decade of Action for Road Safety 2021-2030](#)

**TOOLE**  
DESIGN

**42,795**

Lives lost on US roads in 2022

Source: NHTSA [Early Estimates: 2022 Traffic Crash Deaths](#)

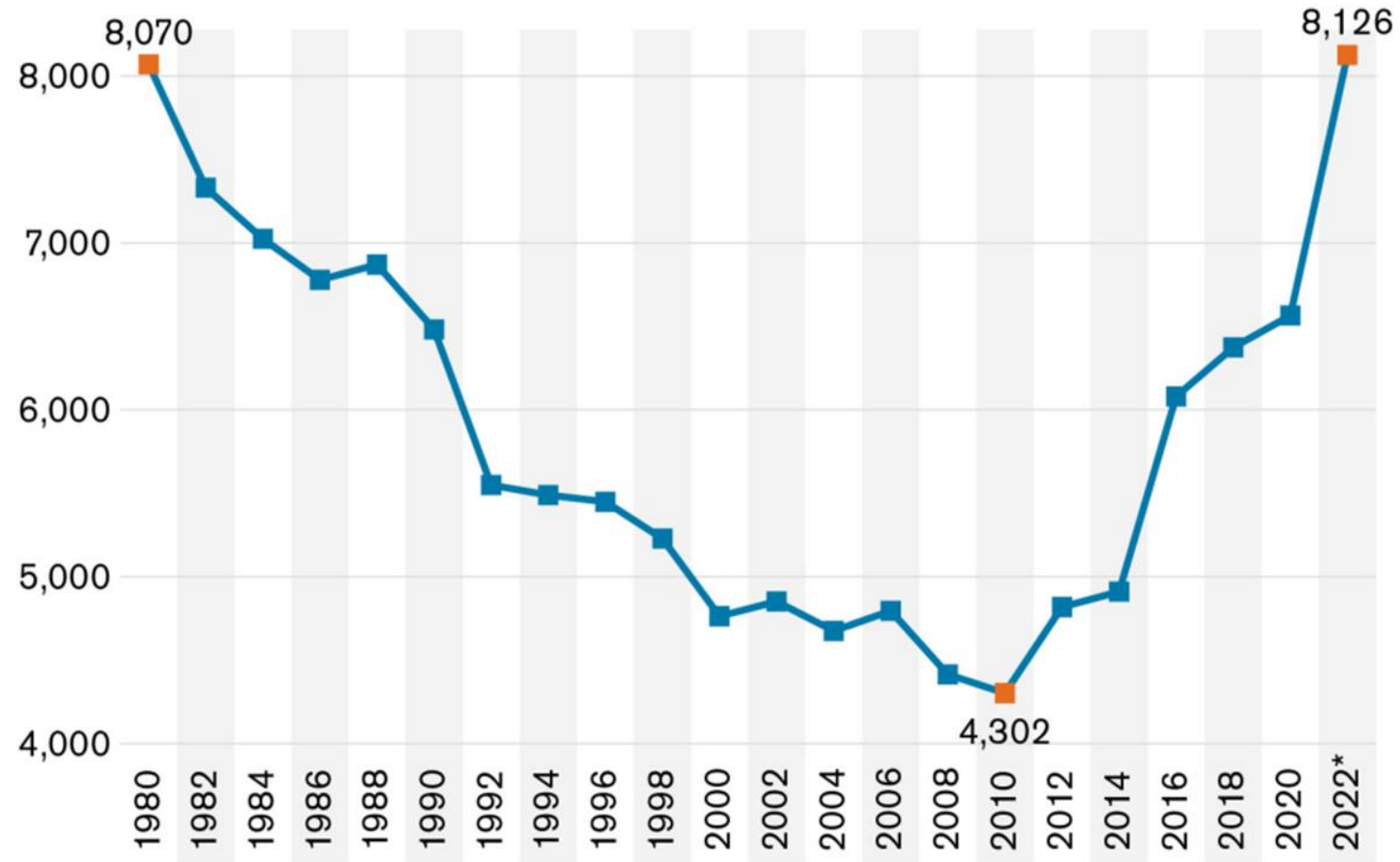
**↑ 19%**

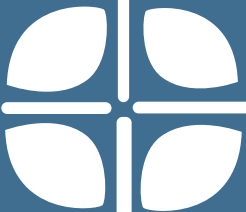
Increase in pedestrians struck and killed from 2019 to 2022.

Source: GHSA [Pedestrian Traffic Fatalities: 2022 Preliminary Data](#)

# Annual Pedestrian Fatalities in U.S.

Figure 5 Number of Annual U.S. Pedestrian Fatalities, 1980-2022





# Des Moines Area MPO Region

5-Year Crash Trends Overview  
(Descriptive Analysis)





# Des Moines Area

## Overarching Trends: Local

- Roadway safety is an issue that affects all

### There is a real problem in the Des Moines MPO area:

- **1,881** Fatal and Serious Injury Crashes in **10** years
- **151** people in the Des Moines metropolitan area were involved in fatal and serious injury crashes **in 2020** alone



# Des Moines Area, Regional Overview

## From 2018 to 2022

**50,265**

total crashes

**939**

crashes where a person was fatally or seriously injured (FSI)

**771**

crashes led to a serious injury

**168**

crashes were fatal

Crashes where someone was *fatally or seriously injured (FSI)* included

**576**

motorists



**215**

motorcyclists



**119**

pedestrians



**29**

bicyclists



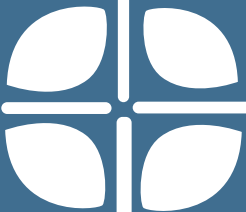
*All stats after this slide are for fatal or serious injury (FSI) crashes, 2018 to 2022*

# Des Moines Area, Regional Overview (1 of 2)

- **Rural areas** have a higher percent of serious crashes. **Ran off road** was the top cause of rural FSI crashes.
- FSI crashes are more frequent on **weekends** and **dark** conditions. One-third of **rural** FSI crashes occurred in dark-unlit conditions.
- **Single-vehicle** crashes were 46% of FSI crashes.
- Crashes involving **motorcyclists** and **pedestrians** had a higher likelihood of leading to an FSI.

## Des Moines Area, Regional Overview (2 of 2)

- Half of **VRU** crashes occurred at an **intersection**.
- VRU action was **entering or crossing roadway** in 65% of VRU FSI crashes.
- **Speeding** and **failure to yield** were the top major causes in urban FSI crashes.
- **Males** were involved in 67% of FSI crashes.
- **Younger drivers** were involved in 21% of FSI crashes.



# Future Meetings & Next Steps



# We Want Your Input!

- What roadway safety issues do you hear from constituents?
- Are there any specific locations you know of that people are concerned about?
- Are there specific locations that are particularly concerning for people walking, using mobility aids or bicycling?
- Other feedback?





# What's Next?

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## Equity Analysis

- Evaluate whether and how **equity and socioeconomics** impact safety outcomes.

## High-injury Network

- **Mapping where** crash are patterns occurring.

## Community Participation/Engagement

- Community Meetings
- Website, Map and Survey

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. April 22, 2024**  
**City Hall – Council Chambers**

The City Council for Polk City, Iowa held a meeting in the City Hall Council Chambers at 6:00 p.m., April 22, 2024.  
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** | Sarchet, Savage, Walters, Vogel, Otis | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Otis to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Hearings:**
  - a. Mayor Karsjen opened the Public Hearing on the Proposed Fiscal Year (FY) 24/25 Budget at 6:01 pm. City Clerk Coffin said that the notice was published April 12, 2024, and no comments had been received for or against the budget. City Manager Huisman provided a report on the proposed budget. Audrey Hiatt, 1102 Oakwood Dr. was present to make comment on the proposed budget.  
**MOTION:** A motion was made by Otis and seconded by Vogel to close the public hearing at 6:13 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Vogel and seconded by Walters to adopt the FY 24/25 Budget  
**MOTION CARRIED UNANIMOUSLY**
  - b. Elevated Storage Tank – Water Main Extension Project
    - i. Mayor Karsjen opened the Public Hearing on the proposed plans, specifications, form of contract and estimate of cost for the proposed Elevated Storage Tank – Water Main Extension Project at 6:14 pm. City Clerk Coffin said that the notice was published April 12, 2024, and no comments had been received for or against the project. McClure Engineer, Gary Brons provided a report on the proposed project. No one was present to be heard for or against the project.  
**MOTION:** A motion was made by Vogel and seconded by Otis to close the public hearing at 6:17 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Walters and seconded by Savage to approve Resolution 2024-43 finally approving and confirming plans, specifications, form of contract and estimate of cost for the Elevated Storage Tank – Water Main Extension Project  
**MOTION CARRIED UNANIMOUSLY**
    - iii. **MOTION:** A motion was made by Otis and seconded by Vogel to consider and file bids for the Elevated Storage Tank – Water Main Extension Project  
**MOTION CARRIED UNANIMOUSLY**
    - iv. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2024-44 awarding contract for the Elevated Storage Tank – Water Main Extension Project to McAninch Corp in the amount of \$520,750.08  
**MOTION CARRIED UNANIMOUSLY**
  - c. Elevated Storage Tank – New 1.5 MG Tank Project
    - i. Mayor Karsjen opened the Public Hearing on the proposed plans, specifications, form of contract and estimate of cost for the proposed Elevated Storage Tank – New 1.5 MG Tank Project at 6:20 pm. City Clerk Coffin said that the notice was published April 12, 2024, and no comments had been received for or against the project. McClure Engineer, Gary Brons provided a report on the proposed project. No one was present to be heard for or against the project.  
**MOTION:** A motion was made by Vogel and seconded by Sarchet to close the public hearing at 6:21 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Savage and seconded by Otis to approve Resolution 2024-45 finally approving and confirming plans, specifications, form of contract and estimate of cost for the Elevated Storage Tank – New 1.5 MG Tank Project  
**MOTION CARRIED UNANIMOUSLY**
    - iii. **MOTION:** A motion was made by Sarchet and seconded by Savage to consider and file bids for the Elevated Storage Tank – New 1.5 MG Tank Project  
**MOTION CARRIED UNANIMOUSLY**



- iv. **MOTION:** A motion was made by Walters and seconded by Otis to approve Resolution 2024-46 awarding contract for the Elevated Storage Tank – New 1.5 MG Tank Project to Caldwell Tank, Inc in the amount of \$5,371,000

**MOTION CARRIED UNANIMOUSLY**

5. **Presentations** | Sally Dix provided an annual update on Bravo Greater Des Moines

6. **Public Comments** | None

7. **Consent Items**

- a. City Council Meeting Minutes for April 8, 2024
- b. City Council Work Session Meeting Minutes for April 8, 2024
- c. Receive and file Planning & Zoning Commission Meeting Minutes for April 15, 2024
- d. Claims listing April 22, 2024
- e. Move May 27, 2024 meeting to May 28, 2024 due to Memorial Holiday
- f. Receive and file the March 2024 Police Department Report
- g. Receive and file the Q1 2024 Building Department Report
- h. Resolution 2024-47 approving Pay App No. 10 in the amount of \$555,585.08 for the City Hall/Community Room Project
- i. Twelve-month Tobacco permit for Casey's #1144 effective July 1, 2024
- j. Twelve months Liquor License for Fareway Stores effective June 17, 2024
- k. Twelve-month Class C Liquor License for Waters Edge with Outdoor Services and Sunday Sales effective June 24, 2024
- l. Twelve months Liquor License for La Familia Restaurant effective April 24, 2024
- m. Resolution 2024-48 setting a public hearing on Budget Amendment No. 2 for FY 23/24
- n. Resolution 2024-49 setting a public hearing on the proposed rezoning petition of 36.58 acres located at 1716 E Northside Drive to be known as Sunrise Ridge Plat 1 from R-1 to R-1A
- o. Resolution 2024-50 setting a public hearing on the proposed rezoning petition of 7.35 acres located at 609 E Northside Drive to be known as Big Creek Commons Plat 2 from R-1 to R-1A
- p. Resolution 2024-51 setting a public hearing on the following proposed rezoning petitions for Antler Ridge:
  - i. 2.017 Acres from R-2 to R-1
  - ii. 0.116 Acres from R-2A to C-2
  - iii. 50.144 Acres from R-1, R-2A, & R-2 to R-1A
- q. Resolution 2024-52 setting Public Hearing on R-2A Zoning District modifications
- r. Resolution 2024-54 setting Public Hearing on amending the 2016 Polk City Comprehensive Plan by updating the Future Land Use Plan

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

**MOTION CARRIED UNANIMOUSLY**

8. **Business Items**

- a. **MOTION:** A motion was made by Savage and seconded by Otis to approve Resolution 2024-53 approving Plat of Survey for Parcel 2021-181 & Parcel 2023-182
- MOTION CARRIED UNANIMOUSLY**

9. **Mayor Proclamation:** Mayor Karsjen proclaimed:

May 2024 Building Safety Month

May 5-11 Municipal Clerk Week

May 12-18 Police Week

10. **Reports & Particulars:**

- Parks & Recreation Director Thraen announced that Polk City was named a Tree City USA again and won a Growth Award for the 29<sup>th</sup> time, which only 2% of cities qualified for the Growth Award this year. Thraen thanked volunteers, sponsors, and participations for a successful Earth Day 5K and Pickle Ball Tournament April 20<sup>th</sup>. He thanked the Arbor League and MidAmerican for their collaboration on planning 19 trees at Woodhaven Park
- Council Member Sarchet said the Arbor League needs the next generation of volunteers to move that group forward. He thanked the other groups like Friends of the Parks for all the awesome things they are doing too.
- Council Member Vogel thanked staff, volunteers, businesses, and donors alike for their continued support of Polk City as the community continues to grow. She highlighted the recent fundraising by the Fire Fighter's Association partnership with Papa's Pizza and the connection to the community.

- Mayor Karsjen said he was delighted to participate in the pickle ball tournament and hopes the Friends of the Parks can sponsor another event like it soon.

**11. *Adjournment***

***MOTION:*** A motion was made by Walters and seconded by Vogel to adjourn at 6:44 pm.

***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date – May 13, 2024*

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:00 p.m., Monday, April 22, 2024**  
**City Hall Council Chambers**

A Council Work Session was held on April 22, 2024, at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<b><u>Mayor and City Council Members Present:</u></b> Steve Karsjen   Mayor Jeff Walters   Pro Tem Rob Sarchet   City Council Member Jeff Savage   City Council Member Mandy Vogel   City Council Member Nick Otis   City Council Member	<b><u>Staff Members Present:</u></b> Chelsea Huisman   City Manager Jenny Coffin   City Clerk/Treasurer Mike Schulte   Public Works Director Jeremy Siepker   Police Chief Karla Hogrefe   Fire Chief Jamie Noack   Library Director Jason Thraen   Parks & Recreation Director Cody Olson   Building Official
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**Minutes**

Matt Stoffel, CFA with PFM Financial discussed his recommendation of the financing plan the City should use to move forward for the Water Tower project.

He reviewed the Water Cashflow and the recommended increase to rates to meet the revenue needs in the Water Fund.

Stoffel reviewed the Property Tax and TIF Planning Models based on the 50/50% recommendation to fund the water tower from TIF and the water fund.

He reviewed the Sewer Cashflow and the recommended rate increase.

**Motion** was made by Walters to Adjourn at 5:51 p.m.

***Motion carried Unanimously.***

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

Attest

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

**MEETING MINUTES**  
**The City of Polk City**  
**Special Work Session**  
**5:00 p.m., Monday, May 6, 2024**  
**City Hall Council Chambers**

A Council Work Session was held on May 6, 2024, at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<p><b><u>Mayor and City Council Members Present:</u></b> Steve Karsjen   Mayor Jeff Walters   Pro Tem Rob Sarchet   City Council Member Jeff Savage   City Council Member Mandy Vogel   City Council Member Nick Otis   City Council Member</p>	<p><b><u>Staff Members Present:</u></b> Chelsea Huisman   City Manager Jenny Coffin   City Clerk/Treasurer Mike Schulte   Public Works Director Travis Thornburgh   City Engineer</p>
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**Minutes**

City Engineer Thornburgh provided updates on the High Trestle Trail to Neal Smith Trial Connector Project and explained the current option from Kiwanis Park to the Square needed to be looked at to determine if an alternative route would be a better option for the City. Thornburgh reviewed three options for Council to review. The Mayor and Council discussed with staff and determined that they need more time to provide staff with direction. Staff will bring recommendations to the Council at a future work session meeting.

**Motion** was made by Walters and seconded by Vogel to Adjourn at 5:54 p.m.

***Motion carried Unanimously.***

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

Attest

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

CITY OF POLK CITY		5/13/2024
AEROFORM	PITCHING MOUNDS	\$ 3,350.00
Amazon	SUPPLIES	\$ 2,528.67
AMILIA TECHNOLOGIES USA	MONTHLY SUBSCRIPTION	\$ 281.75
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 707.27
AVESIS	CITY VISION INS	\$ 392.64
BAKER & TAYLOR	BOOKS	\$ 987.95
BIG GREEN UMBRELLA MEDIA	1/2 AD	\$ 612.00
BOMGAARS	MISC SUPPLIES	\$ 536.76
Bound Tree Medical	MEDICAL SUPPLIES	\$ 991.22
BRICK LAW FIRM	45383	\$ 4,740.00
BUSINESS PUBLICATIONS CORP	PUBLIC NOTICES	\$ 268.60
GARSTENS TREE MOVING SERVICE	WOODHAVEN PARK TREE PLANTING	\$ 10,900.00
CENTURY LINK	PHONE SERVICE	\$ 294.00
CITY LAUNDERING	PUBLIC WORKS MATS	\$ 336.76
CITY OF DES MOINES	WRA HOOKUP	\$ 33,873.30
CITY OF POLK CITY	UB ASSIST 2719001	\$ 213.56
COMMERCIAL APPRAISERS OF IOWA	APPRAISAL	\$ 5,500.00
CONTRACTOR'S RENTAL	CONCRETE SUPPLIES	\$ 417.30
Controlled Access of the Midwe	GATE REPAIR	\$ 384.00
COPY SYSTEMS INC.	COPIER	\$ 47.05
Crystal Clear Water Co	PURCHASED WATER PD	\$ 190.33
D & K PRODUCTS	HERBICIDES	\$ 2,283.74
Delta Dental	CITY DENTAL	\$ 1,963.56
DEMCO INC.	LIBRARY SUPPLIES	\$ 79.96
DES MOINES STAMP MFG. CO.	JENNY NOTARY STAMP	\$ 68.00
Des Moines Water Works	PURCHASE OF WATER	\$ 28,628.98
ELECTRONIC ENGINEERING CO.	SHARED ALARM	\$ 70.00
ETECH SOLUTIONS LLC	TECHNOLOGY	\$ 5,404.88
FARFWAY	FIRE TRAINING SNACKS	\$ 118.60
FEH DESIGN	CITY HALL/COMMUNITY ROOM	\$ 18,125.74
Ferguson Waterworks	PALLET OF METERS 5/8	\$ 57,768.42
FIREHOUSE SUBS PUBLIC SAFETY	EXCESS FUNDS	\$ 9,470.00
First Bankcard	CITY CC	\$ 15,469.55
GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 541.16
Gurnsey Electric Co	LIGHT REPLACEMENT AT KIWANIS	\$ 2,189.90
HAWKINS INC	CHLORINE & FLORIDE	\$ 1,658.09
HOTSY CLEANING SYSTEMS INC.	SPRAYER REPAIRS	\$ 33.02
IOWA SIGNAL INC	REPAIR STOPLIGHT	\$ 380.00
IRON MOUNTAIN	ON CALL SHRED	\$ 367.68
JAKE KLOCKE	SPRING BAGS REFUND	\$ 35.00
JEFF CHICOINE	SPRING BAGS REFUND	\$ 35.00
JENNY COFFIN	IMEOA MILEAGE	\$ 111.76
KANSAS CITY LIFE INS. CO	CITY LIFE INS	\$ 1,407.76
KIMBALL MIDWEST	MISC STOCK	\$ 676.29
KINZLER CONSTRUCTION SERVICES	REPAIR DOOR OPENER	\$ 416.50
LINDE GAS & EQUIPMENT INC	OXYGEN	\$ 1,737.02
LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$ 2,019.92
LUKE THOMPSON	STORMWATER BEST MANAGEMENT S	\$ 1,000.00
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 82.80
METRO WASTE AUTHORITY	MWA GARBAGE CARTS	\$ 35,033.59
MI-FIBER	CITY INTERNET	\$ 9.95
MICROBAC LABORATORIES INC	LAB TESTS	\$ 162.00
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 15,672.47
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 2,552.38
ONESOURCE	PARKS SEASONAL EMPL	\$ 86.00
OVERDRIVE INC	BOOKS	\$ 773.68
PCC AMBULANCE BILLING	JAN AMB BILLING	\$ 1,574.80
PORTABLE PRO. INC.	PARK AMENITY	\$ 450.00
PREMIER PLUMBING. INC.	TOILET REPAIR	\$ 227.60
PUBLIC SAFETY CONSULTANTS LLC	GRANT WRITER FEE	\$ 1,300.00
Quick Supply Co	SEED MAT	\$ 333.90
RACOM	OFFICE SUPPLIES	\$ 814.98
RANGEMASTERS TRAINING CENTER	KARI DAVIS UNIFORM	\$ 82.79
RENAISSANCE GROUP	FEASIBILITY STUDY	\$ 28.14
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 67.50
Safetv Kleen Systems Inc	PARTS WASHER CLEANER	\$ 396.30
MACQUEEN EQUIPMENT LLC	THERMAL IMAGING CAMERAS	\$ 17,341.50
SBS SERVICES GROUP LLC	SPORTS COMPLEX CLEANING	\$ 128.57
SENSOURCE	PATRON COUNTING SYSTEM	\$ 2,209.95
VECTOR SOLUTIONS	TRAINING SOFTWARE	\$ 1,318.70
TELEFLEX FUNDING LLC	IO DRIVER MED SUPPLY	\$ 308.50
TOTAL QUALITY INC.	LAWNCARE	\$ 14,221.26
UNITY POINT OCC MED	STOVER VACCINE	\$ 109.00
VICKI MARTINEZ	MILLER PARK DEPOSIT REFUND	\$ 210.00
Walsh Door & Hardware Co	SECURITY CAMERA REPAIR	\$ 486.00
<b>Accounts Payable Total</b>		<b>\$ 315,596.05</b>
GENERAL		\$ 93,320.22
ROAD USE		\$ 9,587.37
I.M.I		\$ 213.56

CITY FACILITIES TOTAL	\$	18,125.74
CAPITAL EQUIPMENT/VEHICLE	\$	26,690.00
WATER	\$	87,902.76
SEWER	\$	43,722.81
SOLID WASTE/RECYCLING	\$	35,033.59
STORM WATER UTILITY	\$	1,000.00
<b>TOTAL FUNDS</b>	<b>\$</b>	<b>315,596.05</b>



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

# **Monthly Finance Report**

## **April 2024**

**Prepared By:**

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

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	2,754,427.86	1,290,240.10	305,170.61	391.78	3,739,889.13
110 ROAD USE	696,249.29	63,409.37	26,971.26	8.21	732,695.61
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	2,258,840.19	81,527.37	.00	.00	2,340,367.56
125 TIF	473,399.76	334,237.46	.00	.00	807,637.22
135 L.M.I	1,393,497.61	.00	1,710.62	.00	1,391,786.99
167 PC COMM. LIB TRUST	11,789.34	.00	11,000.00	.00	789.34
177 ASSET FORFEITURE	14,459.06	.00	.00	.00	14,459.06
200 DEBT SERVICE	192,371.87	303,433.40	.00	.00	495,805.27
301 CITY FACILITIES TOTAL	2,855,037.68	.00	1,309,876.75	.00	1,545,160.93
302 CAPITAL WATER PROJECT	511,669.90	.00	32,937.50	.00	478,732.40
303 CAPITAL EQUIPMENT/VEHIC	378,040.89-	.00	20,047.00	.00	398,087.89-
304 FOUR SEASONS PUB IMPROV	41,992.00	3,000.00	.00	.00	44,992.00
305 NORTHSIDE DRIVE PROJECT	947,168.00	.00	4,648.00	.00	942,520.00
306 TRAIL PROJECTS	391,720.00	.00	.00	.00	391,720.00
307 STREET PROJECTS	212,975.00	.00	136,581.50	.00	76,393.50
308 STORM WATER PROJECTS	.00	.00	.00	.00	.00
309 PARK PROJECTS	.00	.00	.00	.00	.00
310 REGIONAL PARK	.00	.00	.00	.00	.00
600 WATER	1,872,301.72	94,126.06	100,852.34	.00	1,865,575.44
610 SEWER	1,313,414.57	148,478.58	74,039.13	.00	1,387,854.02
670 SOLID WASTE/RECYCLING	78,939.89	35,200.04	34,834.48	.00	79,305.45
740 STORM WATER UTILITY	241,615.18	8,403.34	696.34	.00	249,322.18
920 ESCROW	.00	.00	.00	.00	.00
Report Total	15,883,828.03	2,362,055.72	2,059,365.53	399.99	16,186,918.21



# BANK CASH REPORT 2024

BANK NAME	MARCH	APRIL	APRIL	APRIL	OUTSTANDING	APR BANK
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
<b>Grinnell State Bank BK#1</b>						
-----						
BANK Grinnell State Bank BK#1						11,181,045.65
001 CHECKING - GENERAL	1,650,063.97-	1,289,938.19	305,070.02	665,195.80-	47,245.82	
110 CHECKING - ROAD USE	696,249.29	63,540.87	27,094.55	732,695.61	7,049.43	
111 CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
112 CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
121 CHECKING - LOCAL OPTION	2,258,840.19	81,527.37	0.00	2,340,367.56		
125 CHECKING - TIF	473,399.76	334,237.46	0.00	807,637.22		
135 CHECKING - L.M.I.	674,454.75	0.00	1,710.62	672,744.13		
167 CHECKING - PC COMM. LIB TRUST	11,789.34	0.00	11,000.00	789.34	11,000.00	
177 CHECKING - FORFEITURE	14,459.06	0.00	0.00	14,459.06		
200 CHECKING - DEBT SERVICE	192,371.87	303,433.40	0.00	495,805.27		
301 CHECKING - CAPITAL PROJECT	2,855,037.68	0.00	1,309,876.75	1,545,160.93	179,761.59	
302 CHECKING - CAPITAL WATER PROJ	511,669.90	0.00	32,937.50	478,732.40	22,537.50	
303 CHECKING - CAP EQUIP/VEHICLE	378,040.89-	0.00	20,047.00	398,087.89-	50,828.71	
304 CHECKING	41,992.00	3,000.00	0.00	44,992.00		
305 CHECKING	947,168.00	0.00	4,648.00	942,520.00		
306 CHECKING	391,720.00	0.00	0.00	391,720.00		
307 CHECKING	212,975.00	0.00	136,581.50	76,393.50		
308 CHECKING	0.00	0.00	0.00	0.00		
309 CHECKING	0.00	0.00	0.00	0.00		
310 CHECKING	0.00	0.00	0.00	0.00		
600 CHECKING - WATER UTILITY	1,872,300.72	102,601.88	109,328.16	1,865,574.44	10,057.63	
610 CHECKING - SEWER UTILITY	1,313,413.57	150,157.54	75,718.09	1,387,853.02	6,565.85	
670 CHECKING-SOLID WASTE/RECYCLING	78,939.89	35,415.99	35,050.43	79,305.45		
740 CHECKING	241,615.18	8,446.69	739.69	249,322.18	2,416.67	
920 CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
PENDING CREDIT-CARD DEPOSITS					208,591.49	
DEPOSITS					10,845.41	
WITHDRAWALS					230.93	
-----						
Grinnell State Bank TOTALS	10,760,291.34	2,372,299.39	2,069,802.31	11,062,788.42	118,257.23	11,181,045.65
-----						
11/2024 Transaction cleared on statement was entered in a future period.						810.50
4/30/2024 Calculated Statement Balance						11,181,856.15
-----						
<b>LUANA SAV. BK MM BK#2</b>						
-----						
BANK LUANA SAV. BK MM BK#2						237,330.73
001 Luana Savings Bank - M.M. Acco	482,293.30-	582.17	0.00	481,711.13-		
135 Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
-----						
LUANA SAV. BK MM TOTALS	236,748.56	582.17	0.00	237,330.73	0.00	237,330.73
-----						
<b>GRINNELL STATE BK- C.D. BK#3</b>						
-----						
BANK GRINNELL STATE BK- C.D. BK#3						1,625,961.20
001 GRINNELL STATE BANK CD	1,625,961.20	0.00	0.00	1,625,961.20		
-----						
GRINNELL STATE BK- C.D. TOTALS	1,625,961.20	0.00	0.00	1,625,961.20	0.00	1,625,961.20

**BANK CASH REPORT  
2024**

BANK NAME FUND GL NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
GRINNELL STATE BK-MM BK#4						
BANK 001 GRINNELL STATE BK-MM SUPER MONEY MKT II BK#4	10,387.93	10.93	0.00	10,398.86		10,398.86
GRINNELL STATE BK-MM TOTALS	10,387.93	10.93	0.00	10,398.86	0.00	10,398.86
LUANA SAVINGS BANK CD BK#6						
BANK 001 LUANA SAVINGS BANK CD LUANA BANK C.D.-1.85% BK#6	3,250,000.00	0.00	0.00	3,250,000.00		3,250,000.00
LUANA SAVINGS BANK CD TOTALS	3,250,000.00	0.00	0.00	3,250,000.00	0.00	3,250,000.00
<b>TOTAL OF ALL BANKS</b>	<b>15,883,389.03</b>	<b>2,372,892.49</b>	<b>2,069,802.31</b>	<b>16,186,479.21</b>	<b>118,257.23</b>	<b>16,304,736.44</b>

**BUDGET REPORT**  
**CALENDAR 4/2024, FISCAL 10/2024**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	5,463,150.00	305,170.61	4,455,722.28	81.56	1,007,427.72
	ROAD USE TOTAL	710,450.00	26,971.26	387,049.77	54.48	323,400.23
	LOCAL OPTION SALES TAX TOTAL	950,000.00	.00	.00	.00	950,000.00
	TIF TOTAL	790,583.00	.00	212,097.55	26.83	578,485.45
	L.M.I TOTAL	60,000.00	1,710.62	37,436.70	62.39	22,563.30
	PC COMM. LIB TRUST TOTAL	.00	11,000.00	11,000.00	.00	11,000.00-
	ASSET FORFEITURE TOTAL	17,000.00	.00	4,257.75	25.05	12,742.25
	DEBT SERVICE TOTAL	1,160,070.00	.00	234,596.13	20.22	925,473.87
	CITY FACILITIES TOTAL TOTAL	5,950,500.00	1,309,876.75	4,758,047.20	79.96	1,192,452.80
	CAPITAL WATER PROJECT TOTAL	8,184,000.00	32,937.50	233,235.20	2.85	7,950,764.80
	CAPITAL EQUIPMENT/VEHICLE TOTA	369,100.00	20,047.00	567,747.22	153.82	198,647.22-
	NORTHSIDE DRIVE PROJECT TOTAL	2,018,000.00	4,648.00	182,480.00	9.04	1,835,520.00
	TRAIL PROJECTS TOTAL	275,000.00	.00	33,280.00	12.10	241,720.00
	STREET PROJECTS TOTAL	250,000.00	136,581.50	173,606.50	69.44	76,393.50
	WATER TOTAL	1,733,695.00	100,852.34	1,177,794.94	67.94	555,900.06
	SEWER TOTAL	1,857,493.00	74,039.13	1,685,875.60	90.76	171,617.40
	SOLID WASTE/RECYCLING TOTAL	416,000.00	34,834.48	323,964.88	77.88	92,035.12

**BUDGET REPORT**  
**CALENDAR 4/2024, FISCAL 10/2024**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	STORM WATER UTILITY TOTAL	230,000.00	696.34	118,989.73	51.73	111,010.27
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		30,435,041.00	2,059,365.53	14,597,181.45	47.96	15,837,859.55
		=====	=====	=====	=====	=====

**BUDGET REPORT**  
**CALENDAR 4/2024, FISCAL 10/2024**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,326,400.00	88,273.53	1,041,946.51	78.55	284,453.49
	CIVIL DEFENSE TOTAL	11,500.00	2,807.00	11,162.10	97.06	337.90
	FIRE TOTAL	978,350.00	66,619.56	855,503.41	87.44	122,846.59
	BUILDING/HOUSING TOTAL	634,500.00	42,654.14	435,935.44	68.71	198,564.56
	DOG CONTROL TOTAL	5,100.00	125.00	3,394.55	66.56	1,705.45
	<b>PUBLIC SAFETY TOTAL</b>	<b>2,955,850.00</b>	<b>200,479.23</b>	<b>2,347,942.01</b>	<b>79.43</b>	<b>607,907.99</b>
	ROAD USE TOTAL	737,650.00	37,762.34	476,590.64	64.61	261,059.36
	STREET LIGHTING TOTAL	65,000.00	1,073.12	44,973.59	69.19	20,026.41
	<b>PUBLIC WORKS TOTAL</b>	<b>802,650.00</b>	<b>38,835.46</b>	<b>521,564.23</b>	<b>64.98</b>	<b>281,085.77</b>
	ENV.HEALTH SERVICES TOTAL	2,000.00	.00	.00	.00	2,000.00
	<b>HEALTH &amp; SOCIAL SERVICES TOTA</b>	<b>2,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,000.00</b>
	LIBRARY TOTAL	467,550.00	35,961.82	329,591.41	70.49	137,958.59
	PARKS TOTAL	430,000.00	23,940.98	319,505.16	74.30	110,494.84
	COMMUNITY CENTER TOTAL	.00	898.33-	.00	.00	.00
	<b>CULTURE &amp; RECREATION TOTAL</b>	<b>897,550.00</b>	<b>59,004.47</b>	<b>649,096.57</b>	<b>72.32</b>	<b>248,453.43</b>
	TIF/ECON DEV TOTAL	602,241.00	1,710.62	249,534.25	41.43	352,706.75
	<b>COMMUNITY &amp; ECONOMIC DEV TOTA</b>	<b>602,241.00</b>	<b>1,710.62</b>	<b>249,534.25</b>	<b>41.43</b>	<b>352,706.75</b>
	MAYOR COUNCIL TOTAL	127,000.00	6,982.20	91,885.46	72.35	35,114.54
	POLICY ADMINISTRATION TOTAL	175,350.00	18,577.46	155,021.39	88.41	20,328.61
	ELECTIONS TOTAL	1,000.00	.00	1,680.58	168.06	680.58-
	CITY ATTORNEY TOTAL	65,500.00	4,240.00	43,255.55	66.04	22,244.45
	CITY HALL TOTAL	87,700.00	3,111.86	66,907.82	76.29	20,792.18
	OTHER CITY GOVERNMENT TOTAL	986,000.00	11,911.19	980,676.19	99.46	5,323.81
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>1,442,550.00</b>	<b>44,822.71</b>	<b>1,339,426.99</b>	<b>92.85</b>	<b>103,123.01</b>
	DEBT SERVICE TOTAL	1,160,070.00	.00	234,596.13	20.22	925,473.87
	<b>DEBT SERVICE TOTAL</b>	<b>1,160,070.00</b>	<b>.00</b>	<b>234,596.13</b>	<b>20.22</b>	<b>925,473.87</b>
	POLICE TOTAL	219,100.00	.00	188,228.77	85.91	30,871.23
	FIRE TOTAL	.00	20,047.00	27,567.45	.00	27,567.45-
	OTHER PUBLIC WORKS TOTAL	150,000.00	.00	351,951.00	234.63	201,951.00-
	<b>CAPITAL IMPROVEMENT TOTAL</b>	<b>8,493,500.00</b>	<b>1,451,106.25</b>	<b>5,147,413.70</b>	<b>60.60</b>	<b>3,346,086.30</b>

**BUDGET REPORT**  
**CALENDAR 4/2024, FISCAL 10/2024**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	8,184,000.00	32,937.50	233,235.20	2.85	7,950,764.80
	CAPITAL PROJECTS TOTAL	17,046,600.00	1,504,090.75	5,948,396.12	34.89	11,098,203.88
	WATER UTILITY TOTAL	1,528,950.00	100,852.34	1,177,794.94	77.03	351,155.06
	SEWER UTILITY TOTAL	1,742,493.00	74,039.13	1,685,875.60	96.75	56,617.40
	RECYCLING TOTAL	416,000.00	34,834.48	323,964.88	77.88	92,035.12
	STORM WATER TOTAL	230,000.00	696.34	118,989.73	51.73	111,010.27
	ENTERPRISE FUNDS TOTAL	3,917,443.00	210,422.29	3,306,625.15	84.41	610,817.85
	TRANSFER TOTAL	1,608,087.00	.00	.00	.00	1,608,087.00
	TRANSFER OUT TOTAL	1,608,087.00	.00	.00	.00	1,608,087.00
	TOTAL EXPENSES	30,435,041.00	2,059,365.53	14,597,181.45	47.96	15,837,859.55

**REVENUE REPORT**  
**CALENDAR 4/2024, FISCAL 10/2024**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,615,109.00	1,290,240.10	4,258,793.37	92.28	356,315.63
	ROAD USE TOTAL	720,590.00	63,409.37	631,460.29	87.63	89,129.71
	LOCAL OPTION SALES TAX TOTAL	950,000.00	81,527.37	931,271.55	98.03	18,728.45
	TIF TOTAL	787,632.00	334,237.46	767,150.79	97.40	20,481.21
	L.M.I TOTAL	223,342.00	.00	163,974.77	73.42	59,367.23
	ASSET FORFEITURE TOTAL	17,000.00	.00	.00	.00	17,000.00
	DEBT SERVICE TOTAL	1,160,070.00	303,433.40	753,411.46	64.95	406,658.54
	CITY FACILITIES TOTAL TOTAL	2,460,900.00	.00	2,210,439.75	89.82	250,460.25
	CAPITAL WATER PROJECT TOTAL	6,510,000.00	.00	.00	.00	6,510,000.00
	CAPITAL EQUIPMENT/VEHICLE TOTA	329,100.00	.00	45,295.52	13.76	283,804.48
	FOUR SEASONS PUB IMPROVEM TOTA	.00	3,000.00	12,000.00	.00	12,000.00-
	NORTHSIDE DRIVE PROJECT TOTAL	2,018,000.00	.00	1,125,000.00	55.75	893,000.00
	TRAIL PROJECTS TOTAL	275,000.00	.00	425,000.00	154.55	150,000.00-

**REVENUE REPORT**  
**CALENDAR 4/2024, FISCAL 10/2024**

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	STREET PROJECTS TOTAL	250,000.00	.00	250,000.00	100.00	.00
	WATER TOTAL	1,770,900.00	94,126.06	1,586,674.97	89.60	184,225.03
	SEWER TOTAL	1,888,300.00	148,478.58	1,649,779.05	87.37	238,520.95
	SOLID WASTE/RECYCLING TOTAL	416,000.00	35,200.04	348,079.87	83.67	67,920.13
	STORM WATER UTILITY TOTAL	295,000.00	8,403.34	184,562.89	62.56	110,437.11
	TOTAL REVENUE BY FUND	24,686,943.00	2,362,055.72	15,342,894.28	62.15	9,344,048.72



**BALANCE SHEET  
CALENDAR 4/2024, FISCAL 10/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	984,868.17	665,195.80-
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	36,446.32	732,695.61
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	81,527.37	2,340,367.56
125-000-1110	CHECKING - TIF	334,237.46	807,637.22
135-000-1110	CHECKING - L.M.I.	1,710.62-	672,744.13
167-000-1110	CHECKING - PC COMM. LIB TRUST	11,000.00-	789.34
177-000-1110	CHECKING - FORFEITURE	.00	14,459.06
200-000-1110	CHECKING - DEBT SERVICE	303,433.40	495,805.27
301-000-1110	CHECKING - CAPITAL PROJECT	1,309,876.75-	1,545,160.93
302-000-1110	CHECKING - CAPITAL WATER PROJ	32,937.50-	478,732.40
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	20,047.00-	398,087.89-
304-000-1110	CHECKING	3,000.00	44,992.00
305-000-1110	CHECKING	4,648.00-	942,520.00
306-000-1110	CHECKING	.00	391,720.00
307-000-1110	CHECKING	136,581.50-	76,393.50
308-000-1110	CHECKING	.00	.00
309-000-1110	CHECKING	.00	.00
310-000-1110	CHECKING	.00	.00
600-000-1110	CHECKING - WATER UTILITY	6,726.28-	1,865,574.44
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	74,439.45	1,387,853.02
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	365.56	79,305.45
740-000-1110	CHECKING	7,707.00	249,322.18
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	302,497.08	11,062,788.42
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

**BALANCE SHEET**  
**CALENDAR 4/2024, FISCAL 10/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	----- .00	----- .00
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	10.93	10,398.86
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
		----- 10.93	----- 10,398.86

**BALANCE SHEET**  
**CALENDAR 4/2024, FISCAL 10/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	SUPER MONEY MKT II TOTAL	10.93	10,398.86
001-000-1161	GRINNELL STATE BANK CD	.00	1,625,961.20
610-000-1161	Polk County Bank CD	.00	.00
	GRINNELL STATE BANK CD TOTAL	.00	1,625,961.20
001-000-1162	LUANA BANK C.D.-1.85%	.00	3,250,000.00
	TOTAL	.00	3,250,000.00
001-000-1163	Luana Savings Bank - M.M. Acco	582.17	481,711.13-
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	582.17	237,330.73
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	303,090.18	16,186,918.21

Polk City | Parks Commission May 2024 Meeting Minutes

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The Polk City Parks Commission held a meeting at 6:00pm on Monday, May 6<sup>th</sup>, 2024. The agenda was posted at the City Hall office as required by law.

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

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*Larry Jablonski | Chair*

*Monica Converse | Vice Chair Darren Ten Napel | Secretary*

*Commission Members: Tim McCann | Kelley Haaland | Gail Turner | Lindsey Page*

1. **Call to Order** | Meeting called to order at 6pm on 6 May 2024
  
2. **Roll Call** | All Present
  
3. **Approval of Minutes of April 1, 2024**  
*Motion: Converse                                 Second: McCann*  
*Motion carried unanimously*
  
4. **Public Comments:** Ken Morse – Chairperson of Polk City Arbor League. 35 years supporting Polk City Arbor activities. First project was every tree at the Polk City Sports Complex. Have continue to support tree planting at all city parks. Ongoing project at Woodhaven currently in progress planting trees and moving boulders for aesthetics and recreation. Future of the Arbor League are uncertain as Mr. Morse is nearing the end of his tenure with the organization. Tree City USA Certification has been transferred to Polk City Park and Recreation Director Jason Thraen. Contact info for Ken if interested in continuing Polk City Arbor League into the future 515-984-6735 or message the Polk City Arbor League Facebook page.
  
5. **Presentation from Polk City Arts & Culture Committee** – Matt White – behalf of Polk City Arts and Culture. New group to the city, here to explain objectives and intentions. Came about through the Iowa Great Places application encompassing several arts arenas. Assisted with mural projects around Polk City in recent years. Provide opportunities for artists to connect and communicate through arts and ideas. In early phases – finalizing corporate bylaws, primary focus is establishing non-profit designation, secondary focus is establishing public awareness. Early-stage fundraising will be used for costs to establish organization. First event is June 22<sup>nd</sup> – Parker Boulevard tunnel to Leonard Park – sell sidewalk squares to the public (groups, families or organizations) for temporary painting. Currently 9 members, seeking 10 to meet established bylaws.
  
6. **Director's Report** – Mayor's Monarch Pledge – offered through NWF, community can pledge that they are supporting monarch butterflies. List of action items to choose from to qualify, annual deadline is in March. Need to identify 3 action items for next meeting discussion.  
Ongoing Regional Park Feasibility Study – working through final small group meetings and interviews. Thraen invites those who have not participated on May 8<sup>th</sup> or May 17<sup>th</sup> to 1 on 1's with RGI.  
Next Monday night May 13<sup>th</sup> RGI will participate in work session with City Council, target is to have written report completed for Council Review May 28<sup>th</sup>.

7. **Reports & Particulars - Council Liaison, Commission, and Staff**

Sarchet – Thanks Ken Morse and Polk City Arbor League for their efforts and contributions to Polk City.

Sarchet – green space at 3rd & Davis, also space near the library. Designated long term uses – other ideas for short-term usage are needed, asks Park Commission for ideas.

Thraen – 3<sup>rd</sup> & Davis used to have backstop, removed when curb and gutter were added to street.

Sarchet – parking consideration should be part of proposal, no electrical and water at 3<sup>rd</sup> and Davis, closer to yet not sure if available at Library adjacent property.

Sarchet – council activities – budget approved, trail connector discussions continue.

8. **Adjourn until June 3, 2024**

*Motion: Page                      Second: Converse*

*Motion Carried Unanimously*

**Upcoming Programs & Events**

Start Smart Baseball

Senior Social Hour

Submitted by Park Commission Secretary:



Darren Ten Napel

Attest:

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Jason Thraen, Park and Recreation Director



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Jason Thraen, Parks & Recreation Director

**Subject:** **Parks & Recreation Department Updates for April 2024**

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1. Staff accompanied Polk City Arbor League members to the Tree City USA Awards Luncheon April 4<sup>th</sup> in Ankeny. Polk City was recognized as Tree City USA for the 31<sup>st</sup> year in a row. Polk City was also awarded the Growth award for the 29<sup>th</sup> time.
2. Staff, along with Renaissance Group Inc., continued the Pre-Campaign Process (feasibility study) for the Regional Park project. Scheduling and facilitating small group and one on one meetings have continued
3. In partnership with the Polk City Arbor League, 13 additional trees were planted at Woodhaven Park.
4. April programming included Babysitting Basics. Explore Pella (Senior Trip), and Senior Social Hour.
5. Sports Complex baseball/softball fields had 24 reservations in April. 24 total field reservations in 2024.
6. Miller Park Shelter House had 6 private rentals in April. 18 total rentals in 2024.

**AGENDA FOR POLK CITY LIBRARY BOARD MEETING**  
**Polk City Community Library**  
**1500 W. Broadway, Polk City, IA**  
**Monday, May 6, 2024 at 6:30 pm**

I. Call to order

**Board Members Present:** Rod Bergren, Justin Young, Lisa England, Angie Conley  
**Board Members Absent:** Sara Olsen  
**Library Director Present:** Jamie Noack  
**City Council Liaison Present:** Jeff Savage  
**Guests Present:** None

II. Approval of the agenda

MOTION: A motion was made by Rod Bergren and seconded by Justin Young to approve.  
MOTION PASSED unanimously.

III. Consent Items

1. Approve the [April 2024 Board Minutes](#)
2. Approve March 2024 financial statements
  - a. [March 2024 History](#)
  - b. [March 2024 Budget](#)- question raised about what put the total over by \$800. Purchasing the copy machine is the main reason for this increase in expense. Magazine subscriptions also went up by \$100. School Library Journal, which is a selection tool to help decide on popular books for students, was put in the magazine category.
  - c. [March 2024 Revenue & Expenses](#)

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.  
MOTION PASSED unanimously.

IV. Communication from the Public- none present

V. [Director's Report](#)

**Library Statistics:**

- April Circulation and library usage
  - April 2024 circulation of 5,092 was an increase of 190 checkouts compared to March 2024 and an increase of 1,136 compared to April 2023.
  - 2,109 individuals visited the library in April. This is an increase of 235 compared to March 2024. It is an increase of 474 visitors compared to April 2023. This increase is largely due to the fact we were giving out eclipse glasses.
  - 110 individuals attended 12 passive adult library programs in April.
  - Library Patrons saved \$45,780 in April by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
  - 35 passport applications were processed.
  - 11 Notary appointments
  - 5 Adventure passes were used saving patrons \$228.
- The library was closed on April 6 due to the fire department training burn. Since they were not able to burn the house after the training was completed, the library opened one hour late on April 20 so they could complete the burn.

1. We had 11 passport appointments that were scheduled and either did not show up, did not have proper documentation to complete an application or were renewals that we are not allowed to process.
2. The new SenSource people counter has been delivered. SenSource is scheduling installation before summer reading begins.
3. The library provided 471 pairs of safety glasses for viewing the April 8 eclipse. 25 individuals joined us at the library for the watch party.
4. Summer reading plans are finalized and we are now working to get everything organized. Watch our website and social media for details. The registration kickoff event will be held May 30 at the Polk City's Farmers Market.
5. Library Giving Day generated over \$1900 in donations to the Friends of the Library and several summer reading supplies were purchased from the library's Amazon wish list.
6. The Fareway round-up for the Friends of the Library generated \$837.
7. The Friends of the Library have donated the prizes for the summer reading program.
8. The study pod installation began today. It is expected to take 2-3 days to complete.
9. Director Noack will attend the state-wide director round-table on Tuesday, May 7 in Grimes.
10. [April Stats](#)

#### VI. Liaison report

New water tower moving forward. It will go out by the new school at Big Creek. An engineering group recommended this area due to high elevation and 40 acres of space. The bid came in under what was anticipated, which is great news.

Working on the CIP prioritization. Question about where planning is for the park where a consultant was hired. Small, strategic meetings are happening right now. They will come back with results to the city council. Likely those results will be in by the end of the month. If there is going to be a bond on the ballot this year, it has to be in by mid-summer to make it on the ballot.

#### VII. Board Education: Lisa England/Justin Young

Starting at 6:40

Their space was 22,000 square feet. Our recommend would be 19,000.

Around 12 million final cost- used envision group who was half of another bid, spent a day shadowing staff and walking around library to see.

Each room for capacity around 20, has pushed 30, if not divided between rooms can fit 50's  
Would recommend having divider walls for meeting rooms to allow flexibility of sizes- make sure to do automatic wall moving instead of manual, as it gets moved every 2-3 days for example.

Got specific donors and funding for specific rooms that they could customize- for example hanging art they did or choose some of the decorations.

Story time room and program room connected.

Cut large meeting room that was going to have council chambers, going to have patio area on 2nd floor.

Got Bissel steam cleaner due to increased traffic, adding coffee area.

Moved up from 6,000 square feet- about 9 years of work

Fundraising- helping at community events, getting out helpers, just have a friends group that all funds funneled through. Individual coffee talks and conversations with people. Initially hired a fundraising firm at a cost of \$80,000 but was not satisfied and let them go.

Staff area with a large storage space- furniture that pulls out with hidden storage.

Drive thru with a book drop off and check out- helps with staff safety to not have to deliver things outside, seniors and moms with kids can quickly come up, has doorbell to help alert staff at front desk to come back if they are helping.

Staff gets their own cabinet area with a lock and a staff bathroom, a break room with kitchen area- no windows on staff break room.



Attached to staff break room is another storage room that can be used with nursing mom area  
Got a coffee machine that is leased so that company will come fix it, don't have things like.  
Carmel and chocolate pumps as teens were filling up cups with syrup.  
Had to think about food policy- people started bringing pizzas and picnics, you can have drink with lid and individual snack.  
Children's room has storage for all the kids things attached.  
Laminate floor in part of kids area- for kid craft times and for groups like scouts that meet  
Have 30 staff, had 19 previously. Multiple stories necessitated this for safety, have 3 teen pages and one adult page.  
Have a separate youth services librarian- glass windows all around to help them watch story times and youth sections.  
Rejected desks that were made for them- used Library Furniture International who then got them taken out and replaced and fixed issues quickly.  
Sought out sponsors for kids playground area.  
Some adult computers by kids ones so parents can work while kids play.  
Kit walk for kids to take reader kits and themed backpacks like dolls, stem kits, geology kits.  
Family restroom next to children's area, and a sensory room/comfort room with touching things along wall, lights dim and have a big tube down room that can change colors.  
Game room/study room with a switch and TV in it that can only be checked out by kids.  
Activity tables that can turn tops to be lego, train tracks, x ray. An independent check out station in kids section so parents can check out there.  
Donor wall- biggest names for dollar amount.  
Teen area separated from young kids- has switches, quest vr goggles.  
Can check out games as part of library circulation, can bring own.  
Adults on top floor- a fireplace with furniture, digital.  
Each study room has slightly different furniture and features, each has a tv, some have multiple desks that can raise and lower. Was an issue with sight lines of not being able to see work rooms over tall shelves.  
Computers have desks that can raise and lower so you can stand.  
Sponsorships for fireplace area.  
Moveable furniture to pull chairs and ottomans together.  
Puzzle tables and small areas were sponsored for 1,000 each.  
Board game collection to check out.  
To start ball rolling- had pictures of spacing issues and things to visualize and show at council meetings.  
Did space needs assessment at an early stage- came back as way bigger than knew council would approve, aimed slightly lower.  
Then went to renderings.  
Offered partnership with the fire department who also needed a new building.  
Sell companies on how they can get names out through partnerships- tech companies or engineering to help sponsor maker spaces and tech areas.  
Then moved into architect renderings.  
Used lost funds, not a referendum, that passed with 81 percent and sent message to mayor  
Has 70 some parking spots

Lisa went to chamber luncheon- we are aiming for conceptual drawing that would lead to around 20-25 thousand.  
The mayor mentioned that he was interested in getting a committee of people together to do an arts council and recommended starting a foundation to start building the money. The worry would be that there are so many foundations for things in the town. There is a friends group for the parks for example, but this is not a foundation in the technical sense. The city paid for the conceptual drawing for the sports complex previously. A drawing for the

park will be in on the CIP discussion of funding. There are currently three items on the list of 40 priorities for the library. This includes an artist rendering for a library, an addition to the library, and an addition to the library with a rec center attached.

Ended education at 7:16

#### VIII. Agenda Items

1. Review Tier Standards Section 5: Virtual Spaces- The library has internet enabled devices and counts their use. The library must provide wireless internet, allow printing, and have a website. The website must have information about the catalog and links to resources. The library must budget for computer replacements. There is internet training available to customers. The library provides access to downloadable materials.
2. Review [Personnel Policy](#)- this does include page positions and paid positions, but can volunteer
3. Review [Criminal Background Check Policy](#)
4. Review [Strategic Plan](#)
5. Determine June Board Education
6. The evaluation of director Novak- To be done by Rod and Angie

#### IX. Adjourn

MOTION: A motion was made by Rod Bergren and seconded by Lisa England to approve.  
MOTION PASSED unanimously.

Next Meeting Monday, June 3, 2024

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

## Library Director's Report April 2024

### Library Statistics:

- April Circulation and library usage
  - April 2024 circulation of 5,092 was an increase of 190 checkouts compared to March 2024 and an increase of 1,136 compared to April 2023.
  - 2,109 individuals visited the library in April. This is an increase of 235 compared to March 2024. It is an increase of 474 visitors compared to April 2023. This increase is largely due to the fact we were giving out eclipse glasses.
  - 110 individuals attended 12 passive adult library programs in April.
  - Library Patrons saved \$45,780 in April by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
  - 35 passport applications were processed.
  - 11 Notary appointments
  - 5 Adventure passes were used saving patrons \$228.
- The library was closed on April 6 due to the fire department training burn. Since they were not able to burn the house after the training was completed, the library opened one hour late on April 20 so they could complete the burn.
- We had 11 passport appointments that were scheduled and either did not show up, did not have proper documentation to complete an application or were renewals that we are not allowed to process.
- The new SenSource people counter has been delivered. SenSource is scheduling installation before summer reading begins.
- The library provided 471 pairs of safety glasses for viewing the April 8 eclipse. 25 individuals joined us at the library for the watch party.
- Summer reading plans are finalized and we are now working to get everything organized. Watch our website and social media for details. The registration kickoff event will be held May 30 at the Polk City's Farmer's Market.
- Library Giving Day generated over \$1900 in donations to the Friends of the Library and several summer reading supplies were purchased from the library's Amazon wish list.
- The Fareway round-up for the Friends of the Library generated \$837.
- The Friends of the Library have donated the prizes for the summer reading program.
- The study pod installation began today. It is expected to take 2-3 days to complete.
- Director Noack will attend the state-wide director round-table on Tuesday, May 7 in Grimes.

<b>LIBRARY - APRIL 2024 STATS SNAPSHOT</b>	<b>April 2023</b>	<b>April 2024</b>	<b>March 2024</b>
Total Visitors	1,635	2,109	1,874
People Checking Out	373	376	406
Polk City Cardholders	326	327	348
Polk City Checkouts	2,475	2,917	2,765
Open Access Cardholders	19	20	27
Open Access Checkouts	150	291	326
Rural Cardholders	28	29	31
Rural Checkouts	203	401	321
Bridges E-book/Audiobook Checkouts	1,104	1,440	1,461
Outgoing ILL Books	24	43	29
Total Checkouts (incl. Bridges & Outgoing ILL)	3,956	5,092	4,902
Auto Renewals	584	717	579
Total Checkouts (adjusted for auto-renewal)	3,372	4,375	4,323
Incoming ILL Books	36	31	34
Reserves Placed	262	377	332
Materials Added	161	133	95
Materials Withdrawn	100	3	27
New Cards Issued	23	21	20
Computer Users	42	60	43
WiFi Users (on site)	341	558	559
Adult Programs	27	28	25
Adult Program Attendance	211	458	213
Youth Programs	17	20	13
Youth Program Attendance	326	466	168
Tutoring	4	9	5
No. of Meeting Room Uses by Outside Groups	1	6	3
Patron Savings (physical materials only)	\$36,118	\$45,780	\$46,512
Passports	43	35	30
Blank Park Zoo Adventure Pass (\$60)	3	2	5
Science Center of Iowa Adventure Pass (\$60)	4	0	7
Botanical Gardens Adventure Pass (\$42)	5	0	3
Des Moines Children's Museum (\$36)	2	2	2
Reiman Gardens (\$36)	0	1	0
Iowa Arborateum (\$22)	NA	0	0
<b>TOTAL ADVENTURE PASS SAVINGS</b>	<b>\$550</b>	<b>\$228</b>	<b>\$918</b>
Summer Reading Signups (0-11) as of 6/30			
Summer Reading Signups (12-17) as of 6/30			
Adult Reading Participation as of 6/30			
Social Media Page Views (April 1-30)	330	1K	695
Social Media Post Reach (April 1-30)	1,814	4.4K	3,479
New Social Media Followers (April 1-30)	2	23	19
New Social Media Likes April 1-30)	9	unavailable	unavailable
Website Views	2,666	unavailable	2,418

# Polk City Water Department

## Monthly Report

Month April

Year 2024

Total Water Pumped 11,650,190 Gallons  
Monthly Daily Avg 388,339 Gallons

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### Testing Results

- **SDWA Bacteriological Coliform Analysis Absent 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 .70 mg/l Polk City Lab.  
Fluoride in System- Monthly Average .70 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average 1.38 mg/l Polk City Lab.**  
**Chlorine Total at plant- Monthly Average 2.96 mg/l Polk City Lab.**  
**Chlorine Free in System- Monthly Average .56 mg/l Polk City Lab.**  
**Chlorine Total in System- Monthly Average .89 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 5.85 mg/l Polk City Lab.**  
**Iron Finish Water- Monthly Average .05 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 4<sup>th</sup> most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average 0.331 mg/l Polk City Lab.**  
**Manganese Finish Water- Monthly Average 0.170 mg/l Polk City Lab.**  
**Manganese System Water- Monthly Average 0.092 mg/l Polk City Lab.**  
Manganese also occurs in rocks and the earth's crust. It is the 7<sup>th</sup> most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average 7.8 mg/l Polk City Lab.**  
**pH Finish Water-Monthly Average 7.9 mg/l Polk City Lab.**  
**pH System Water- Monthly Average 8.3 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:** 5/08/2024  
**To:** Mayor and Council  
**From:** Mike Schulte

**Subject:** April Brush Drop Off Summary

In your council packets you will find a brush pile check-in sheet that our employees filled out as people came through the gate. Below is a summary of those entries.

317 Vehicles came through the gate in the month of April.  
280 had no comment.  
25 had negative comments.  
13 had positive comments.

73.5 hours of staff time have been used. (This may go down over time as we move from 2 people staffing the gate to 1 person staffing the gate)

The above summary is just the people that came through the gate. Our entire staff has had people stop at the shop facility and ask questions. Out of those discussions, 21 were out of town residents and 6 contractors, they were all told they can no longer use this facility.

We have noticed that the brush pile is a fraction of what it would have been if we would continue as we have in the past. The checkpoint is working, the more out of town people and contractors we remove from using the brush pile the better results we will have. The best proof we will have is at the end of this trial period, when we know how many loads of mulch have been chipped compared to last year's loads.

I believe we are on the right track during this trial period since out of 317 vehicles, 280 had no comment and 13 had positive comments.

Please let me know if there is any other information that we should be gathering for you to make better decisions.

**Brush Pile Check in Summary - as of 4.29.2024**

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
1	4.5.24	CINCITY	Black Honda	Car	na	na	db	
2	4.5.24	MCBADGER	Honda CVR Maroon	Car	Tournament Club Way; within city limits	leaves		does not like window of time; satisfied customer
3	4.5.24	CQV 981	White Chevy 1500 Silverado	Truck	Tournament Club Way; within city limits	limbs		Happy that taxpayers are saving money; Bruce Lefkow
4	4.5.24	JGL 428	Blue Gray Chevy Silverado	Truck	3rd Street; within city limits	limbs		likes that we are taking control of the problem
5	4.5.24	KHY 533	Dodge	Truck	Lyndale; within city limits	Brush		
6	4.5.24	HHC 124	Nissan	Truck	Deerhaven; within city limits	Brush		
7	4.5.24	JAK 324	Chevy	Truck	Oakwood; within city limits	Brush		
8	4.5.24	ELB 969	Gray Chevy	Truck	208 Crestmoor; within city limits	Brush		friendly; glad something is finally being done
9	4.5.24	NEZ 523	GMC	Truck	Prairiewood Ct; within city limits	Brush, leaves, clippings		soft spoken; smoking a cigar
10	4.5.24	na	Dodge Ram	Truck	1605 Prairie Ridge; within city limits	Brush, limbs, leaves		had not heard of any change; unaware this was going on
11	4.5.24	JGF 180	na	SUV	304 Juliana; within city limits	Leaves and clippings		
12	4.5.24	HHC 124	Nissan	Truck	1110 Deerhaven; within city	Brush, limbs, leaves		all good
13	4.5.24	1TENONWF	Blue Chevy Colorado	Truck	1300 East Pine Ridge; within city limits	Brush, limbs, leaves		would like to have it open later on Saturdays
14	4.5.24	HCP 336	White Ford	Truck	915 Deerhaven; within city limits	Brush, limbs		
15	4.5.24	MBSOX	Ford Ranger	Truck	Church Street; within city	Brush, limbs, clippings		
16	4.5.24	MBW 879	Blue Chevy	Truck	510 Hansen Place; within city limits	Brush, limbs, leaves		
17	4.5.24	EVSURFN	Maroon Chevy	Car	1414 Cardinal; within city limits	Leaves and Clippings		

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
18	4.5.24	NVW 890	Ford Ranger	Truck	406 4th Street; within city limits	Brush, limbs		
19	4.5.24	Montana	Gray Ford	Truck	Juliana Court; within city limits	Brush, limbs		Montana plates, Polk City citizen
20	4.5.24	1XC 408	Gray SUV	Car	807 West Trace; within city limits	Brush, limbs		
21	4.5.24	NMM 296	White SUV	Car	870 Wolf Creek; within city limits	Brush, limbs		
22	4.5.24	MVW 405	Blue	Car	202 East Van Dorn; within city limits	Leaves, clippings		
23	4.5.24	FDB 447	Chevy	Truck	Oakwood; within city limits	Brush, limbs, leaves		
24	4.5.24	CNA 456	Gray Ford	Truck	1000 Deerhaven; within city limits	Brush, limbs, clippings		
25	4.5.24	MKV 268	Gray Dodge	Truck	1115 Deerhaven	Brush, limbs		
26	4.5.24	LHM 060	Honda Odessa	Van	1031 Lost Lake Drive; within city limits	Limbs, leaves		satisfied customer
27	4.5.24	CUS 381	Ford Ranger	Truck	804 Roosevelt; within city limits	Limbs		Happy to see problems addressed
28	4.5.24	FNX 776	Dodge Dakota	Truck	210 West Pine Ridge; within city limits	Brush, limbs, leaves		would like expanded hours
29	4.5.24	MAX 625	Dodge Ram 1500	Truck	1445 Marina Cove; within city limits	Leaves, clippings		satisfied; no complaints
30	4.5.24	JGF 180	VW SUV	Car	304 Juliana Court; within city limits	Leaves, clippings		pleasant but disappointed in limited hours of operation
31	4.5.24	MVW 600	Dodge Ram	Truck	1320 Lyndale; within city limits	Brush, clippings		understands but hopes for expanded hours
32	4.5.24	IWV 827	Volvo Stationwagon	Car	214 Summer Street; within city limits	Leaves, clippings		
33	4.5.24	BSW1974	Scion	Car	1229 West Drive; within city limits	Limbs		
34	4.5.24	MNS 997	Mini-van	Van	City Hall	Brush, limbs, leaves		working for city hall
35	4.5.24	SKU 737	Kia Sevento SUV	Car	301 Madison; within city limits	Brush		
36	4.5.24	MDN 288	Black Acadia SUV	Car	1601 West Washington; within city limits	Brush		don't like the times



trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
37	4.5.24	OAR 896	F150	Truck	1517 Prairie Ridge Drive; within city limits	Brush		
38	4.5.24	MVW 430	Red Chevy Silverado	Truck	801 Edgewater Drive; within city limits	Leaves		
39	4.5.24	MT2 607	Honda Odyssey	Car	612 Lincoln Street; within city limits	Brush		
40	4.5.24	HK 6073	Jeep Cherokee	Truck	1208 Lyndale; within city limits	Brush		
41	4.5.24	FDB 447	Black Silverado Z71	Truck	1402 Oakwood Drive; within city limits	Brush		
42	4.5.24	NFF 890	Dodge Ram	Truck	820 East Southside Drive; within city limits	Brush		
43	4.5.24	EKX 152	Ford F150	Truck	1155 Mallard Bay Place; within city limits	Brush, limbs		need wider entry exit gate; 2 lanes wide
44	4.5.24	KWS 150	Honda CRV	Car	1500 Prairie Ridge Drive; within city limits	Leaves, clippings		happy to see problem addressed, but sees potential traffic problem; may contact city hall to share thoughts
45	4.5.24	JOE 578	Toyota Tacoma	Truck	311 East Wood; within city limits	Leaves, clippings		
46	4.5.24	NWB 674	Ford Escape	Car	730 Lakewood Avenue; within city limits	Leaves, clippings		1 bag, and in a hurry
47	4.5.24	FX 503	Chevy Traverse	Car	613 Lost Lake Drive; within city limits	Brush, limbs		
48	4.5.24	DA2 224	Ford F150	Truck	430 Whispering Pine Avenie; within city limits	Brush, clippings		
49	4.5.24	GIM 981	Toyota SUV	Car	non-Polk City resident; close to	Leaves, clippings		did not allow access to brushpile and person understood
50	4.5.24	MT2 607	Honda Odesey	Car	612 Lincoln Street; within city limits	Leaves, clippings	2	
51	4.5.24	NVU 203	Nissan	Car	1429 Marina Cove Drive; within city limits	Brush, clippings		satisfied, understood situation
52	4.5.24	JGF 180	VW SUV	Car	304 Juliana Court; within city limits	Leaves, clippings	2	
53	4.5.24	EDN 910	Ford F150	Truck	402 Oakford Lane; within city limits	Clippings		

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
54	4.6.24	DYS 361	Chevy Z71	Truck	807 West Washington; within city limits	Brush		
55	4.6.24	CFF 992	Ford Raanger	Truck	414 West Church Street; within city limits	Clippings		
56	4.6.24	MNS 996	F250	Truck	1308 West Side; within city limits	Limbs		send the Mayor or Council to work a Saturday
57	4.6.24	PCQ 0924	Honda Ridgeline	Truck	1401 Anchoraway Drive; within city limits	Brush		
58	4.6.24	CUS 381	Ford Ranger	Truck	804 Roselvelt Street; within city limits	Limbs		
59	4.6.24	FNX 776	Dodge Dakota	Truck	210 Pine Ridge Drive; within city limits	Brush		needs more routes to meet schedules of residents
60	4.6.24	FDA 051	Chevy Tahoe	Car	301 Burton Drive; within city limits	Brush		think about first and third Saturday's
61	4.6.24	FV 306	Chevy Z71	Truck	1486 Marina Cove; within city limits	Leaves		
62	4.6.24	KWW 288	GMC High Country	Truck	300 Crestmoor; within city limits	Clippings		
63	4.6.24	JQR 324	Chevy Silverado	Truck	1205 Oakwood Drive; within city limits	Brush		Said this is a great idea and should have been done 5 years ago; too many people using the brush pile from outside Polk City, including contractors
64	4.6.24	LCX 836	GMC	Truck	413 Hilcrest Drive; within city limits	Limbs		
65	4.6.24	DGE 152	Nissan Maxima	Car	402 2nd Street; within city limits	Brush		
66	4.6.24	IMK 984	Jeep	Car	1601 Prairie Ridge Drive; within city limits	Limbs		not enough open times
67	4.6.24	PLOOG	GMC Danolli	Car	221 Marina Cove; within city limits	Leaves		
68	4.6.24	IXE 205	High Country	Truck	1801 Meadowlark Drive; within city limits	Brush		this is bad; do we really need to monitor; need to open more days up
69	4.6.24	DWG 790	Chevy Silverado	Truck	113 Tyler Street; within city limits	Brush		one Saturday a month not enough
70	4.6.24	NSE 496	Chevy Silverado	Truck	5539 NW 118th; within city limits	Brush, limbs		
71	4.6.24	MPN 288	Acadia	Car	1601 West Washington; within city limits	Clippings		hours don't work; had to take time off work to get material here

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
72	4.6.24	NCU 860	Chevy Avalance	Truck	804 Edgewater; within city limits	Brush		
73	4.6.24	CWP 8782	Traverse	Car	221 Crossroad Court; within city limits	Brush		
74	4.6.24	OIT 602	Kia Teluride	Car	1477 Marina Cove; within city limits	Brush		
75	4.6.24	MVW 430	Chevy Silverado	Truck	801 Edgewater Drive; within city limits	Leaves		
76	4.6.24	IWR 832	Ford F150	Truck	210 Tradition; within city limits	Clippings		
77	4.6.24	NVW 207	Red Mini-Van	Car	713 Davis Street; within city limits	Limbs		
78	4.6.24	MVT 231	Toyota Tacoma	Truck	800 West Van Dorn Street; within city limits	Clippings		
79	4.6.24	EUN 571	SUV	car	1540 Seagrass; within city limits	Brush		
80	4.6.24	LYB 649	Truck	Truck	610 East Southside Drive; within city limits	Brush		
81	4.12.24	IMW 989	Equinox	SUV	1705 Wahconsa; within city limits	Clippings		
82	4.12.24	CRM 052	Chevy Sierra	Truck	910 Timberline Dr; within city limits	Clippings		
83	4.12.24	MUB 167	F150	Truck	1317 Sunset Street; within city limits	Brush	2	
84	4.12.24	JVY 990	Van	Van	156 Crossroads Court; within city limits	Clippings		
85	4.12.24	MWS 928	F150	Truck	114 Church Street; within city limits	Brush		
86	4.12.24	HSJ 659	Dodge Ram	Truck	801 West Broadway; within city limits	Brush		why not consider making passes for sale for \$20
87	4.12.24	EDM 917	F250	Truck	509 North 3rd Street; within city limits	Brush	r	
88	4.12.24	BVR3	Equinox	SUV	1145 Cedar; within city limits	Brush		
89	4.12.24	1RAY	Deanali	Truck	1804 Cheyenne Ct; within city limits	Clippings		
90	4.12.24	JGY 770	Silverado	Truck	1716 West Ridge Court; within city limits	Clippings		

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
91	4.12.24	LBN 872	Nissan Rogue	SUV	921 Cordina Drive; within city limits	Clippings		
92	4.12.24	KKV 113	Nissan Frontier	Truck	211 East Southside Drive; within city limits	Limbs		
93	4.12.24	EIN 235	F150	Truck	810 Cardinal Dr; within city limits	Brush		
94	4.12.24	EX 109	Toyota Tundra	Truck	1525 Marina Cove Drive; within city limits	Clippings		
95	4.12.24	WAO NVN	Colorado	Truck	402 West Van Dorn St; within city limits	Clippings		
96	4.12.24	IWV 827	Volvo	Car	214 Summer Street; within city limits	Brush	2	
97	4.12.24	HHJ 255	Chevy Truck	Truck	305 East Grimes St; within city limits	Clippings	2	
98	4.12.24	MZT 607	Honda mini-van	Van	612 Lincoln Street; within city limits	Brush		
99	4.12.24	LXG 835	Mini-van	Van	1812 Wahkonsa Ave; within city limits	Leaves		
100	4.12.24	ENY 415	Toyota Camry	car	1110 Hansen Lane; within city limits	Brush		
101	4.12.24	KWS 150	Honda	car	1500 Prairie Ridge Drive; within city limits	Clippings		
102	4.12.24	LTT 455	Toyota Highlander	SUV	1432 Marina Cove Drive; within city limits	Clippings		
103	4.12.24	DSS 163	Ford Ranger	Truck	212 Hickory Way; within city limits	Brush		
104	4.12.24	EDG 730	Subaru	SUV	813 Pelican Drive; within city limits	Brush		
105	4.12.24	KOL 531	Tacoma	Truck	616 Adams Street; within city limits	Clippings		
106	4.12.24	NVS 100	Honda Accord	Car	208 Maple; within city limits	Leaves, Clippings		
107	4.12.24	EYB 406	Chevy Colorado	Truck	1616 Tournamant Club Way; within city limits	Brush, clippings		
108	4.12.24	HKC 088	Toyota Outback	SUV	1102 Oakwood Drive; within city limits	Brush, leaves, clippings		
109	4.12.24	KH2 977	Jeep	SUV	940 Bridgeview; within city limits	Clippings		
110	4.12.24	IWY 137	Izuzu	SUV	702 Waldo; within city limits	Brush, clippings		

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
111	4.12.24	JEF 173	Ram 1500	Truck	1601 Prairie Ridge Drive; within city limits	Leaves, clippings		
112	4.12.24	GGK 631	Lexus	car	1359 East Pine Ridge Drive; within city limits	Clippings		Please expand the hours for the folks who have to work
113	4.12.24	EIU 781	Toyota Camry	car	609 Eagle Way; within city limits	Leaves, clippings		
114	4.12.24	LHM 060	Honda Odessy	car	1031 Lost Lake Drive; within city limits	Clippings		
115	4.12.24	MVY 045	Ford	Truck	710 Tyler Street; within city limits	Brush, clippings		
116	4.12.24		Saturn Forrester	SUV	609 Roosevelt; within city limits	Brush, clippings		
117	4.12.24	LDM	Ford Escape	SUV	305 East Grimes St; within city limits	Brush, Limbs, Leaves, Clippings		
118	4.12.24	FX 680	Toyota Tacoma	Truck	1529 Tournament Club Way; within city limits	Brush, clippings		
119	4.12.24	ITL 925	Silverado	Truck	304 Kings Place; within city limits	Brush, llms, clippings		
120	4.12.24	DYS 361	Silverado	Truck	807 West Washington; within city limits	Brush, clippings		
121	4.12.24	NEU 860	Avalanche	Truck	804 Edgewater; within city limits	Brush, leaves, clippings		
122	4.12.24	JXK 905	Honda Odessy	SUV	1125 Mallard Bay Place; within city limits	Brush, clippings		
123	4.12.24	JOE 740	Dodge Ram	Truck	301 Tradition Drive; within city limits	Brush, clippings		
124	4.12.24	CAN 456	F150	Truck	1000 Deer Haven; within city limits	Brush, Limbs		
125	4.12.24	EIR 163	Ford Ranger	Truck	810 Phillips; within city limits	Brush, Limbs		
126	4.12.24	MZZ 564	Silverado	Truck	608 Roosevelt; within city limits	Brush, Limbs		
127	4.12.24	MTU 777	Ford Edge	SUV	West Broadway; within city limits	Brush, clippings		did not stop first time and just drove in; stopped on 2 second load
128	4.12.24	RLTR4CY	Audi	car	1111 Cardinal; within city limits	Leaves, clippings		
129	4.12.24	MBW 879	Silverado	Truck	510 Hansen Place; within city limits	Limbs, clippings		

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
130	4.12.24	HHK 743	Honda Accord	car	841 Cardinal Drive; within city limits	Leaves, clippings		
131	4.12.24	MUU 652	Silverado	Truck	830 Timberline; within city limits	Leaves, clippings		
132	4.12.24	LXF 528	Dodge	Truck	Deer Haven; within city limits	Brush		friendly
133	4.12.24	ITL 093	GMC	Truck	315 East Pine Ridge; within city limits	Brush Leaves		why are we paying city staff to monitor this; there are other pressing jobs that need to get done; there better not be OT involved in this
134	4.12.24	MUT 231	Toyota Tacoma	Truck	800 West Van Dorn Street; within city limits	Brush		
135	4.12.24	ECJ 698	F150	Truck	522 Stippich; wcl	Limbs		Understand why this is being done, but does not like it
136	4.12.24	ITL 925	Silverado	Truck	304 Kings Place; within city limits	Limbs	2	
137	4.12.24	JJS 959	F150	Truck	North 3rd; within city limits	Limbs		
138	4.12.24	OAT 429	Silverado	Truck	1140 Cardinal; within city limits	Brush, leaves, clippings		
139	4.12.24	KWW 288	Silverado	Truck	Crestmore; within city limits	Brush, limbs		
140	4.12.24	LTR 342	Explorer	SUV	Wolf Creek Townhomes; within city limits	Clippings		barely stopped; not happy about this situation; does not consider residents
141	4.12.24	DGE 152	Nissan Altima	SUV	2nd Street; with city limits	Brush, leaves		
142	4.12.24	FGU 154	suv	SUV	Anchor Way; within city limits	Brush, limbs		why did this have to take place
143	4.12.24	FX 787	suv	SUV	Tournament Club Way; within city limits	Brush, limbs, clippings		
144	4.19.24	NFF 890	Dodge 1500	Truck	820 Southside - within city limits	clippings	r	
145	4.19.24	HHC 124	Titan Nissan	Truck	Timberline - within city limits	limbs	r	
146	4.19.24	HSJ 659	Dodge Power Wagon	Truck	Broadway - within city limits	brush	r	drop trailer
147	4.19.24	MAMACTA	Jeep Renegade	SUV	1608 Prairie Ridge; wcl	clippings	r	
148	4.19.24	MNS 996		Truck	1601 Westside; wcl	brush		

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
149	4.19.24	NVR 802	Ford Explorer	SUV	718 Washington; wcl	Clippings		
150	4.19.24	JVY 254	Toyota Camry	car	1000 Cardinal; wcl	Clippings		
151	4.19.24	OLT 919	Silverado	Truck	1433 Marina Cove; wcl	Clippings		
152	4.19.24	LCX 836	GMC 1500	Truck	413 Hillcrest; wcl	limbs		
154	4.19.24	MZU 078	Ford Transit	SUV	835 Lake; wcl	limbs		
155	4.19.24	HHH 776		Truck	306 Summerset; wcl	brush		
156	4.19.24	JGF 180	VW Tourac	car	304 Julianna Ct- wcl	Leaves and Clippings		
157	4.19.24	KWW 288	GMC High Country	Truck	300 Crestmoor; wcl	clippings	r	
158	4.19.24	HMG 557	Ford Explorer	SUV	201 Tyler St; wcl	limbs and brush		with trailer
159	4.19.24	CNF 276	Silverado	Truck	Southside Drive; wcl	clippings		
160	4.19.24	MZV 715	Ram Truck	Truck	500 NE 6th; wcl	brush		3 visited 3 times in same day
161	4.19.24	MVW 430	Silverado	Truck	801 Edgewater Drive; wcl	clippings	r	
162	4.19.24	JKS 413		van	1100 Mallard; wcl	brush		
163	4.19.24	CRM 052	Chevy Sierra	Truck	910 Timberline Dr; wcl	clippings	r	
164	4.19.24	FX 680	Tacoma	SUV	1529 Tournament Club Way; wcl	brush	r	
165	4.19.24	LPP 442	Ram 2500	Truck	206 East Pine Ridge; wcl	branches		
166	4.19.24	KEB 102	Silverado	Truck	505 Timberline; wcl	limbs	r	2 times today
167	4.19.24	OAR 691	Silverado	Truck	809 Tyler; wcl	limbs		
168	4.19.24	NK 737		car	1213 Lyndale; wcl	brush		
169	4.19.24	DSS 163	F150	Truck	212 Hickory Way; wcl	limbs	r	
170	4.19.24	ST84LFE	Silverado	Truck	417 Lost Lake; wcl	Clippings		

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
171	4.19.24	OHIO ST	Silverado	Truck	1516 Prairie Ridge; wcl	brush		
172	4.19.24	NZF 917	Chevy	Truck	104 South 5th St; wcl	leaves, clippings		
173	4.19.24	JXK 286	Chevy 2500	Truck	820 Eastside; wcl	clippings		
174	4.19.24	OAT 429	Chevy	Truck	1140 Cardinal; wcl	clippings	r	
175	4.19.24	LBN 872	Nissan Rogue	SUV	921 Cordina Drive; wcl	clippings	r	
176	4.19.24	JGY 770	Silverado	Truck	1716 West Ridge Ct; wcl	clippings	r	
177	4.19.24	FBS 291		Truck	1000 Cardinal; wcl	brush		
178	4.19.24	MVW 000	Dodge Ram	Truck	1320 Lyndale; wcl	brush		
179	4.19.24	OEC 979		car	604 East Vista Lake Ave; wcl	clippings		
180	4.19.24	ILH 183	Silverado	Truck	1400 Twelve Oaks Dr; wcl	clippings		
181	4.19.24	FCW 069		Truck	201 Tyler St; wcl	brush	r	
182	4.19.24	BSA 1974		Truck	1229 Westside Dr; wcl	brush		
183	4.19.24	HKG 639		Truck	235 Julianna Ct; wcl	brush		
184	4.19.24	FMB 326	F150	Truck	1525 Prairie Ridge Dr; wcl	brush and limbs		
185	4.19.24	NEW TRUCK	Titan Nissan	Truck	1301 Oak Valley Circle; wcl			picking up firewood
186	4.19.24	OXXXXO	F150	Truck	518 East Grimes	brush		
187	4.19.24	EAU 765	F150	Truck	1010 Cardinal Way; wcl	limbs		
188	4.19.24	ITL 925	Silverado	Truck	304 Kings Place; wcl	Leaves and Clippings	r	
189	4.19.24	CVV ETG	Silverado	Truck	313 Oakwood Dr; wcl	brush		
190	4.19.24	KPN 822	Silverado	Truck	10337 NW 40th Street; wcl	clippings		
191	4.19.24	ONA BRK		Truck	1837 Falcon Drive; wcl	brush		



trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
192	4.19.24	MKV 268		Truck	115 Deer Haven; wcl	limbs		
193	4.19.24	CAN 456		Truck	1000 Deer Haven St; wcl	brush		
194	4.19.24	CBE 963		Truck	1409 Prairie Ridge; wcl	brush		
195	4.19.24	IMR 432		Car	231 Southside; wcl	brush		
196	4.19.24	GVB 129	Mini-van	Van	1204 Lyndale Drive; wcl	brush		
197	4.19.24	ROC4CY	GMC	Truck	400 Whispering Pines; wcl	brush, clippings	2	
198	4.19.24	NMG 123	Honda Ridgeline	SUV	402 South 3rd; wcl	brush		
199	4.19.24	FX 680	Tacoma	Truck	1529 Tournament Club; wcl	brush	2	
200	4.19.24	MAMACTA	Jeep Renegade	SUV	1608 Prairie Ridge; wcl	brush	r	
201	4.19.24	GBR 44	White Van	Van	510 Timberline Dr; wcl	clippings		
202	4.19.24	JAR 324	Chevy	Truck	Tradition; wcl	brush		
203	4.19.24	MMM 029	Traverse	SUV	1808 Falcon Drive; wcl	clippings		
204	4.19.24	LXG 550	Jeep	Truck		brush, clippings		
205	4.19.24	ENY 415	Toyote Camry	car	1110 Hansen Lane; wcl	Leaves and Clippings	r	
206	4.19.24	LXA 297			325 Pine Ridge Drive; wcl	clippings		
207	4.19.24	GKT 181	GMC Sierra	Truck	430 East Pine Ridge; wcl	limbs; clippings		please expand the hours a little
208	4.19.24	USE MFA	Pacifica	van	940 Brideview; wcl	leaves; clippings		
209	4.19.24	KATZRVR	Discovery	suv	1509 Lyndale; wcl	brush; clippings		
210	4.19.24	MBW 879	Silverado	Truck	510 Hansen Place; wcl	brush; clippings	r	
211	4.19.24	MGZ 254	Silverado	Truck	413 Tyler Street; wcl	brush		
212	4.19.24	LPI 489	F150	Truck	114 East Pine Ridge Drive; wcl	brush		

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
213	4.19.24	HCJ 125		car	800 West Trace Dr; wcl	leaves		
214	4.19.24	HZJ 959		truck	Broadway; wcl	limbs		
215	4.19.24	HAWKEYE 5	Jeep	truck	Marina Cove; wcl	brush		
216	4.19.24	KWP 882		truck	Edgewater; wcl	brush; limbs		
217	4.19.24	MQM 231		truck	Adams; wcl	brush; limbs		
218	4.19.24	MUT 231		truck	Van Dorn; wcl	brush; clippings		
219	4.19.24	NFF 655		truck	Madison; wcl	brush		
220	4.19.24	GNC 956		suv	West Trace Place; wcl	leaves, clippings		
221	4.19.24	UNI 6967		truck	Maple St; wcl	limbs, brush		
222	4.19.24	LTS 649	F150	truck	112 Pine Ridge Drive; wcl	brush		
223	4.19.24	LKG 522		truck	West Trace Place; wcl	brush		
224	4.19.24	NPY 735		truck	Madison; wcl	limbs		
225	4.19.24	TRC 3680		suv	Tradition; wcl	brush, clippings		Texas plate
226	4.19.24			truck	Cedar; wcl	brush, clippings		Jason Thraen; Iowa Stae plate
227	4.19.24	LGG 037		truck	Prairie Ridge Drive; wcl	brush, clippings		
228	4.19.24	HHE 360		truck	Edgewater; wcl	clippings		
229	4.19.24	DGE 512		car	East 2nd Street; wcl	clippings		
230	4.19.24	KIA 304		truck	Pine Ridge Dr; wcl	brush, clippings		
231	4.19.24	LKE 247		truck	Washington; wcl	brush		
232	4.19.24	JOE 740		truck	Tradition; wcl	brush, leaves, clippings		
233	4.19.24	JIP 410		truck	Marina Cove; wcl	brush, limbs		

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
234	4.19.24	MZY 428		truck	Roosevelt; wcl	brush, limbs		
235	4.19.24	HZI 959		truck	Broadway; wcl	brush, limbs	r	
236	4.19.24	JGF 180		car	Julianna; wcl	clippings	r	
237	4.19.24	JXM 773		suv	Tournament Clubway; wcl	clippings		
238	4.19.24	HSF 151		truck	Tradition; wcl	limbs		
239	4.19.24	NYG 428		car	Southside Drive; wcl	clippings		
240	4.19.24	KEVSUE 1		truck	Tradition; wcl	brush, limbs		
241	4.19.24	E7R 856			Wolf Creek Townhomes; wcl	leaves, clippings		
242	4.19.24	FX 680		truck	Tournament Club Way; wcl	brush, limbs		
243	4.19.24	TONKA T		truck	Marina Cove; wcl	brush, limbs		
244	4.19.24	NEV 860		truck	Edgewater; wcl	leaves, clippings		
245	4.19.24	LBHPK		truck	Pine Ridge Dr; wcl	brush, limbs		
246	4.22.24		F250 w/trailer	truck	CONTRACTOR	brush, limbs		coming from east on 118; Kurt spotted them turning into recycling area; they pulled back out and came into main shop area, and Randy told them that the area is no longer opened to Contractors
247	4.26.24	KWU 805		car	910 Cardinal; wcl	brush		
248	4.26.24	HHK 743		truck	841 Cardinal Drive; wcl	brush		
249	4.26.24	MMM 113		SUV	1301 Westside; wcl	brush		City did not do a good job letting people know
250	4.26.24	USE MFA		SUV	940 Bridgeview; wcl	leaves, clippings		
251	4.26.24	KKV 228			801 Washington; wcl	brush		
252	4.26.24	MVW 218			609 Lincoln; wcl	brush	r	2nd time today

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
253	4.26.24	4BIKIN			1501 Lyndale	clippings		
254	4.26.24	DYS 361			Washington; wcl	clippings		
255	4.26.24	IA 1847			Edgewater; wcl	clippings		they have you sit and screen people all day ??
256	4.26.24	EDM 917	F250	Truck	509 3rd; wcl	brush	r	
257	4.26.24	MVW 405			202 Van Dorn; wcl	clippings		
258	4.26.24	KKG 866			110 Boulder Point; wcl	clippings		consider a few hours on Monday for weekend mows
259	4.26.24	LXG 550			1216 ??	clippings		
260	4.26.24	MVW 000			1320 Lyndale; wcl	brush, limbs, clippings	r	3 loads today
261	4.26.24	JJS 975			409 Madison; wcl	brush		glad we are doing this
262	4.26.24	DHJ 623			404 Booth; wcl	brush		
263	4.26.24	CAN 456			1000 Deerhaven; wcl	brush	r	
264	4.26.24	LTN 395			410 Walnut; wcl	brush		
265	4.26.24	DEK 351			1813 Cheyenne; wcl	limbs, clippings		
266	4.26.24	DSS 163			212 Hickory; wcl	limbs, clippings		
267	4.26.24	CUS 179			1212 Lyndale; wcl	limbs, clippings		
268	4.26.24	MMT 006			1308 Westside	limbs		Ken Morse; 3 loads today
269	4.26.24	DHT 623	F150; gray	truck				DRIVE BY
270	4.26.24				1217 Lyndale; wcl	brush		
271	4.26.24	LTS 649			112 West Pine Ridge Dr; wcl	brush, limbs		
272	4.26.24	JXK 905	Honda Odessa	SUV	1125 Mallard Bay Place; wcl	brush, limbs	r	
273	4.26.24				1301 Bel Aire; wcl			

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
274	4.26.24				1201 West Washington; wcl			
275	4.26.24	NVW 890	Ford Ranger	Truck	406 4th Street; wcl	brush	r	
276	4.26.24				105 Northside; wcl	limbs		
277	4.26.24	HHC 360			522 Edgewater; wcl	brush, clippings		
278	4.26.24	dealer plate			301 West Grimes; wcl	brush		
279	4.26.24	MUT 231			800 Van Dorn; wcl	limbs		
280	4.26.24	MTZ 560						asked about time of operations
281	4.26.24	GBFARR2			1702 West Wakonsa	brush		
282	4.26.24	NNC 514			1311 Anchor Way; wcl	brush		
283	4.26.24	MDA 499			1020 Timber Valley; wcl	brush, clippings		
284	4.26.24	KTC 766			1221 Pine Valley Place; wcl	limbs		
285	4.26.24	NSE 510			1260 Broadway; wcl	limbs		
286	4.26.24	CBE 963		Truck	1409 Prairie Ridge; wcl	brush, leaves	r	
287	4.26.24	MAMA TEA			361 N Cherokee; wcl	brush, leaves		
288	4.26.24	JGL 428			808 Broadway; wcl	brush, leaves		
289	4.26.24	JRP 791			710 Bridgeview; wcl	limbs, leaves		
290	4.26.24	EDM 917	F250	Truck	509 3rd Street; wcl	limbs, leaves	r	twice today
291	4.26.24	MVY 045			710 Tyler Street; wcl	limbs, leaves	r	
292	4.26.24	MTT 258		car	713 Rosevelt; wcl	clippings		
293	4.26.24	MVW 430	Silverado	truck	801 Edgewater Dr; wcl	leaves		
294	4.26.24	OAR 691	Silverado	truck	809 Tyler; wcl	brush	r	

trk #	Date	License Plate	Vehicle Make and model	Car, Truck or Trailer	Address	Brush, Limbs, Leaves, Clippings, or other	drive by	citizen comments
295	4.26.24	NCC 322	RAM	truck	1214 N Broadway; wcl	brush		
296	4.26.24	EZH 068	2500 HD	truck	925 E Southside Dr; wcl	brush, limbs		
297	4.26.24	NJE 763	Chevy	truck	1160 Cardinal Dr; wcl	brush		
298	4.26.24	MTT 487	Dakota	truck	709 Tyler St; wcl	clippings		
299	4.26.24	FBU 780	Chevy	van	304 Julianna Ct- wcl	brush, clippings		
300	4.26.24	LXA 297	Kia Sorento	Van	325 E Pine Ridge Dr; wcl	clippings		
301	4.26.24	NVR 802	F-150	truck	718 W Washingtom Ave; wcl	brush, limbs		
302	4.26.24	NMJ 107	F-150	truck	1704 Falcon	brush, clippings		
303	4.26.24	KIA 304	Tacoma	truck	1310 E Pine Ridge Dr; wcl	clippings		
304	4.26.24	GLU 767	Impala	car	609 Lost Lake Dr; wcl	clippings		
305	4.26.24	KKV 741	Frontier	truck	211 E Southside Dr; wcl	brush, limbs		
306	4.26.24	OAM 081	Silverado	truck	1211 Timber Valley Dr; wcl	limbs, clippings		
307	4.26.24	NJN 739	Tundra	truck	900 Lost Lake Dr; wcl	leaves, clippings		
308	4.26.24	OAT 439	Chevy	truck	1140 Cardinal Dr; wcl	clippings		
309	4.26.24	MTH 797	Silverado	truck	814 Brideview; wcl	brush, clippings		
310	4.26.24	JUSTIFY	Silverado	truck	1111 Hansen Place; wcl	brush, clippings		
311	4.26.24	NNC 755	Volvo	car	214 Tradition Drive	leaves, clippings		
312	4.26.24	OEC 979	Honda	suv	604 East Vista Lake Ave; wcl	clippings	r	
313	4.26.24	NFF 655	F150	truck	604 East Madison; wcl	limbs, clippings		
314	4.26.24	LJP 522	Palisade	suv	1011 Lost Lake Dr; wcl	clippings		
315	4.26.24	MT3 560	Toyota	van	104 Crestmoor; wcl	brush, clippings		

<b>trk #</b>	<b>Date</b>	<b>License Plate</b>	<b>Vehicle Make and model</b>	<b>Car, Truck or Trailer</b>	<b>Address</b>	<b>Brush, Limbs, Leaves, Clippings, or other</b>	<b>drive by</b>	<b>citizen comments</b>
316	4.26.24	JPY 176	Silverado	truck	520 East Southside; wcl	brush, clippings		
317	4.26.24	NSE 375	F150	truck	109 Tyler; wcl	clippings		



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

**Date:** May 13, 2024  
**To:** Mayor, City Council, and City Manager  
**From:** Karla Hogrefe – Fire Chief  
**Subject:** April 2024 Monthly Report

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**BACKGROUND:** There were 54 calls for service in April. Part-time Firefighter/Paramedic Joel Otte finished his orientation process and is now cleared to run independently as a FF/Paramedic. Part-Time Firefighter AEMT Kristin Fox and paid-on-call Firefighter/EMT Joe Culham are in their last semester of paramedic class and will be beginning their clinical ride time hours. Part-time Firefighter/EMT Brody Miller has finished his paramedic class and is preparing to test for his certification. He will begin Paramedic orientation with PCFD as soon as he is certified. Full-time Firefighter/Paramedic Riley Noggle is finishing up her Critical Care Paramedic course and will be certified soon. We received our new thermal imaging cameras at the end of the month and have put them in service. This equipment was purchased with funds from the Firehouse Subs Grant.

### **March Staff Anniversaries:**

April 11 – FF/EMT Joe Culham PCFD Anniversary – 2 years  
April 11 – FF/EMT Jake Peters PCFD Anniversary – 2 years  
April 12 – Captain Tanner Owen PCFD Anniversary – 3 years  
April 24 – FF/AEMT Kristin Fox PCFD Anniversary – 1 year

### **Upcoming Events:**

**May 18** – Open House and Firefighter’s Association Pancake Breakfast from 7:00 am to 11:00 am. Ribbon cutting at 8:00 am.  
**May 19 – 25** – EMS Week, 50<sup>th</sup> Anniversary, “Honoring our Past. Forging our future.”  
**May 19** – IA Games Big Creek Triathlon. We will be staffing a boat and an ambulance.

### **TRAINING:**

**Department Trainings:** We conducted four trainings in April. **April 6** – Live Fire Training Burn. We were able to do multi-company drills working on search and rescue, fire attack, and ventilation isolation



and search on the second floor. We were unable to burn the structure down after our drills due to extreme wind. **April 9** – Fire Training – Water rescue classroom training and boat operations. **April 20** – Live fire training burn at the structure on Broadway, defensive strategies. **April 23** – Fire Training - Mobile Breathing Apparatus Trailer from the Iowa Fire Service Training Bureau. This trailer simulates confined spaces while on air and aids in building firefighter’s comfort levels during stressful situations. We had the prop here for almost two weeks and most of the department was able to go through it.

**Outside Training: April 2** – Chief Hogrefe attended professional development day at the Iowa Fire Chief’s Spring Conference.



Picture from the acquired structure burn.

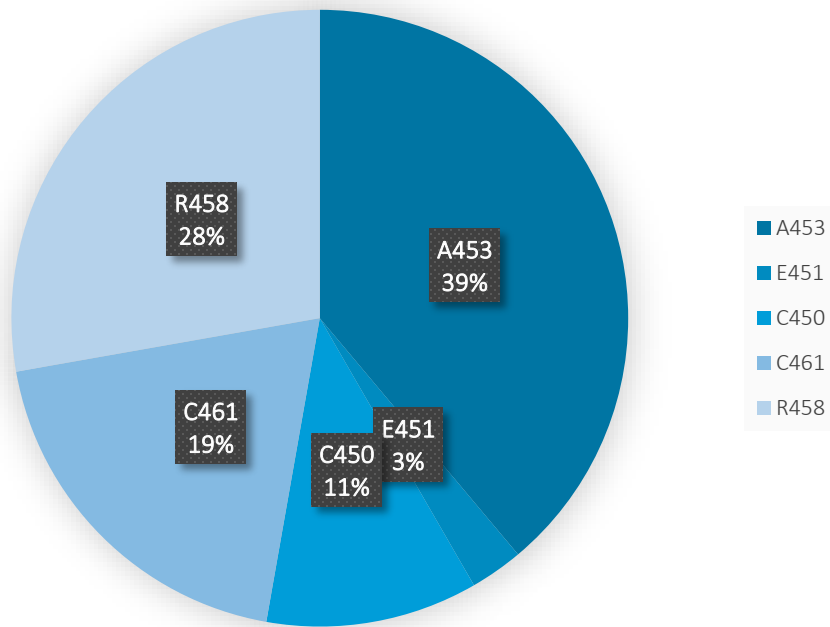
**Public Relations:** **April 7** – Birthday party drive-by and pizza party. The day crew took the fire engine by a resident’s home for his birthday. This individual has a strong love for firetrucks and we were able to make his birthday very special. The crew joined the family for pizza afterward and posed for some photos. **April 16** – Association Pizza Delivery. The fire association members delivered to 52 homes during this fundraiser.



Firefighter/Paramedic Tyler Pedersen, the Birthday Guy, and Firefighter/Paramedic Craig Sosby.

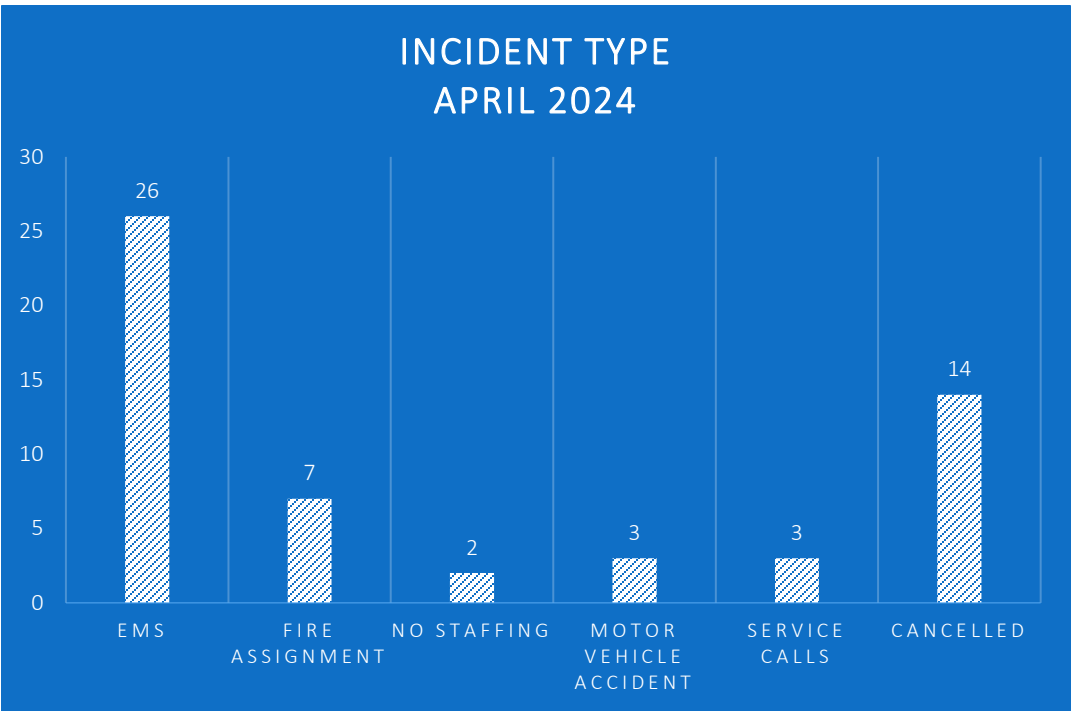


## Apparatus Response

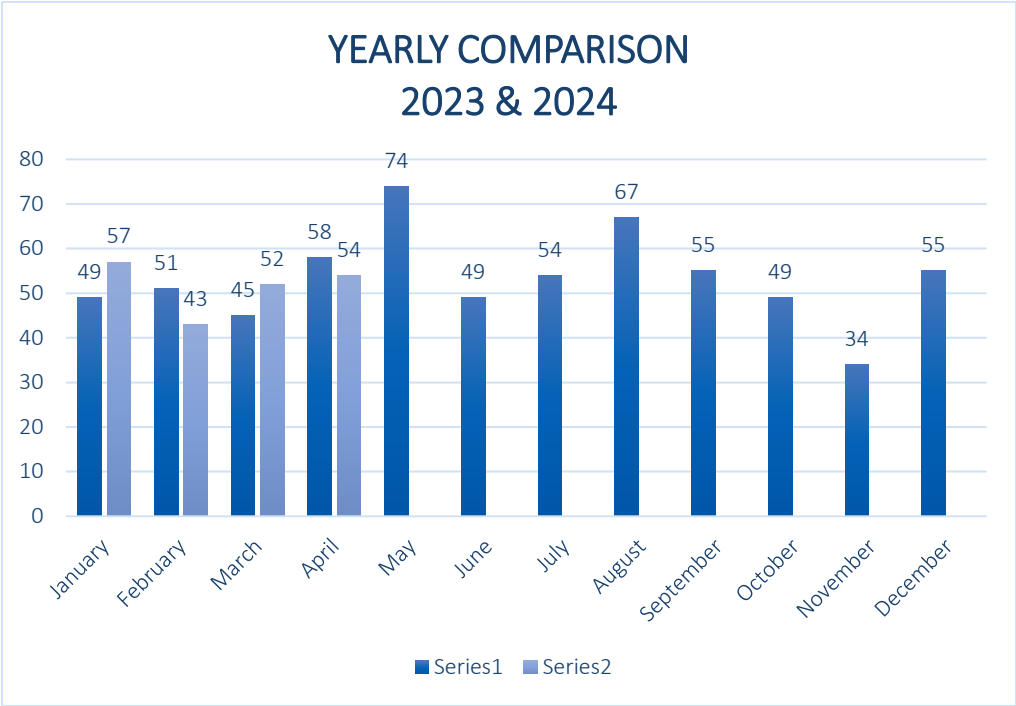


**33 calls were during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM). 21 calls were during the night shift, between 18:00 hours (6:00 PM) and 06:00 hours (6:00 AM):**





**Below is the yearly call volume comparison. We are up 3 calls from 2023.**



## Permit Summary Report

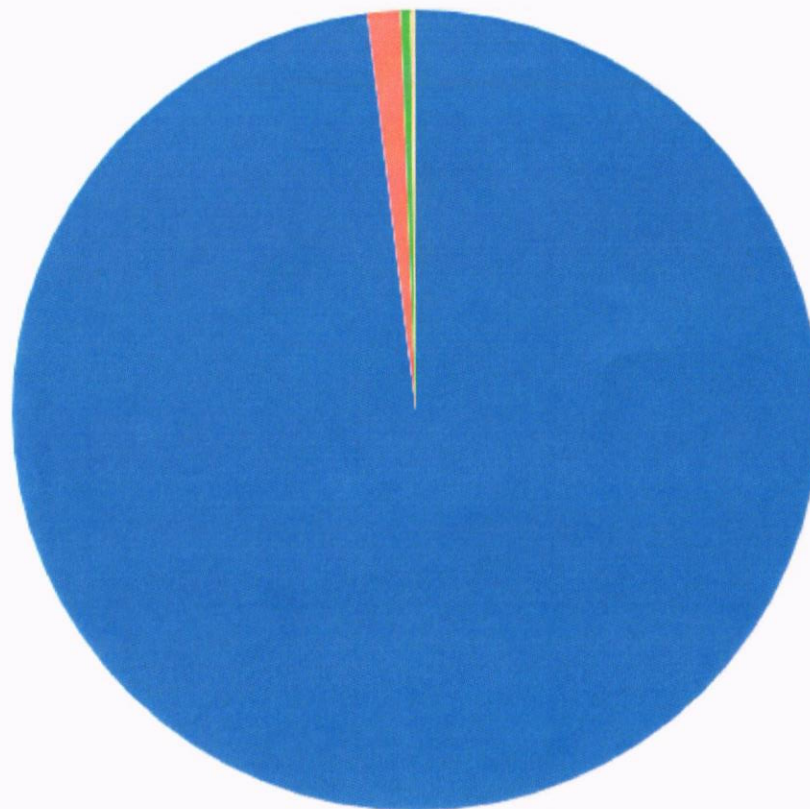
Issue Date From: 04/01/2024

Issue Date To: 04/30/2024

Permit Type	# Issued	Permit Fees	Valuation
<b>Commercial Building Permit:</b>			
New Construction	1.00	500.00	180,000.00
<b>Total Commercial Building Permit</b>	<b>1.00</b>	<b>500.00</b>	<b>180,000.00</b>
<b>Residential Building Permit:</b>			
General	8.00	35,560.00	2,360,546.00
<b>Total Residential Building Permit</b>	<b>8.00</b>	<b>35,560.00</b>	<b>2,360,546.00</b>
<b>Sign Permit:</b>			
Permanent	1.00	75.00	0.00
<b>Total Sign Permit</b>	<b>1.00</b>	<b>75.00</b>	<b>0.00</b>
<b>Trade Permit:</b>			
Plumbing	4.00	0.00	0.00
Mechanical	4.00	150.00	0.00
Electrical	7.00	75.00	0.00
<b>Total Trade Permit</b>	<b>15.00</b>	<b>225.00</b>	<b>0.00</b>
<b>All Permit Total:</b>	<b>25</b>	<b>36360.00</b>	<b>2,540,546.00</b>

Payment Date From: 04/01/2024

Payment Date To: 04/30/2024



Payments by Permit Type

	Residential Building Permit
	Commercial Building Permit
	Trade Permit
	Sign Permit

37,261	98.1%
500	1.3%
150	0.4%
75	0.2%



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

**Date:** 05/06/2024  
**To:** Mayor and Council  
**From:** Mike Schulte

**Subject:** Budgeted Pickup Truck Purchase-FY24/25

**BACKGROUND:** In the 24/25 budget, we allocated \$60,000 in funds to purchase a replacement pickup truck and equipment in the public works department. The pickup to be replaced is 10 years old and on our equipment replacement schedule. The truck is a daily driver for one of our employees.

Below are the quotes we received.

Dewey Dodge (Dodge Pickup truck) \$51,133  
Dewey Ford (Ford pickup truck) \$52,200

Equipment Needed.  
Lights, bed liner, toolboxes, etc. \$6,191 (Hawkeye Truck Equipment)

The estimated delivery date of this truck is 2-3 months. The truck will be paid for after the 24/25 budget start date on July 1<sup>st</sup>, 2024.

**ALTERNATIVES:** Do not approve the purchase.

**FINANCIAL CONSIDERATIONS:** \$51,133 (Dewey Dodge)  
\$6,191 (Hawkeye Truck Equipment)  
\$57,324

**RECOMMENDATION:** I recommend that the Council approve the purchase of the Dodge truck from Dewey Dodge and equipment from Hawkeye Equipment as explained above.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** 05/06/2024  
**To:** Mayor and Council  
**From:** Mike Schulte  
**Subject:** Budgeted Snow Pusher Attachment for a Skid loader -FY24/25

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**BACKGROUND:** In the 24/25 budget, we allocated \$15,000 for a snow pusher attachment that fits on our skid loader. This will help us clear snow from parking lots and the Town Square parking stalls more efficiently than using the existing bucket. We asked for quotes from two companies and Ziegler Caterpillar was the lowest price at \$10,945.

**ALTERNATIVES:** Do not approve the purchase.

**FINANCIAL CONSIDERATIONS:** \$10,945

**RECOMMENDATION:** I would recommend that the Council approve the budgeted purchase of an Arctic Snow Pusher from Ziegler Caterpillar in the amount of \$10,945. The purchase will not be made until after July 1<sup>st</sup>, in accordance with the new budget.





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

**Date:** 05/06/2024  
**To:** Mayor and Council  
**From:** Mike Schulte

**Subject:** John Deere Front Mount Mower/ Snow Removal Equipment Purchase -FY24/25 and disposal of 2019 John Deere Front Mount Mower

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**BACKGROUND:** In the 24/25 budget, we allocated \$58,000 to replace our existing 2019 front mount mower. The 2019 front mount mower only has one use, mowing. It also doesn't have a cab.

The replacement would be much more versatile. It would have a cab so we could use it in the winter and would come with a mower deck, snow pusher blade and a snow blower. We have been looking for a smaller piece of equipment to perform snow removal for our smaller sidewalks around town. This will also function as our mower in the summer to complete tall grass and weed ordinance compliance issues as well as mowing some of our water and sewer main easements. These properties are not mowed under our contract with Total Quality. We will also dispose of our 2019 John Deere front mount mower as soon as the new piece of equipment is delivered.

**ALTERNATIVES:** Do not approve the purchase.

**FINANCIAL CONSIDERATIONS:** \$58,000

**RECOMMENDATION:** I would recommend that the Council approve the budgeted purchase of the 1585 John Deere Terrain Cut and attachments in the amount of \$57,911. Further, dispose of the 2019 1445 Front Mount Mower when we receive the new equipment. The purchase will not be made until after July 1<sup>st</sup>, in accordance with the new budget.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Jason Thraen, Parks & Recreation Director

**Subject:** **Community Room Rental Structure and Fees**

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**BACKGROUND:** With Polk City’s new city hall project nearing competition, the multi-use community room has a need to establish a rental structure along with fees. Staff looked at comparable facilities in the surrounding area based on square footage, occupancy, and location. Proposed structure and fees below reflect “primetime” rental opportunities and follow an industry standard half-day/full-day format. Due to the multi-use potential of the community room, an approach to Monday-Thursday availability is still to be determined. Staff anticipates regular weekday use for public meetings and Parks & Recreation programming. The proposed structure and fees were presented and discussed at the April 1, 2024 Parks Commission meeting. The commission has recommended city council approval on this subject.

<b>Community Room</b>			
	<b>Resident</b>	<b>Non-Resident</b>	<b>Deposit</b>
Sa-Su Half Day Rental (8AM-3PM)	\$350	\$425	\$500
F-Su Half Day Rental (4PM-12AM)	\$400	\$500	\$500
Sa-Su Full Day Rental (8AM-12AM)	\$700	\$850	\$500

**ALTERNATIVES:** Do not approve the proposed community room rental structure and fees.

**FINANCIAL CONSIDERATIONS:** The Parks & Recreation Department would expect to see an increase in rental revenue with the proposed rental structure and fees.

**RECOMMENDATION:** It is my recommendation that city council approve the proposed community room rental structure and fees. Fees would be effective immediately with rental availability beginning mid-August.

**CITY FEES AS OF May 13, 2024**

<i>Name</i>	<i>Description</i>	<i>Amount</i>	
<b>BUILDING DEPARTMENT</b>	Fence Permit	\$ 75.00	
	Fence Permit with encroachment agreement	\$ 375.00	
	Right-of-Way Permit Fee	\$ 75.00	
	Right-of-Way Permit for Franchises	waived	
	Sign Permit Fee	\$ 75.00	
	Temporary Sign Permit Fee	\$ 25.00	
	Temporary Sign Permit Fee for 501 (c)(3) organizations	waived	
	Trade Permits (electrical, mechanical, plumbing)	\$ 75.00	
	Permanent Certificate of Occupancy	\$ 75.00	
	Temporary Certificate of Occupancy	\$ 250.00	
	Building Permit Fee Schedule adjusted according to ICC most recent square foot construction cost		
	<i>Work without a permit will be assessed a penalty double the permit fee</i>		
	<b>*MOBILE FOOD VENDOR</b>	Non-refundable Application Fee	\$ 20.00
One Year Permit (effective April 16-April 15)		\$ 250.00	
1-3 Day Permit		\$ 75.00	
Class III and IV Mobile Food Unit Fire Inspection		\$ 75.00	
<b>*General Liability Insurance required</b>			
<b>P&amp;A</b>	Labor Cost per hour	\$ 35.00	
	CD for Municipal Code	\$ 15.00	
	Color Copy	\$ 1.50	
	Black & White Copy	\$ 1.00	
	Flash drive with electronic records	\$ 10.00	
	<i>Records Retrieval:</i>		
	- Deposit required for any records retrieval which involves 1 or more hour	\$ 50.00	
- No charge for the first 30 minutes or any part thereof. Thereafter, \$9.09 for each 15 minutes or fraction thereof.	\$ 9.09		
<b>*PEDDLER PERMIT</b>	Non-refundable Application Fee	\$ 20.00	
	Solicitors (per person) up to 1 year	\$ 100.00	
	Peddlers or Transient Merchants 1 day	\$ 50.00	
	Peddlers or Transient Merchants 1 week	\$ 100.00	
	Peddlers or Transient Merchants 1 - 6 months	\$ 200.00	
	Peddlers or Transient Merchants 1 year	\$ 300.00	
<b>*Bonds required</b>			
<b>PETS</b>	Pet License (prior to March 31) <i>*effective 8.1.17</i>	\$ 10.00	
	Pet License (after March 31) <i>*effective 8.1.17</i>	\$ 25.00	
	Administration Fee for the Seizure	\$ 50.00	
	- Additional cost if cat or dog isn't licensed	\$ 45.00	
	Seizure - 1st Seizure in Calendar Year	\$ 50.00	
	Seizure - 2nd Seizure in Calendar Year	\$ 75.00	
	Seizure - 3rd Seizure in Calendar Year	\$ 100.00	
Seizure - 4th + each subsequent seizure in Calendar Year	\$ 125.00		
<b>POLICE</b>	Labor per hour	\$ 50.00	
	Video/DVD Copy	\$ 25.00	
	Color Copy	\$ 1.50	
	Fingerprints	\$ 10.00	
	Crash Report	\$ 10.00	
	Vehicle Impound Release	\$ 20.00	
	Parking Violation	\$ 45.00	
	Parking Violation - unpaid after 30 days	\$ 50.00	
	Parking Violation - Improper Use of Disability Parking Permit	\$ 100.00	

Name	Description	Amount	
PUBLIC WORKS	Equipment Cost per hour (plus City Labor Reimbursement Cost)	\$ 65.00	
	Labor per hour	\$ 50.00	
	Street Signs 6 inch	\$ 32.00	
	Street Signs 8 inch	\$ 46.00	
	No Parking Sign	\$ 24.75	
	Stop Sign	\$ 49.00	
	Speed Limit Sign 24x30	\$ 49.75	
	Speed Limit Sign 18x24	\$ 39.75	
	Telspar post	\$ 39.00	
	Base anchor	\$ 17.00	
	Curb Cap - In Grass	\$ 20.00	
	Riser Extension - In Grass	\$ 45.00	
	RENTAL COMMUNITY ROOM	Sa-Su Half Day Rental (8am-3pm) - Resident	\$ 350.00
Sa-Su Half Day Rental (8am-3pm) - Non-Resident		\$ 425.00	
F-Su Half Day Rental (4pm-12am) - Resident		\$ 400.00	
F-Su Half Day Rental (4pm-12am) - Non-Resident		\$ 500.00	
Sa-Su Full Day Rental (8am-12am) - Resident		\$ 700.00	
Sa-Su Full Day Rental (8am-12am) - Resident		\$ 850.00	
Damage Deposit - Resident/Non-Resident		\$ 500.00	
Police Officer Required while serving beer/wine - hourly rate		\$ 50.00	
RENTAL MILLER PARK	M-Thur Full Day Rental(7am-10pm) - Resident	\$ 75.00	
	F-Su Half Day Rental(7am-2pm) or (3pm-10pm) - Resident	\$ 75.00	
	F-Su Full Day Rental(7am-10pm) - Resident	\$ 150.00	
	M-Thur Full Day Rental(7am-10pm) - Non-Resident	\$ 105.00	
	F-Su Half Day Rental(7am-2pm) or (3pm-10pm) - Non-Resident	\$ 105.00	
	F-Su Full Day Rental(7am-10pm) - Non-Resident	\$ 210.00	
	Damage Deposit - No Alcohol (not cashed) - Resident/Non-Resident	\$ 100.00	
	Damage Deposit - Beer/Wine (not cashed) - Resident/Non-Resident	\$ 200.00	
Police Officer Required while serving beer/wine - hourly rate	\$ 50.00		
RENTAL OPEN AIR SHELTER	Full Day Rental (7am-10pm) - Resident	\$ 25.00	
	Full Day Rental (7am-10pm) - Non-Resident	\$ 35.00	
	Damage Deposit	NA	
*SPECIAL EVENT APPLICATION	Non-refundable Application Fee	\$ 50.00	
	Application Fee for 501 (c)(3) organizations and block parties	waived	
	Street or parking closure Barricades setup/removal per hour	\$ 115.00	
	Barricades setup/removal per hour 501 (c)(3) organizations and block parties	waived	
	Security Services per hour	\$ 50.00	
	Emergency Services first aid station per hour	\$ 50.00	
	Emergency Services ambulance per hour	\$ 98.22	
	Emergency Services fire truck protection per hour	\$ 300.00	
<b>*General Liability Insurance required</b>			
UTILITIES	Water Hookup	\$ 1,100.00	
	Sewer Hookup	\$ 1,100.00	
	Irrigation Meter	\$ 490.00	
	<i>Water Rates:</i>		
	- Service Availability Charge (minimum bill)	\$ 11.41	
	- Usage Charge (per 1,000 gallons)	\$ 7.63	
	<i>Irrigation Rates:</i>		
	- All usage/1,000 gallons (minimum bill)	\$ 13.03	
	<i>Sewer Rates:</i>		
	- Service Availability Charge (minimum bill)	\$ 20.53	
	- Usage Charge (per 1,000 gallons)	\$ 13.60	
	Solid Waste Rate per container per month	\$ 11.54	
	Recycling Rate per container per month	\$ 4.58	
Stormwater per ERU	\$ 3.00		

Name	Description	Amount
<b>*ZONING &amp; DEVELOPMENT</b>	Rezoning 1 acre - fee plus 2 sets of address labels and stamps required	\$ 100.00
	Rezoning over 1 acre - fee plus 2 sets of address labels and stamps required	\$ 250.00
	Comprehensive Plan Amendment	\$ 100.00
	Preliminary Plat - fee plus \$10 per lot	\$ 150.00
	Final Plat - fee plus \$20 per lot	\$ 250.00
	Construction Drawings	\$ 300.00
	Site Plan less than one acre	\$ 75.00
	Site Plan 1- 2 acres	\$ 150.00
	Site Plan over 2 acres	\$ 350.00
	Master Plan/PUD - fee plus \$10 per acre	\$ 450.00
	Plat of Survey	\$ 75.00
	Construction Observation per hour	\$ 140.00
	Administrative Services per hour	\$ 40.00
	Grading Permit - fee plus \$10 per acre	\$ 25.00
	Board of Adjustment request - fee plus 1 set of address labels and stamps	\$ 150.00
*All Engineering Review Costs will be billed separately		



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Cody Olson, Building Official  
**Subject:** Waiving temporary sign fees for 501 (c)(3) organizations

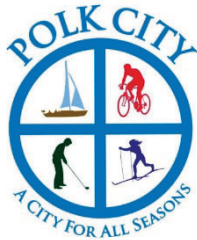
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**BACKGROUND:** Changes regarding the fees for temporary sign permits for 501 (c)(3) organizations have been proposed with an updated fee schedule. Temporary sign fees according to the new schedule will be waived for non-profit organizations.

**ALTERNATIVES:** Do not approve the waiver for 501(c)(3) temporary sign permits.

**FINANCIAL CONSIDERATIONS:** Waiving the \$25 fee for temporary signs for non-profit organizations.

**RECOMMENDATION:** Approve the updated fee schedule.



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

Permit # \_\_\_\_\_

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

**Contact Information:**

Contact Name & Title: <small>*(contact must be onsite for setup &amp; teardown of event)</small>	Staci Allen - Go Polk City Executive Director LaShauna Nickels - Market Manager
Contact Mailing Address:	Po Box 226, Polk City IA 50226
Contact Phone number:	515-238-4917 - Staci
Contact Email Address:	admin@polkcitychamber.com
Sponsor Organization: <small>*(if applicable)</small>	

**Event Information:**

Name of Event:	Polk City Farmers Market	Requested event location:	Polk City Square
Event Date(s) & Time(s):	Every Thursday May 30 - September 5	Event Setup & Teardown: (dates & times)	Set up 3pm Tear down 8pm
Estimated Attendance:	Will vary - 100-200 each week	Number of Vehicles:	Unknown
Will Event Fee Be Charged?	<input checked="" type="checkbox"/> or <input type="checkbox"/>	Event Fee Amount: (if applicable)	
Product Sales on Site:	<input checked="" type="checkbox"/> or <input type="checkbox"/>	Amplified sounds: (a noise waiver may be required)	<input checked="" type="checkbox"/> or <input type="checkbox"/>
Tent and/or canopy:	<input checked="" type="checkbox"/> or <input type="checkbox"/> Qty. _____	Inflatables: (valid State of Iowa permit required)	<input type="checkbox"/> or <input checked="" type="checkbox"/> Qty. _____
Access to water:	<input type="checkbox"/> or <input checked="" type="checkbox"/>	Access to electricity:	<input checked="" type="checkbox"/> or <input type="checkbox"/>
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services &amp; area of alcohol must be fenced off)</small>	<input checked="" type="checkbox"/> or <input type="checkbox"/>	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<input type="checkbox"/> or <input checked="" type="checkbox"/> Qty. _____
Street Closure:	<input type="checkbox"/> or <input checked="" type="checkbox"/> Qty. _____	On Street Parking Closure:	<input checked="" type="checkbox"/> or <input type="checkbox"/> Qty. <u>6</u> spaces

**Event Description:** (describe activities)

Each week we will have vendors set up on the square selling produce and hand made goods. Food Trucks will be there off and on & live music will be played on the bandsand each week.

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

Each vendor will bring a table and possibly a tent.

See attached

Barricades Required:	Qty. <u>None</u>	Security on site: No	Y or <input checked="" type="checkbox"/> N
Traffic Control:	Y or <input checked="" type="checkbox"/> N	Emergency Services:	Y or <input checked="" type="checkbox"/> 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:**

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:** Staci Allen

**Date:** 04 / 17 / 2024

✓ If Provided

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

**OFFICIAL USE ONLY:**

Department approvals:

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

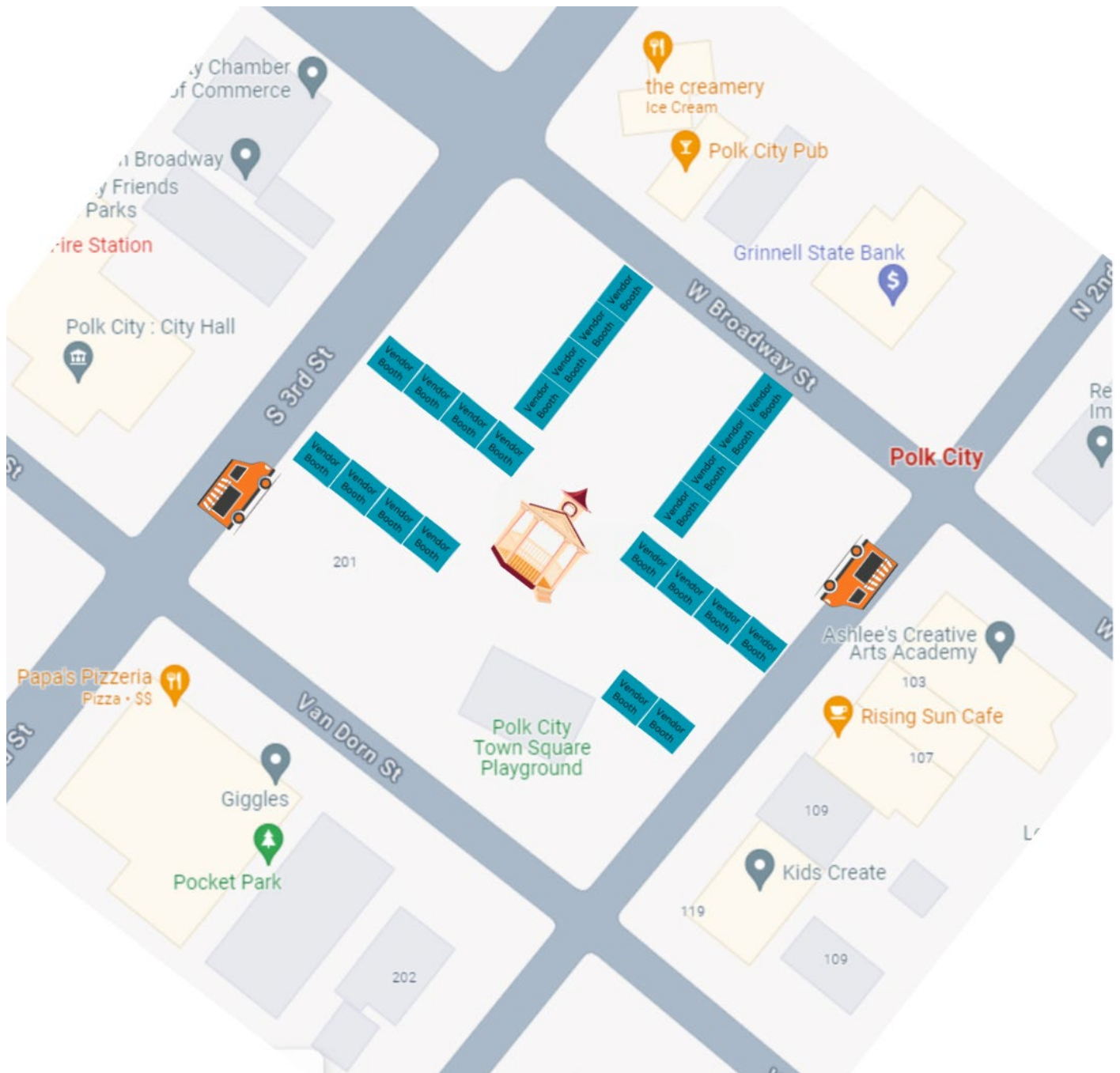
Public Works Director: \_\_\_\_\_ City Manager: \_\_\_\_\_



## Site Plan Map

Each Thursday vendors will set up on the square starting at 3:00pm and tearing down by 9:00pm. The actual market time will be from 4pm- 8pm.

We will have live music in the bandstand each week. We will have vendors with alcohol sales. Go Polk City will be setting up no alcohol beyond this point signs for each market.





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

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

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

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

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

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

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

**Contact Information:**

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

**Event Information:**

Name of Event:	Bike ride	Requested event location:	114 W Broadway Polk City IA 50226
Event Date(s) & Time(s):	6-22-2024	Event Setup & Teardown: (dates & times)	4am-9pm
Estimated Attendance:	200	Number of Vehicles:	300
Will Event Fee Be Charged?	<b>Y or N</b> NO	Event Fee Amount: (if applicable)	Free
Product Sales on Site:	<b>Y or N</b> no	Amplified sounds: (a noise waiver may be required)	<b>Y or N</b> Yes
Tent and/or canopy:	<b>Y or N</b> Qty. <u>          </u> No	Inflatables: (valid State of Iowa permit required)	<b>Y or N</b> Qty. <u>          </u> No
Access to water:	<b>Y or N</b> Yes	Access to electricity:	<b>Y or N</b> Yes
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services &amp; area of alcohol must be fenced off)</small>	<b>Y or N</b> Yes	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<b>Y or N</b> Qty. <u>          </u> No
Street Closure:	<b>Y or N</b> Qty. <u>          </u> Yes	On Street Parking Closure:	<b>Y or N</b> Qty. <u>          </u> Yes

**Event Description:** (describe activities)  
 Bike ride is a fund raiser for Holiday for Heros will have around 100 to 200 motorcycles and is a fund raiser for the Polk City American Legion. We will be riding around Central Iowa and ending at the Legion. We will be serving hamburgers and hotdogs and will have outdoor beer sales. We request the street closure to all for motorcycle parking. We plan to use our own barriers.

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

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

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

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

**Emergency Services** are available if the need is anticipated during the event.  
 Events requesting first aid stations will require a gator & stand-by staff at each location. Applicant will be billed at a rate of \$50/hour per staff personnel/equipment

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

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

**Additional Remarks:**

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

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

**Date:** 3 / 20 / 2023

✓ *If Provided*

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

**OFFICIAL USE ONLY:**  
 Department approvals:  
 Fire Chief: \_\_\_\_\_ Police Chief: \_\_\_\_\_  
 Public Works Director: \_\_\_\_\_ City Manager: \_\_\_\_\_



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

Permit # \_\_\_\_\_

Application Fee\* **\$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:**

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

**Contact Information:**

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

**Event Information:**

Name of Event:	Bike ride	Requested event location:	114 W Broadway Polk City IA 50226
Event Date(s) & Time(s):	7-27-2024	Event Setup & Teardown: (dates & times)	4am-9pm
Estimated Attendance:	200	Number of Vehicles:	300
Will Event Fee Be Charged?	<b>Y or N</b> NO	Event Fee Amount: (if applicable)	Free
Product Sales on Site:	<b>Y or N</b> no	Amplified sounds: (a noise waiver may be required)	<b>Y or N</b> Yes
Tent and/or canopy:	<b>Y or N</b> Qty. <u>          </u> No	Inflatables: (valid State of Iowa permit required)	<b>Y or N</b> Qty. <u>          </u> No
Access to water:	<b>Y or N</b> Yes	Access to electricity:	<b>Y or N</b> Yes
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services &amp; area of alcohol must be fenced off)</small>	<b>Y or N</b> Yes	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<b>Y or N</b> Qty. <u>          </u> No
Street Closure:	<b>Y or N</b> Yes Qty. <u>          </u>	On Street Parking Closure:	<b>Y or N</b> Yes Qty. <u>          </u>

**Event Description:** (describe activities)

Bike ride is a fund raiser for Holiday for Heros will have around 100 to 200 motorcycles and is a fund raiser for the Polk City American Legion. We will be riding around Central Iowa and ending at the Legion. We will be serving hamburgers and hotdogs and will have outdoor beer sales. We request the street closure to all for motorcycle parking. We plan to use our own barriers.

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

NA

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

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

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

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

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

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

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

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

**Additional Remarks:**

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

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

**Date:** 3 / 20 / 2023

✓ *If Provided*

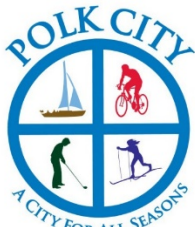
	Site Plan Illustration
	Certificate of Insurance with City of Polk City named as certificate holder; general liability in the amount of \$2,000,000 per incident/\$3,000,000 aggregate
	Application fee plus any other applicable fees

**OFFICIAL USE ONLY:**

Department approvals:

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

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



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

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

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

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

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

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

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

**Contact Information:**

Contact Name & Title: <small>*(contact must be onsite for setup &amp; teardown of event)</small>	Staci Allen - Executvie Director Go Polk City
Contact Mailing Address:	PO BOX 226, Polk City IA 50226
Contact Phone number:	515-238-4917
Contact Email Address:	admin@polkcitychamber.com
Sponsor Organization: <small>*(if applicable)</small>	Go Polk City

**Event Information:**

Name of Event:	Four Seasons Festival	Requested event location:	Polk City Square
Event Date(s) & Time(s):	July 19 & 20, 2024	Event Setup & Teardown: (dates & times)	Set up at 2pm July 19 Tear down by 12pm July 21
Estimated Attendance:	2,000 - 3,000	Number of Vehicles:	
Will Event Fee Be Charged?	<input checked="" type="checkbox"/> Y or <input type="checkbox"/> N	Event Fee Amount: (if applicable)	
Product Sales on Site:	<input checked="" type="checkbox"/> Y or <input type="checkbox"/> N	Amplified sounds: (a noise waiver may be required)	<input checked="" type="checkbox"/> Y or <input type="checkbox"/> N
Tent and/or canopy:	Qty. <input checked="" type="checkbox"/> Y or <input type="checkbox"/> N Qty. _____	Inflatables: (valid State of Iowa permit required)	Qty. <input checked="" type="checkbox"/> Y or <input type="checkbox"/> N Qty. _____
Access to water:	<input checked="" type="checkbox"/> Y or <input type="checkbox"/> N	Access to electricity:	<input checked="" type="checkbox"/> Y or <input type="checkbox"/> N
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services &amp; area of alcohol must be fenced off)</small>	<input checked="" type="checkbox"/> Y or <input type="checkbox"/> N	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	Qty. <input checked="" type="checkbox"/> Y or <input type="checkbox"/> N Qty. _____
Street Closure:	<input checked="" type="checkbox"/> Y or <input type="checkbox"/> N Qty. <u>See Attached</u>	On Street Parking Closure:	Qty. <input checked="" type="checkbox"/> Y or <input type="checkbox"/> N Qty. _____

Event Description: (describe activities)

The Four Seasons Festival brings the community together to celebrate Polk City. We will have a 5k/8k run, parade, vendors, childrens activities, the Bill Riley Talent Show, a car show, live music and a beer tent.

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

See attached We will have a stage, tables, inflatables, tents, etc.

Barricades Required:	Qty. <u>30</u>	Security on site:	<input checked="" type="checkbox"/> or N
Traffic Control:	<input checked="" type="checkbox"/> or N	Emergency Services:	Y or <input checked="" type="checkbox"/>

**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:

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:** Staci Allen

**Date:** 05 / 07 / 2024

✓ If Provided

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

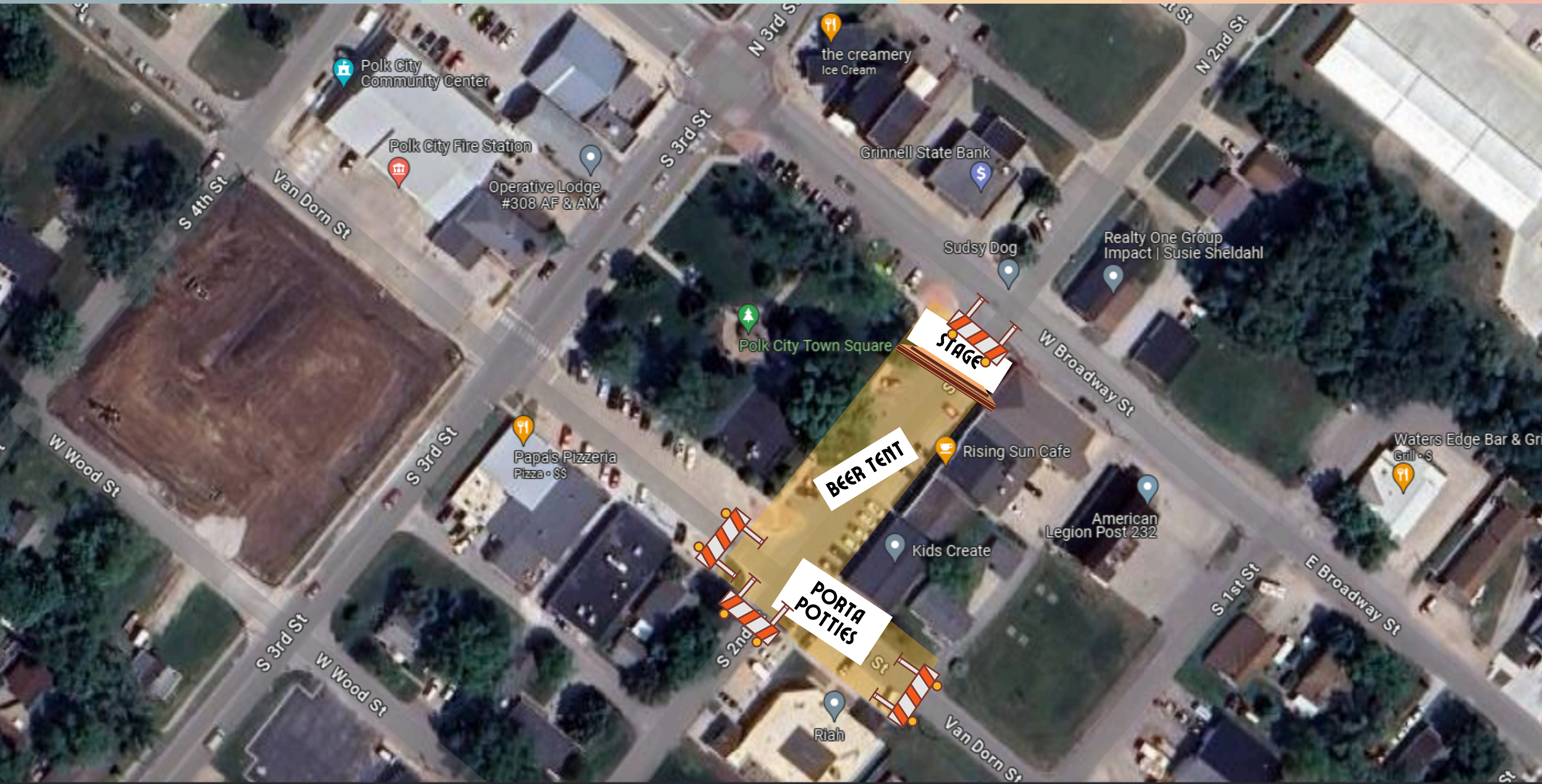
**OFFICIAL USE ONLY:**

Department approvals:

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

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

# FESTIVAL SITE MAP - FRIDAY JULY 19, 2024





# 2024 FOUR SEASONS PARADE ROUTE

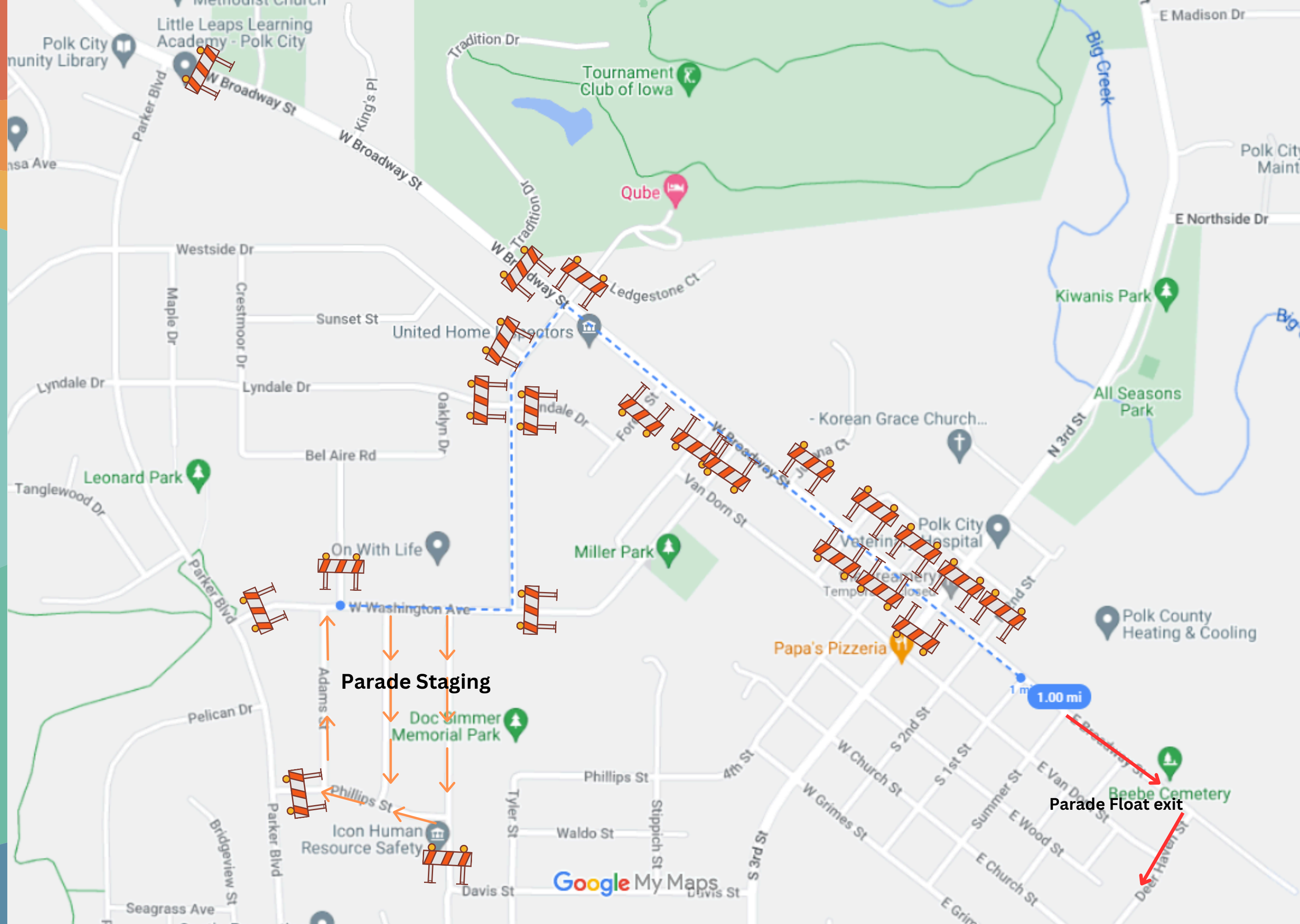
## 9:00 AM - STAGING & ROAD CLOSURES BEGIN

Staging will be on Lincoln, Roosevelt and Adams. All Parade Entrants will start the Parade from Adams on to W Washington.

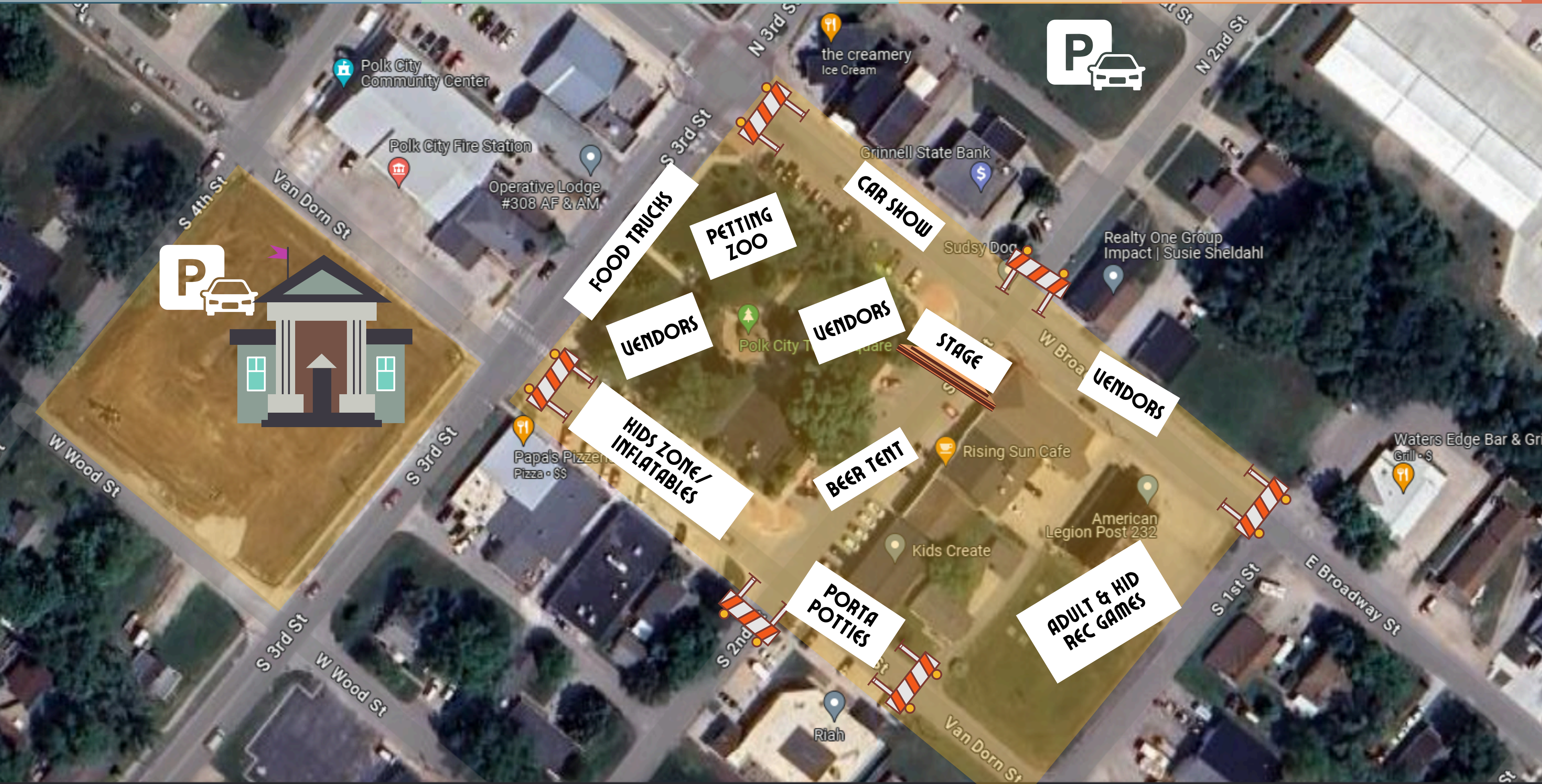
## 10:00 AM - PARADE BEGINS!

### PARADE ROUTE:

W Washington to Tyler  
Tyler to Broadway  
Broadway to S 1st St



# FESTIVAL SITE MAP - SATURDAY JULY 20, 2024





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

Permit # 2024-0507  
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 type="radio"/> Run/Walk/Bike	<input type="radio"/> Fair/Festival
<input type="radio"/> Outdoor Concert	<input type="radio"/> Temporary Structure(s)
<input checked="" type="radio"/> Fundraiser	<input type="radio"/> Other (please specify) _____

**Contact Information:**

*Polk City Arts & Culture*

Contact Name & Title: <small>*(contact must be onsite for setup &amp; teardown of event)</small>	<i>Meri Merritt - Alysia Olson</i>
Contact Mailing Address:	<i>1200 Westside Dr</i>
Contact Phone number:	<i>515 777 0885</i>
Contact Email Address:	<i>mmerritt@polkcityia.gov</i>
Sponsor Organization: <small>*(if applicable)</small>	<i>Polk City Arts &amp; Culture</i>

**Event Information:**

Name of Event:	<i>Leonard Park Select a Square</i>	Requested event location:	<i>Leonard Park</i>
Event Date(s) & Time(s):	<i>6/22/24 9-2</i>	Event Setup & Teardown: (dates & times)	<i>6/22/24 7:30-4:30</i>
Estimated Attendance:	<i>100?</i>	Number of Vehicles:	<i>?</i>
Will Event Fee Be Charged?	<i>Y or N</i> <i>Suggested Donation</i>	Event Fee Amount: (if applicable)	<i>Suggested Don \$25</i>
Product Sales on Site:	<i>Y or N</i>	Amplified sounds: (a noise waiver may be required)	<i>Y or N</i>
Tent and/or canopy:	<i>Y or N</i> Qty. _____	Inflatables: (valid State of Iowa permit required)	<i>Y or N</i> Qty. _____
Access to water:	<i>Y or N</i>	Access to electricity:	<i>Y or N</i>
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services &amp; area of alcohol must be fenced off)</small>	<i>Y or N</i>	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<i>Y or N</i> Qty. _____
Street Closure:	<i>Y or N</i> Qty. _____	On Street Parking Closure:	<i>Y or N</i> Qty. _____

Event Description: (describe activities)

We are wanting to sell sections of sidewalk to paint - Funds will be used to beautify PC

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

n/a Tables w/ supplies, Drinks, Snacks etc

Barricades Required:	Qty. 4-8 sidewalk	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:

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:

*[Handwritten Signature]*

Date: 5 / 22 / 24

✓ If Provided

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

OFFICIAL USE ONLY:

Department approvals:

Fire Chief: \_\_\_\_\_ Police Chief: \_\_\_\_\_  
Public Works Director: \_\_\_\_\_ City Manager: \_\_\_\_\_  
Parks and Recreation:



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Cody Olson, Building Official

**Subject:** Encroachment Agreement for Lot 15, Big Creek Valley Plat 2

---

**BACKGROUND:** Big Creek Valley Plat 2 has a detention basin located in the rear yards of several properties within the Plat. With the Building Department taking over inspections from Safe Building, City staff are working to resolve existing issues in relation to easements within this detention basin.

The Private Storm Water Management Facility Easement does not allow construction within the easement without written approval from the City. In efforts to allow property owners to keep the constructed fences while preventing additional cost to the City, the City Attorney has drafted the Encroachment Agreement to allow for a fence located on Lot 15 of Big Creek Valley Plat 2. Any cost associated with removal or relocation of the fence located within the easement for future maintenance of the Storm Water Management Facility is the responsibility of the property owner and not the City.

**ALTERNATIVES:** Do not approve the Encroachment Agreement and require removal of the fence from the easement.

**FINANCIAL CONSIDERATIONS:** None

**RECOMMENDATION:** Approval of the Encroachment Agreement. The Council may be reviewing other encroachment easements in the future for this subdivision.

**RESOLUTION NO. 2024-57**

**A RESOLUTION APPROVING AN ENCROACHMENT AGREEMENT FOR  
LOT 15 IN BIG CREEK VALLEY PLAT 2**

---

**WHEREAS**, the property owners of Lot 15 in Big Creek Valley Plat 2 desire to maintain a fence on a portion of the Stormwater Management Easement on the property; and

**WHEREAS**, the City is agreeable to grant an encroachment agreement for the property owner to maintain a fence on a portion of the Easement Area on Lot 15 in Big Creek Valley Plat 2 described in the encroachment agreement attached hereto as Exhibit “A”; and

**WHEREAS**, the City Council of the City of Polk City, Iowa, believes it to be in the best interest of the City to approve said agreement.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Polk City, Iowa, hereby approves the Encroachment Agreement for Lot 15 in Big Creek Valley Plat 2.

**PASSED AND APPROVED**, this 13 day of May 2024.

---

Steve Karsjen, Mayor

ATTEST:

---

Jenny Coffin, City Clerk

**WHEN RECORDED RETURN TO:**

Amy S. Beattie  
6701 Westown Parkway, Suite 100  
West Des Moines, Iowa 50266

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

**ENCROACHMENT AGREEMENT**

This Encroachment Agreement (the "Agreement") is made and entered into by and between the City of Polk City, Iowa, as Grantor (hereinafter referred to as "Grantor" or "City"), and Kevin S. Halstead and Monica Halstead (hereinafter referred to as "Grantees"), residents of Polk City and owners of certain property locally known as 1360 Timber Valley Drive, Polk City, Iowa and legally described as:

**Lot 15 in BIG CREEK VALLEY PLAT 2, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa**

WHEREAS, Grantees desire to maintain a fence on a portion of the Stormwater Management Easement on the property (the "Easement Area"); and

WHEREAS, City is agreeable allowing Grantees to maintain a fence on a portion of the Easement Area under the terms and conditions of this Agreement.

NOW, THEREFORE, City and Grantees agree as follows:

1. City agrees to allow Grantees to maintain a fence on a portion of the Easement Area. Said fence shall otherwise comply with all agreements, ordinances and laws.
2. Grantees, and/or Grantees' successors in interest, agree to remove the fence, at no cost to the City, at such a time as the City provides notice that the fence is impeding stormwater management as required by the Stormwater Management Easement and therefore, the fence must be removed from the Easement Area on the Grantees' property. If Grantees, or Grantees' successors in interest, fail to remove said fence from the Grantees' property within sixty (60) days written notice from the City, then the City shall have the right to remove the fence from the Easement Area and may assess the costs of such removal to Grantee and/or Grantees' successors in interest.
3. Grantees agree to protect, indemnify and hold harmless City from and against any and all loss, cost, damages and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury and/or damage to any person or property happening or done, in, upon or about the Easement Area, or due directly or indirectly to Grantees' use of the Easement Area, or any part thereof. Grantees further agree that Grantees shall, at Grantees' own expense, procure and maintain casualty and public liability insurance with a responsible company or companies authorized to do

business in Iowa, protecting any person or persons and any property belonging to any person or persons, by reason of such casualty, accident or other happening on or about the Easement Area.

IN WITNESS WHEREOF, we have hereunto affixed our hands this \_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF POLK CITY, IOWA

\_\_\_\_\_  
Steve Karjen, Mayor

ATTEST:

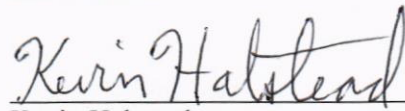
\_\_\_\_\_  
Jenny Coffin, City Clerk

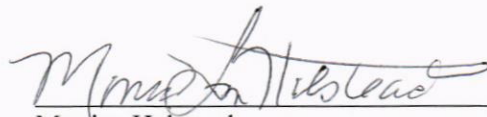
STATE OF IOWA                    )  
  ) ss:  
COUNTY OF POLK                )

On this \_\_\_\_ day of \_\_\_\_\_, 2024 before me, the undersigned a Notary Public in and for the State of Iowa, personally appeared Steve Karsjen and Jenny Coffin, to me , to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Polk City, Iowa, municipal corporation; and that said Steve Karsjen and Jenny Coffin acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

GRANTEES:

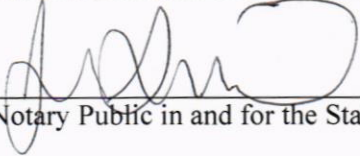
  
\_\_\_\_\_  
Kevin Halstead

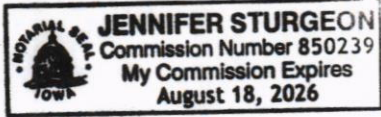
  
\_\_\_\_\_  
Monica Halstead



STATE OF IOWA                    ).  
  ) ss:  
COUNTY OF POLK                )

On this 26<sup>th</sup> day of April, 2024, before me, a Notary Public in and for said county, personally appeared Kevin Halstead and Monica Halstead, husband and wife, and executed the foregoing instrument.

  
\_\_\_\_\_  
Notary Public in and for the State of Iowa



**RESOLUTION NO. 2024-58**

**A RESOLUTION APPROVING AN ELECTRIC EASEMENT BETWEEN THE  
CITY OF POLK CITY, IOWA AND MIDAMERICAN ENERGY COMPANY**

---

**WHEREAS**, the City Council for the City of Polk City, Iowa, deems it necessary to grant an Electric Easement across City Owned Property; and

**WHEREAS**, the City of Polk City is willing to grant the permanent easement as described in the Electric Easement attached hereto as Exhibit "A"; and

**WHEREAS**, the City Council of the City of Polk City, Iowa, believes it to be in the best interest of the City to approve said easement.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Polk City, Iowa, hereby approves the Electric Easement by and between the City of Polk City, Iowa.

**PASSED AND APPROVED**, this 13 day of May 2024.

---

Steve Karsjen, Mayor

ATTEST:

---

Jenny Coffin, City Clerk

Prepared by and return to: Jill Ingraham 515-242-4070  
MIDAMERICAN ENERGY ATTN: RIGHT-OF-WAY SERVICES PO Box 657, Des Moines, IA 50306

**MIDAMERICAN ENERGY COMPANY  
ELECTRIC EASEMENT**

Folder No.	<u>126619</u>	State of	<u>IA</u>	
Work Req. No.	<u>DR3058830X</u>	County of	<u>Polk</u>	
Project No.	<u>A1144</u>	Section	<u>01</u>	
		Township	<u>80</u>	North
		Range	<u>25</u>	West of the 5 <sup>th</sup> P.M.

This MidAmerican Energy Company Electric Easement (this "Easement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between City of Polk City, Iowa ("Grantor"), and **MIDAMERICAN ENERGY COMPANY**, an Iowa Corporation, its successors and assigns ("Grantee") (individually referred to at times as "Party", or collectively the "Parties").

**RECITALS**

WHEREAS, Grantor is the owner of the property legally described as:

Parcel 2023-42 as filed in Book 19423, Page 950 in the Office of the Polk County Recorder, being a part of the town of Polk City, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa (the "Property").

WHEREAS, Grantor desires to grant to Grantee an electric easement to be located on a portion of the Property and Grantee desires to accept the easement on the following terms and conditions.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Electric Easement.** Grantor does hereby establish, give, grant, and convey to Grantee a perpetual, non-exclusive easement under, upon, through and across the Easement Area, described on **Exhibit A** attached hereto, to construct, attach, reconstruct, operate, maintain, inspect, replace or remove electric supply line(s) for the transmission and distribution of electric energy and for communication and electrical controls, including other reasonably necessary poles, wires, conduit, duct, transformers, switching equipment, measurement and monitoring equipment, guys, guy stubs, anchors, ground rods, and further including other reasonably necessary equipment incident thereto (collectively "Facilities"), together with the right to survey the Property and the right of ingress and egress to and from same and all the rights and privileges incident and necessary to the enjoyment of this Easement. Additionally, if Grantor provides or installs duct or conduit for said Facilities, this grant

shall cover and include all Facilities installed as a part of the Easement Area

2. **Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited.** Grantor shall not construct or place any permanent or temporary buildings, pavement, hardscape, structures, fences, trees, plants or other objects on or within the Easement Area without prior written permission from Grantee indicating that said construction or placement will not result in inadequate or excessive ground cover, or otherwise interfere with the Grantee's rights to operate and maintain its Facilities, nor shall Grantor cause or permit any obstruction or material to be placed on or within the Easement Area which violates the clearance requirements of the National Electrical Safety Code and/or the rules of the Iowa Utilities Board. No brush, vegetation or other flammable materials shall be deposited, placed, accumulated, or burned within the Easement Area. Subject to the rights of Grantee granted in this Easement, Grantor shall have the right to cultivate, use, and occupy the Property.
3. **Change of Grade Prohibited.** Grantor shall not change the grade, elevation or contour of any part of the Easement Area without prior written consent from Grantee, nor shall Grantor place or install any rocking, paving or other hardscape materials in the Easement Area without prior written consent from Grantee. Grantee shall have the right to restore any changes in grade, elevation or contour without prior written consent of Grantor.
4. **Violations by Grantor.** In the event Grantor, its successors, assigns, contractors, employees, or agents violates Section 2 or 3 above or otherwise commits an intentional or negligent act, which results in damage to Grantee's Facilities or the Easement Area, Grantor shall be solely responsible for all costs associated with the repair, reconstruction, replacement, and/or work to the Easement Area and Grantee's Facilities.
5. **Right of Access and Removal.** Grantee shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto. Grantee shall have the right to remove, trim, spray, or cut down any unauthorized fences, hardscape, structures, trees, shrubs, branches, saplings, brush, vegetation, or other obstructions within, upon, across, along, adjacent to and overhanging the Easement Area that may interfere with the proper construction, maintenance, operation or removal of Grantee's Facilities.
6. **Property to be Restored.** Grantee shall repair or pay for any damage which may be caused to crops, fences, or other property, real or personal of the Grantor by Grantee's construction, reconstruction, maintenance, operation, replacement or removal of Grantee's Facilities (except for damage to property placed subsequent to the granting of this easement). For any such repairs required to be made by Grantee hereunder, Grantee agrees to repair such damaged property to the approximate condition of such property existing immediately before being damaged, to the extent reasonably practicable. The cutting, recutting, trimming and removal of trees, branches, saplings, brush or other vegetation on or adjacent to the Easement Area is expected and not considered damage to the Grantor.
7. **Easement Runs with the Land.** This Easement shall be deemed perpetual and to run with the land. All provisions of this Easement, including benefits and burdens, shall run with the Property and are binding upon and inure to the heirs, assigns, successors, tenants, and personal representatives of the Parties hereto.
8. **Grantor Certification.** Grantor certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Grantor hereby agrees to defend, indemnify and hold harmless Grantee from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

9. **Severability, Choice of Law and Waiver.** Each of the provisions of this Easement shall be enforceable independently of any other provision of this easement and independent of any other claim or cause of action. In the event of any matter or dispute arising out of or related to this easement, it is agreed between the parties that the law of the jurisdiction and location where this easement is recorded (including statute of limitation provisions) will govern the interpretation, validity and effect of this easement without regard to the place of execution or place of performance thereof, or any conflicts or law provisions. TO THE FULLEST EXTENT PERMITTED BY LAW, EACH OF THE PARTIES HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS EASEMENT. EACH PARTY FURTHER WAIVES ANY RIGHT TO CONSOLIDATE ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED.
10. **Dower, Homestead, and Distributive Share.** Grantor hereby relinquishes all rights of dower, homestead and distributive share in and to the Easement Area and waives all rights of exemption as to any of the Easement Area. Grantor understands that homestead property is in many cases protected from the claims of creditors and exempt from judicial sale; and that by signing this easement, Grantor voluntarily gives up any right to this protection for the Easement Area with respect to claims based upon this Easement.
11. **IRS W-9 Form.** Prior to any payments referenced herein being made, Grantor is required to submit a fully executed IRS W-9 form to Grantee. Grantor's failure to submit a fully executed IRS W-9 form shall not impact any other provisions or obligations under this Easement.
12. **Fee Simple.** Grantor warrants to Grantee that Grantor holds title to the Easement Area in fee simple and Grantor has good and lawful authority to grant the rights provided in this Easement.
13. **Headings and Captions.** The titles or captions of sections and paragraphs in this Easement are provided for convenience of reference only and shall not be considered a part hereof for purposes for interpreting or applying this Easement, and such titles or captions do not define, limit, extend, explain or describe the scope or extent of this Easement or any of its terms or conditions.
14. **Counterparts.** This Easement may be executed in two (2) or more counterparts, each of which shall be deemed an original for all purposes and all of which together shall constitute one and the same instrument. Parties may sign and deliver this Easement by facsimile, electronic, or PDF signatures, each such signature to be treated as an original.
15. **Entire Agreement.** It is mutually understood and agreed that this Easement covers all of the agreements and stipulations between the parties and that no representations or statements, oral or written, have been made modifying or changing the terms hereof.

**Signature Page Follows**

**IN WITNESS WHEREOF**, this Easement is executed as of the date first above written.

**City of Polk City, Iowa**

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

ACKNOWLEDGMENT

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

This record was acknowledged before me on \_\_\_\_\_, 2024,  
by \_\_\_\_\_ as \_\_\_\_\_ of  
City of Polk City, Iowa on behalf of said company.

\_\_\_\_\_  
Signature of Notary Public

**INDEX LEGEND**

SURVEYOR'S NAME / RETURN TO:  
 ERIN D. GRIFFIN  
 SNYDER & ASSOCIATES, INC.  
 2727 S.W. SNYDER BLVD  
 ANKENY, IOWA 50023  
 515-964-2020  
 EGRIFFIN@SNYDER-ASSOCIATES.COM  
 SERVICE PROVIDED BY:  
 SNYDER & ASSOCIATES, INC.  
 SURVEY LOCATED:  
 PARCEL 2023-42  
 SEC 1-80N-25W  
 REQUESTED BY:  
 MIDAMERICAN ENERGY

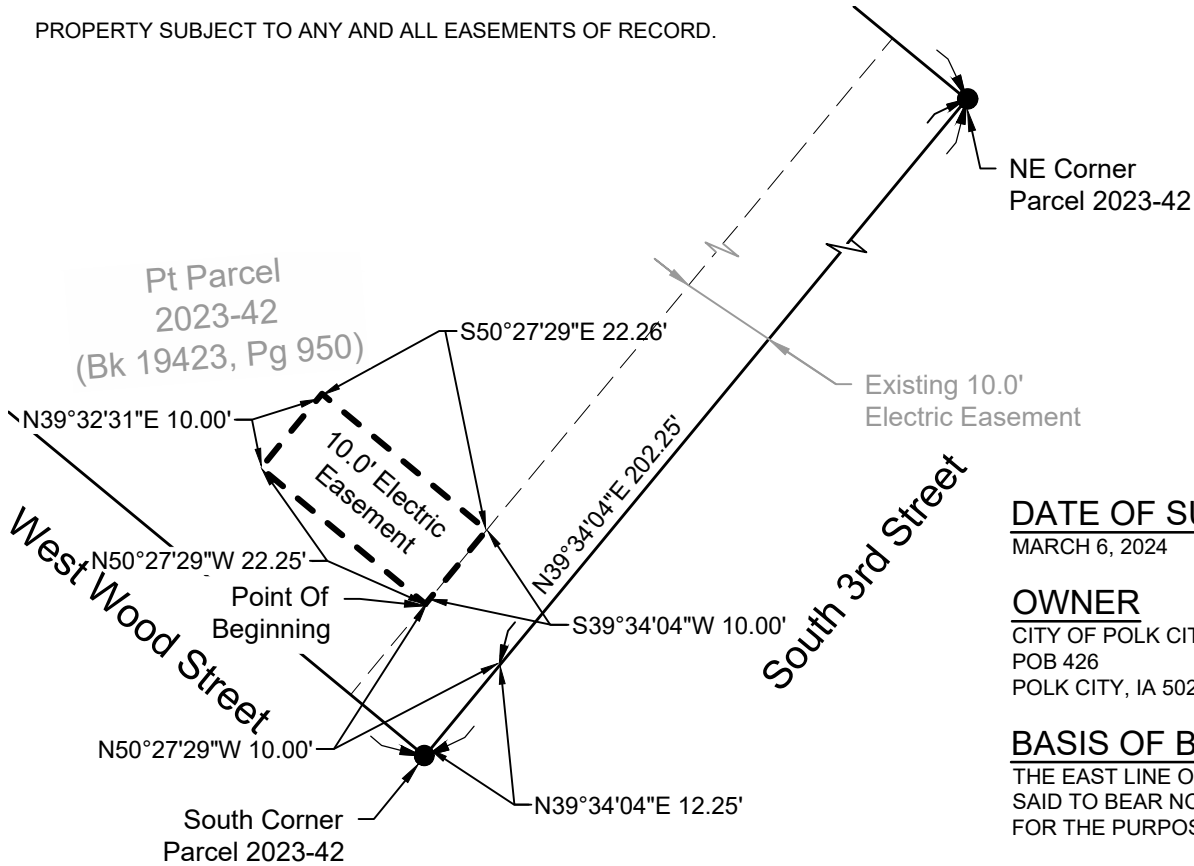
**EASEMENT EXHIBIT "A"**

**ELECTRIC EASEMENT DESCRIPTION**

A PART OF PARCEL 2023-42 AS FILED IN BOOK 19423, PAGE 950 OF THE POLK COUNTY RECORDER'S OFFICE, AND BEING A PART OF THE TOWN OF POLK CITY, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH CORNER OF SAID PARCEL 2023-42; THENCE NORTH 39°34'04" EAST ALONG THE EAST LINE OF SAID PARCEL 2023-42, 12.25 FEET; THENCE NORTH 50°27'29" WEST, 10.00 FEET TO THE POINT OF BEGINNING; THENCE NORTH 50°27'29" WEST, 22.25 FEET; THENCE NORTH 39°32'31" EAST, 10.00 FEET; THENCE SOUTH 50°27'29" EAST, 22.26 FEET; THENCE SOUTH 39°34'04" WEST, 10.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 222 S.F..

PROPERTY SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.



**DATE OF SURVEY**

MARCH 6, 2024

**OWNER**

CITY OF POLK CITY  
 POB 426  
 POLK CITY, IA 50226-0426

**BASIS OF BEARING**

THE EAST LINE OF PARCEL 2023-42 IS SAID TO BEAR NORTH 39°34'04" EAST FOR THE PURPOSE OF THIS SURVEY.

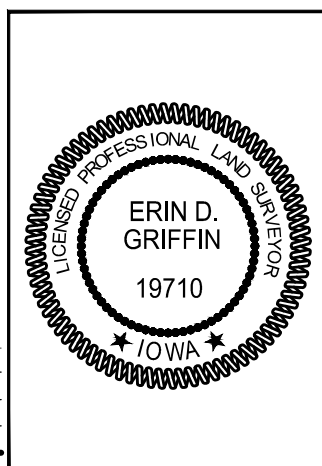
**LEGEND**

**FEATURES**

- Section Corner
- 1/2" Rebar, Yellow Plastic Cap # 19710  
(Unless Otherwise Noted)
- ROW Marker
- ROW Rail
- Control Point
- Bench Mark
- Platted Distance
- Measured Bearing & Distance
- Recorded As
- Deed Distance
- Calculated Distance
- Yellow Plastic Cap
- Centerline
- Section Line
- 1/4 Section Line
- 1/4 1/4 Section Line
- Easement Line

**FOUND SET**

▲	△
●	○
■	□
⊕	⊖
⊙	⊚
⊙	⊚
P	
M	
R	
D	
C	
YPC	




I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

*Erin D. Griffin* 03/15/2024  
 Erin D. Griffin, PLS Date

License Number 19710  
 My License Renewal Date is December 31, 2025

Pages or sheets covered by this seal:  
 Sheet 1 of 1.

<b>PT. PARCEL 2023-42</b>	SHEET 1 OF 1
<b>EASEMENT EXHIBIT</b>	PN: 122.0949.01A
	T-R-S:80N-25W-01
2727 S.W. SNYDER BLVD ANKENY, IOWA 50023 515-964-2020	DATE: 03/06/2024
	PM/TECH: EDG/DCG



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 1, 2024  
**To:** Mayor Karsjen & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Set pay for Police Support Specialist Ron Lamfers

---

**BACKGROUND:** On May 31<sup>st</sup> our Police Support Clerk, Jane Jacobsen, will be retiring from the Police Department. In March the Police Department posted a job announcement to replace her position with a Police Support Specialist (job description change was approved by Council January 2024). Two applications were received for this position. After an interview process, I have selected former Polk City Police Officer Ron Lamfers to fill this position.

Mr. Lamfers was a Police Officer for Polk City for 20 years, his experience and knowledge in law enforcement and law enforcement administration is exceptional, and he will be a true asset to our department, once again.

**ALTERNATIVES:** Do not set pay for the Police Support Specialist position.

**FINANCIAL CONSIDERATIONS:** This position will continue to be a part-time position with starting pay at \$25.00/hour.

**RECOMMENDATION:** It is my recommendation that the Council set pay for Ron Lamfers as the Police Support Specialist at a rate of \$25.00/hr.





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Jason Thraen, Parks & Recreation Director  
**Subject:** **Parks & Recreation Seasonal Employees**

---

**BACKGROUND:** Polk City Parks & Recreation relies heavily on seasonal employees for summer programming and park maintenance and upkeep. These seasonal positions include a Recreation Intern, Recreation Assistant I, and Recreation Assistant II. For 2024, I have hired Ella Hill (Recreation Assistant I), Connor Womacks (Recreation Assistant II), Kamryn Hilsabeck (Recreation Assistant II), and Dante Dolash (Recreation Intern). They have been offered and accepted positions with Polk City Parks & Recreation based on the wages mentioned below.

**ALTERNATIVES:** N/A

**FINANCIAL CONSIDERATIONS:** Set pay for Ella Hill (\$12.50 per hour), Connor Womacks (\$15.00 per hour), Kamryn Hilsabeck (\$15.00 per hour), and Dante Dolash (\$15.00 per hour).

**RECOMMENDATION:** Approve pay for Ella Hill, Connor Womacks, Kamryn Hilsabeck, and Dante Dolash.

**RESOLUTION NO. 2024-60**

**A RESOLUTION APPROVING CHANGE ORDER NO. 5 FOR THE  
FIRE DEPARTMENT REMODEL PROJECT**

---

**WHEREAS**, the City of Polk City, City Council, approved construction for the Fire Department Remodel Project on December 14, 2022; and

**WHEREAS**, the City Council awarded the construction contract for the Fire Department Remodel Project to GTG Construction LLC; and

**WHEREAS**, on January 23, 2023 the City Council approved the contract for the construction of the Fire Department Remodel Project with GTG Construction LLC in the amount of \$1,171,000; and

**WHEREAS**, on July 10, 2023 the City Council approved Change Order No. 1 for replacement of electrical service entrance and automatic transfer switch (ATS) in the amount of \$12,390.07 bringing total contract to the amount of \$1,183,390.00.

**WHEREAS**, on October 9, 2023 the City Council approved Change Order No. 2 for replacement of four (4) existing doors and additional ductwork and electrical exhaust fan in the amount of \$9,521.50 bringing total contract to the amount of \$1,192,911.57.

**WHEREAS**, on October 23, 2023 the City Council approved Change Order No. 3 for replacement of Water Heater, adding supply and drain for Ice Maker and new Circuit and Receptacle for Dryer in the amount of \$4,242.93 bringing total contract to the amount of \$1,197,154.50.

**WHEREAS**, on January 8, 2024 the City Council approved Change Order No. 4 in the amount of \$5,123.79 bringing total contract to the amount of \$1,202,278.29.

**WHEREAS**, GTG Construction LLC and the City Engineer have submitted to the City of Polk City, Change Order No. 5 in the amount of \$2,220.93 bringing total contract to the amount of \$1,204,499.10.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves change order No. 5 in the amount of \$2,220.93.

**PASSED AND APPROVED** the 13 day of May 2024.

---

Steve Karsjen, Mayor

ATTEST:

---

Jenny Coffin, City Clerk



# AIA® Document G701® – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> 2022213.01 Polk City Fire Dept Reno 112 N 3rd Street Polk City, IA 50226	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: January 23, 2023	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 005 Date: May 7, 2024
<b>OWNER:</b> <i>(Name and address)</i> City of Polk City, Iowa 112 S 3rd St Polk City, IA 50226	<b>ARCHITECT:</b> <i>(Name and address)</i> FEH Design 604 East Grand Avenue Des Moines, Iowa 50309	<b>CONTRACTOR:</b> <i>(Name and address)</i> GTG Companies 6505 Merle Hay Rd Johnston, IA 50131

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Scope modifications include:

Contractor's Change Order Request #15

- Remove drywall, tile base, and vapor barrier, move plumbing, install additional insulation and wall framing to provide sufficient insulation/thermal protection for the plumbing in the Decon Room and re-finish with new drywall, tile base and paint. Contractor's pricing within this COR is only for the additional wall framing and insulation, and does not include costs for remediation of the burst plumbing piping. **ADD \$2,220.93**

The original Contract Sum was	\$ 1,171,000.00
The net change by previously authorized Change Orders	\$ 31,278.29
The Contract Sum prior to this Change Order was	\$ 1,202,278.29
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,220.93
The new Contract Sum including this Change Order will be	\$ 1,204,499.22

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be unchanged

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

FEH Design  
\_\_\_\_\_  
**ARCHITECT** *(Firm name)*

GTG Companies  
\_\_\_\_\_  
**CONTRACTOR** *(Firm name)*

City of Polk City, Iowa  
\_\_\_\_\_  
**OWNER** *(Firm name)*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

Cory W. Sharp, AIA, Architect

Jessica Reynolds Owner, Senior Project

Steve Karsjen, Mayor

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

May 7, 2024

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**



*Creative Building Solutions That Work*

# Takeoff Worksheet

02/01/24

## Takeoff Worksheet

by Bid Item with Bid Summary

Job# 230007 to 230007

Assembly#	Part#	Description	Unit	Extended Quantity	Ext. Price
<b>Job: 230007 Polk City Fire and Community Center</b>					
<b>Bid Item: 0 - None</b>					
922121		Int DW Partition < 12' tall	LS	1.00	
L	100	Input Length	FT	20.00	
L	120	Input Height	FT	8.00	
L	10	Input Waste Factor	%	5.00	
L	92236	Track 3 5/8 x 20 GA	LF	21.00	11.04
L	92233	Slotted Track 3 5/8 x 20 GA	LF	21.00	36.40
L	92232	Stud 25 Ga x 3 5/8	LF	168.00	102.49
L	212	Carpenter	HR	8.00	491.92
L	72010	R13 Insulation	SF	168.00	128.11
L	92581	5/8" Type X Moisture Rsstnt	SF	336.00	182.49
L	212	Carpenter	HR	8.00	491.92
L	92190	Drywall Taping Only	SF	168.00	776.56
L	<del>99120</del>	<del>Paint - Interior Walls</del>	<del>SF</del>	<del>168.00</del>	<del>776.56</del>
				<b>2,997.49</b>	
					<b>\$2,220.93</b>

WE HAVE REVIEWED THE CONTRACTOR'S PRICING FOR THE WORK DESCRIBED AND FIND IT REASONABLE AND ACCEPTABLE.



By: Cory W. Sharp  
Date: 02/06/2024



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** PFM Engagement Letter for SRF Loan

---

**BACKGROUND:** For Monday's City Council meeting, I am requesting the City Council review and approve an engagement letter from PFM to act as the City's Financial Advisor for the issuance of our upcoming General Obligation, State Revolving Fund loan. The city will be issuing bonds for the Water Tower project, in the amount of \$5,600,000. The general obligation loan will not exceed \$2.8 million, and the revenue loan will not exceed \$2.8 million. The city is using \$1.74 million in cash for the project.

The city plans to repay the 2 loans with a combination of water revenue and tax increment financing revenue (TIF). This engagement letter only covers the General Obligation State Revolving loan. An additional engagement letter will need to be considered for the revenue loan at a future date.

**ALTERNATIVES:** Do not approve the engagement letter.

**FINANCIAL CONSIDERATIONS:** \$15,000

**RECOMMENDATION:** It is my recommendation that the Council approve the engagement letter from PFM, with a do not exceed amount of \$15,000.



May 13, 2024

Chelsea Huisman  
City Manager  
City of Polk City  
112 3<sup>rd</sup> Street  
Polk City, IA 50226

Dear Chelsea,

The purpose of this letter (this “Engagement Letter”) is to confirm our agreement that PFM Financial Advisors LLC (“PFM”) will act as municipal advisor to Polk City, Iowa (the “Client”) in connection with the issuance of a General Obligation SRF Loan, Series 2024A to be issued via the State of Iowa’s revolving fund loan program. PFM will provide, upon request of the Client, services related to financial planning and services related to debt issuance development services, as applicable and set forth in Exhibit A to this Engagement Letter. Most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task.

**pfm**

---

801 Grand  
Suite 3300  
Des Moines, IA 50309  
515.243.2600

---

[pfm.com](http://pfm.com)

PFM is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. As of the date of this letter, Client has **not** designated PFM as its independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA exemption.”). Client agrees not to represent that PFM is Client’s IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, without PFM’s prior written consent.

MSRB Rules require that municipal advisors make written disclosures to their clients of all material conflicts of interest, certain legal or disciplinary events and certain regulatory requirements. Such disclosures are provided in PFM’s Disclosure Statement delivered to Client prior to or together with this Engagement Letter.

PFM’s services will commence as soon as practicable after the receipt of this Engagement Letter by Client and a request by Client for such service. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Engagement Letter. Services provided by PFM which are not included in the scope of services set forth in Exhibit A of this Engagement Letter shall be completed as agreed in writing in advance between the Client and PFM. Upon request of Client, an affiliate of PFM or a third party referred or otherwise introduced by PFM may agree to additional services to be provided by such affiliate or third party, by a separate writing, including separate scope and compensation, between Client and such affiliate or third party.

For the services described in Exhibit A, PFM’s professional fees will be paid as provided in Exhibit B. All fees shall be due to PFM within thirty (30) days of the date of invoice. In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, telephone, mail, and other ordinary cost and any actual extraordinary cost for graphics, printing, data processing and computer time which are incurred by PFM. Upon request of Client, documentation of such expenses will be provided.



This Engagement Letter shall remain in effect until all related activities associated with this transaction are complete unless canceled in writing by either party upon thirty (30) days written notice to the other party. Upon any such termination, PFM will be paid for all services performed and costs and expenses incurred up to the termination date.

PFM shall not assign any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of Client; provided that PFM retains the right to enter into a sale, merger, internal reorganization, or similar transaction involving PFM's business without any such consent.

All information, data, reports, and records ("Data") in the possession of Client or any third party necessary for carrying out any services to be performed under this Engagement Letter shall be furnished to PFM. PFM may rely on the Data in connection with its provision of the services under this Engagement Letter and the provider thereof shall remain solely responsible for the adequacy, accuracy and completeness of such Data.

All notices and other communication required under this Engagement Letter will be in writing, sent by certified mail, return receipt requested, or by nationally recognized courier, with written verification of receipt. Notices shall be addressed to the party for whom it is intended, at the addresses on the first page of this Engagement Letter.

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Engagement Letter will be the property of Client. Subject to the preceding exception, upon termination of this Engagement Letter, PFM will deliver to Client copies of any and all material pertaining to this Engagement Letter.

The Des Moines office of PFM will provide the services set forth in this Engagement Letter. PFM may, from time to time, supplement or otherwise amend team members. The Client has the right to request, for any reason, PFM to replace any member of the advisory staff. Should Client make such a request, PFM will promptly suggest a substitute for approval by Client.

PFM will maintain insurance coverage with policy limits not less than as stated in Exhibit C. Except to the extent caused by willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Engagement Letter, PFM shall have no liability to any party under this Engagement Letter.

PFM, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or joint ventures of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter. Nothing in this Engagement Letter is intended or shall be construed to give any person, other than the parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy or claim under or in respect of this Engagement Letter or any provisions contained herein. In no event will PFM be liable for any act or omission of any third party or for any circumstances beyond PFM's reasonable control including, but not limited to, fire, flood, or other natural disaster, war, riot, strike, act of terrorism, act of civil or military authority, software and/or equipment failure, computer virus, or failure or interruption of electrical, telecommunications or other utility services.



This Engagement Letter shall be construed, enforced, and administered according to the laws of the State of Iowa. PFM and the Client agree that, should a disagreement arise as to the terms or enforcement of any provision of this Engagement Letter, each party will in good faith attempt to resolve said disagreement prior to pursuing other action

This Engagement Letter represents the entire agreement between Client and PFM and may not be amended or modified except in writing signed by both parties. For the sake of clarity, any separate agreement between Client and an affiliate of PFM or a third party referred or introduced by PFM shall not in any way be deemed an amendment or modification of this Engagement Letter. The invalidity in whole or in part of any provision of this Engagement Letter shall not void or affect the validity of any other provision.

Please have an authorized official of Client acknowledge receipt of this Engagement Letter and respond to us to acknowledge the terms of this engagement.

Sincerely,

**PFM FINANCIAL ADVISORS LLC**

Susanne Gerlach  
Managing Director

Matthew Stoffel  
Director





## **EXHIBIT A** **SCOPE OF SERVICES**

Financial planning and debt issue development services related to the issuance of a General Obligation SRF Loan, Series 2024A to be issued via the State of Iowa's revolving fund loan program.

- Develop a financing plan in concert with staff which would include recommendations as to the timing and number of series of bonds to be issued and provide advice as to the various financing alternatives available to Client.
- Develop alternatives related to debt transactions including evaluation of revenues available, maturity schedule and cash flow requirements.
- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in bond resolutions regarding security, creation of reserve funds, flow of funds, redemption provisions, additional parity debt tests, etc.; review and comment on successive drafts of bond resolutions.
- Review the terms, conditions and structure of any proposed debt offering undertaken by Client and provide suggestions, modifications and enhancements where appropriate and necessary to reflect the constraints or current financial policy and fiscal capability.
- PFM will review and analyze three years of audited financial statements to develop an understanding of the historical financial performance, credit strengths and weakness and financial trends.
- Based on our review of the historical performance, PFM will develop a specialized financial and capital planning model to articulate the historical, current and projected financial performance.
- PFM will work with staff to develop assumptions, which will be used to project financial performance into the future.
- PFM will review the current debt and its structure, if applicable. This would include, but not limited to, reviewing the existing revenue debt for the possibility of refunding to produce debt service savings. In addition, PFM will review existing bond and note resolutions as to existing covenants regarding minimum net operating revenue requirements, debt service reserve funds and additional bond tests.
- PFM will complete a parity certificate if required by the authorizing resolutions of outstanding parity debt.
- PFM will review the magnitude and timing of capital projects identified in capital improvement plans. Financing strategies will be developed to fund the capital improvement plans. Strategies may include modifying the timing of the capital projects, use of pay-as-you-go, bond financing or the use of cash reserves.
- Through the use of our financial and capital planning model and assistance from staff, we will formulate a financing plan to fund the capital projects and the costs associated with them.

Review the requirements and submit analysis to Iowa Finance Authority as they pertain to Client's obligation, if necessary.



**EXHIBIT B**  
**COMPENSATION FOR SERVICES**

**1. Municipal Advisory Fees**

For financial planning and debt issue development services related to the issuance of a General Obligation SRF Loan, Series 2024A to be issued via the State of Iowa's revolving fund loan program, PFM will be paid a one-time fee of \$15,000 payable upon closing. It is the understanding of PFM that IFA will reimburse the Client for \$4,000 upon submitting PFM's invoice to them.

**2. Reimbursable Expenses**

In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, printing, telephone, postage, internet posting and other ordinary costs which are incurred by PFM. Appropriate documentation can be provided.



**EXHIBIT C**  
**INSURANCE STATEMENT**

PFM has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$5 million and \$5 million single loss/ \$10 million aggregate, respectively. PFM also carries a \$5 million cyber liability policy.

Our Professional Liability policy is a “claims made” policy and our General Liability policy claims would be made by occurrence.

**1. Deductibles/SIR:**

Automobile \$100 comprehensive & \$1,000 collision  
Cyber Liability \$100,000  
General Liability \$0  
Professional Liability (E&O) \$200,000  
Financial Institution Bond \$50,000

**2. Insurance Company & AM Best Rating**

Professional Liability (E&O).....	Lloyds of London; (A; Stable)
.....	AXIS Surplus Insurance Company; (A; Stable)
Financial Institution Bond.....	Berkley Regional Insurance Company; (A+; Stable)
Cyber Liability.....	Greenwich Insurance Company (A+; Stable)
General Liability.....	Valley Forge Insurance Company; (A; Stable)
Automobile Liability.....	Continental Insurance Company; (A; Stable)
Excess/Umbrella Liability.....	Continental Insurance Company; (A; Stable)
Workers Compensation & Employers Liability .....	Continental Insurance Company; (A; Stable)

**DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER  
IMPORTANT MUNICIPAL ADVISORY INFORMATION  
PFM Financial Advisors LLC**

**I. Introduction**

PFM Financial Advisors LLC and PFM Swap Advisors LLC (hereinafter, referred to as “We,” “Us,” or “Our”) are registered municipal advisors with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. In accordance with MSRB rules, this disclosure statement is provided by Us to each client prior to the execution of its advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c) (ii). We employ a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein.

***How We Identify and Manage Conflicts of Interest***

**Code of Ethics.** The Code requires that all employees conduct all aspects of Our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee’s independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and Our clients.

**Policies and Procedures.** We have adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allows Us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to Our analysis of potential conflicts of interest.

**Supervisory Structure.** We have both a compliance and supervisory structure in place that enables Us to identify and monitor employees’ activities, both on a transaction and Firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client’s interests, the proposed engagement, Our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows Us to evaluate any situations that may be an actual or potential conflict of interest.

**Disclosures.** We will disclose to clients those situations that We believe would create a material conflict of interest, such as: 1) any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work We perform for such client; 2) any payment made to obtain or retain a municipal advisory engagement with a client; 3) any fee-splitting arrangement with any provider of an investment or services to a client; 4) any conflict that may arise from the type of compensation arrangement We may have with a client; and 5) any other actual or potential situation that We are or become aware of that might constitute a material conflict of interest that could reasonably expect to impair Our ability to provide advice to or on behalf of clients consistent with regulatory requirements. If We identify such situations or circumstances, We will prepare meaningful disclosure that will describe the implications of the situation and how We intend to manage the situation. We will also disclose any legal or disciplinary events that are material to a client’s evaluation or the integrity of Our management or advisory personnel. We will provide this disclosure (or a means to access this information) in writing prior to starting Our proposed engagement, and will provide such additional information or clarification as the client may request. We will also advise Our clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, Our plan to manage that situation, and any additional information such client may require.

**II. General Conflict of Interest Disclosures**

***Disclosure of Conflicts Concerning the Firm’s Affiliates***

Our affiliates offer a wide variety of financial services, and Our clients may be interested in pursuing services separately provided by an affiliate. The affiliate’s business with the client could create an incentive for Us to recommend a course of action designed to increase the level of the client’s business activities with the affiliate or to recommend against a course of

action that would reduce the client's business activities with the affiliate. In either instance, We may be perceived as recommending services for a client that are not in the best interests of Our clients, but rather are in Our interests or the interests of Our affiliates. Accordingly, We mitigate any perceived conflict of interest that may arise in this situation by disclosing it to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. Further, We receive no compensation from Our affiliates with respect to a client introduction or referral. If a client chooses to work with an affiliate, We require that the client consult and enter into a separate agreement for services, so that the client can make an independent, informed, evaluation of the services offered.

***Disclosure of Conflicts Related to the Firm's Compensation***

From time to time, We may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since We may appear to have an incentive to recommend to the client a transaction that is larger in size than is necessary. Further, We may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest, if the transaction requires more work than contemplated and We are perceived as recommending a less time consuming alternative contrary to the client's best interest so as not to sustain a loss. Finally, We may contract with clients on an hourly fee basis. If We do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as We would not have a financial incentive to recommend an alternative that would result in fewer hours. We manage and mitigate all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

***Disclosure of Conflicts Related to the Firm's Compensation Structure for Our Registered Advisors.*** Pursuant to various employee compensation structures, from time to time We offer certain of Our registered municipal advisors ("Registered Advisors") financial benefits based on his or her business plan, client base, performance, and/or transactions closed. This provides an incentive for such Registered Advisors to seek to retain additional clients and/or transactions or services from clients. While this form of compensation may be customary in some segments of the municipal advisory market, provision of such financial benefits may be deemed to present a conflict of interest. We manage and mitigate these types of conflicts by Registered Advisor's adherence to Our Code of Ethics and Policies and Procedures, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

***Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients***

We regularly provide financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While Our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of Our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees Our engagement with any other particular client as a conflict, We will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes an "Informational Bubble" that creates physical, technological and procedural barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, We will withdraw from the engagement.

***Disclosure Related to Legal and Disciplinary Events***

As registered municipal advisors with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, Our legal, disciplinary and judicial events are required to be disclosed on Our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s) ("DRP"). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically

access PFM Financial Advisors LLC filed forms MA and MA-I on the SEC's Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed, at:

PFM Financial Advisors LLC –

<http://www.sec.gov/cgi-bin/browse-edgar?company=PFM+Financial&owner=exclude&action=getcompany>

### **III. Specific Conflicts of Interest Disclosures – the City of Polk City, Iowa**

To Our knowledge, following reasonable inquiry, We make the additional disclosure(s) of actual or potential conflicts of interest cited below in connection with the municipal advisory services currently being contemplated for client.

We currently serve as a municipal advisor to certain overlapping and surrounding entities including Adel, Alleman, Altoona, Ankeny, Bondurant, Carlisle, Clive, Cumming, Des Moines, Elkhart, Grimes, Johnston, Norwalk, Pleasant Hill, Van Meter, Waukee, West Des Moines and Windsor Heights; Ankeny Community School District, Des Moines Independent Community School District, Waukee Community School District, West Des Moines Community School District, and Southeast Polk Community School District, Des Moines Metropolitan Wastewater Reclamation Authority, Des Moines Water Works, Central Iowa Water Works, Des Moines Airport Authority, Des Moines Area Regional Transit Authority, Metro Waste Authority, Urbandale Windsor Heights Sanitary District, Urbandale Sanitary Sewer District, Urbandale Water Utility, West Des Moines Water Works, and State of Iowa. We do not anticipate this to create a conflict of interest nor to impede Our ability to fulfill Our fiduciary duty to the City of Polk City, Iowa.

#### ***Conflicts Disclosure Related to Providing Services to Municipal Entity Clients and Obligated Persons on the Same Municipal Transaction***

From time to time We may represent a Municipal Entity client and an Obligated Person on the same side of a transaction. This situation may present a potential conflict of interest if Our fiduciary duty to the Municipal Entity and duty of care owed to the Obligated Person represent competing interests. Accordingly, We mitigate this conflict of interest by disclosing it to clients, requiring separately negotiated agreements between Us and each client, and requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. We currently serve as municipal advisor to the Iowa Finance Authority who is the lender on all State Revolving Fund loans. We do not anticipate this to create a conflict of interest nor to impede Our ability to fulfill Our fiduciary duty to the City of Polk City, Iowa.

### **IV. Municipal Advisory Complaint and Client Education Disclosure**

The MSRB protects state and local governments and other municipal entities and the public interest by promoting fair and efficient municipal securities markets. To that end, MSRB rules are designed to govern the professional conduct of brokers, dealers, municipal securities dealers and municipal advisors. Accordingly, if you as municipal advisory customer have a complaint about any of these financial professionals, please contact the MSRB's website at [www.msrb.org](http://www.msrb.org), and consult the MSRB's Municipal Advisory Client brochure. The MSRB's Municipal Advisory Client brochure describes the protections available to municipal advisory clients under MSRB rules and describes the process for filing a complaint with the appropriate regulatory authority.

PFM's Financial Advisory services are provided by PFM Financial Advisors LLC. PFM's Swap Advisory services are provided by PFM Swap Advisors LLC. Both entities are registered municipal advisors with the MSRB and SEC under the Dodd Frank Act of 2010.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Setting public hearing to consider entering into a State Revolving Fund (SRF) Water Revenue Loan and Disbursement agreement

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**BACKGROUND:** On Monday the City Council will set a public hearing for **Tuesday, May 28, 2024**, to enter into a SRF water revenue loan and disbursement agreement for the 1.5-million-gallon Water Tower project. The city is financing the project with a combination of water revenue and tax increment financing (TIF) therefore we will need to enter into 2 separate loan agreements for a total of \$5.6 million. The amount of the water revenue loan will not exceed \$2.8 million.

**ALTERNATIVES:** Do not set the public hearing

**FINANCIAL CONSIDERATIONS:** There are no financial considerations to set the public hearing, however, the financial considerations for this loan are \$2.8 million plus interest.

**RECOMMENDATION:** It is my recommendation that the Council set the public hearing to consider entering into a State Revolving Fund Water Revenue Loan and disbursement agreement for **Tuesday, May 28, 2024**.

May 8, 2024

**VIA EMAIL**

Chelsea Huisman  
City Manager/City Hall  
Polk City, Iowa

Re: SRF Water Revenue Loan and Disbursement Agreement  
File No. 511493-11

Dear Chelsea:

We have prepared and attach proceedings for the May 13, 2024 City Council meeting to enable the Council to set May 28, 2024 as the date for a hearing on the proposal to enter into the SRF Water Revenue Loan and Disbursement Agreement (the “Agreement”).

The documents attached include the following items:

1. Resolution fixing the date of meeting at which it is proposed to take action to enter into the Agreement. The form of notice is set out in Section 2 of the resolution. Please print an extra copy for delivery to the newspaper. Please insert the time and place of the hearing in both the resolution and the notice.
2. Attestation Certificate with respect to the validity of the transcript.
3. Organization and Establishment Certificate.
4. Outstanding Debt Certificate with respect to the outstanding debt of the Water Utility.
5. Publication Certificate with respect to publication of the notice, to which must be attached the publisher’s affidavit of publication with a clipping of the notice as published.

The notice must be published at least once, not less than four (4) and not more than twenty (20) days before the meeting date set for the hearing, in a legal newspaper which has a general circulation in Polk City. The last date on which this notice can be effectively published is May 24, 2024.

As soon as the notice appears in the newspaper, please have a copy scanned and emailed to [lemke.susan@dorsey.com](mailto:lemke.susan@dorsey.com).



Please return one fully executed copy of all completed pages to us as soon as they are available.

Please call Emily Hammond, Erin Regan, Lauren Baker or me if you have questions.

Best regards,

John P. Danos

Attachments

cc: Jenny Coffin  
Ian Davis  
Matt Stoffel  
Tracy Scebold  
Tony Toigo  
Lee Wagner  
Rick Andriano

MINUTES TO SET DATE FOR HEARING  
ON ENTERING INTO A LOAN AND  
DISBURSEMENT AGREEMENT

511493-11

Polk City, Iowa

May 13, 2024

The City Council of the City of Polk City, Iowa, met on May 13, 2024, at 6 o'clock p.m., at the City Hall Council Chambers in the City. The Mayor presided and the roll was called showing the following members of the 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 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 follows:

RESOLUTION NO. 2024-61

Resolution to fix a date for a public hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$2,800,000

WHEREAS, the City of Polk City (the “City”), in Polk County, State of Iowa, did heretofore establish a Municipal Waterworks Utility System (the “Utility”) in and for the City which has continuously supplied water service in and to the City and its inhabitants since its establishment; and

WHEREAS, the management and control of the Utility are vested in the City Council (the “Council”) and no board of trustees exists for this purpose; and

WHEREAS, the City now proposes to enter into a Water Revenue Loan and Disbursement Agreement (the “Agreement”) and to borrow money thereunder in a principal amount not to exceed \$2,800,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of planning, designing and constructing improvements and extensions to the Utility (the “Project”), and it is necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Agreement and to give notice thereof as required by such law;

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 May 28, 2024, at the City Hall Council Chambers in the City, at 6 o’clock p.m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the 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 four (4) and not more than twenty (20) days before the 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 AND DISBURSEMENT AGREEMENT  
IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,800,000

(WATER REVENUE)

The City Council of the City of Polk City, Iowa, will meet on May 28, 2024, at the City Hall Council Chambers in the City, at 6 o'clock p.m., for the purpose of instituting proceedings and taking action to enter into a loan and disbursement agreement (the "Agreement") and to borrow money thereunder in a principal amount not to exceed \$2,800,000, for the purpose of paying the cost, to that extent, of planning, designing and constructing improvements and extensions to the Municipal Waterworks Utility System (the "Utility") of the City.

The Agreement will not constitute a general obligation of the City, nor will it be payable in any manner by taxation but, together with any additional obligations of the City as may be hereafter issued and outstanding from time to time ranking on a parity therewith, will be payable solely and only from the Net Revenues of the Utility.

At the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Agreement. After receiving objections, the City may determine to enter into the 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. 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 Project which is reasonably estimated to cost approximately \$6,600,000, (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 Project 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 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

Passed and approved this May 13, 2024.

\_\_\_\_\_  
Mayor

Attest:

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

••••

On motion and vote, the meeting adjourned.

\_\_\_\_\_  
Mayor

Attest:

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

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
POLK COUNTY  
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the aforementioned 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 hearing on the City Council's proposal to take action in connection with a Water Revenue Loan and Disbursement Agreement.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

**ORGANIZATION AND ESTABLISHMENT CERTIFICATE:**

STATE OF IOWA  
POLK COUNTY                      SS:  
CITY OF POLK CITY

I, the undersigned City Clerk, do hereby certify that the aforementioned City is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that such City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

- Steve Karsjen,                      Mayor
- Chelsea Huisman,                  City Manager
- Jenny Coffin,                      City Clerk/Treasurer
- Jeff Walters,                      Council Member/Mayor Pro Tem
- Rob Sarchet,                      Council Member
- Jeff Savage,                      Council Member
- Mandy Vogel,                      Council Member
- Nick Otis,                      Council Member

I further certify that the City established the Municipal Waterworks Utility System (the "Utility") prior to January 1, 1961, and that the Utility has been in continuous operation by the City since its establishment as aforesaid in supplying water service to the City and its inhabitants.

I further certify that the management and control of the Utility are vested in the City Council of the City, and that no board of trustees exists which has any part of the control and management of such Utility.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

**OUTSTANDING DEBT CERTIFICATE:**

STATE OF IOWA  
POLK COUNTY                                  SS:  
CITY OF POLK CITY

I, the undersigned, City Clerk of the City of Polk City, Iowa (the “City”), do hereby certify that the City has no bonds or other obligations of any kind now outstanding which are secured by and payable from the revenues derived from the operation of the Municipal Waterworks Utility System (the “Utility”), except as follows:

<u>Date</u>	<u>Type</u>	<u>Principal Amount Outstanding</u>	<u>Maturity</u>
-------------	-------------	-------------------------------------	-----------------

**(Attach here a separate sheet listing any outstanding obligations of the City secured by and payable from the revenues of the Utility excluding the proposed issue, if any. If there are no outstanding obligations secured by and payable from the revenues of the Utility, please write “None” in the table above.)**

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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



**PUBLICATION CERTIFICATE:**

**(PLEASE NOTE: Please do not date and return this certificate until you have received the publisher's affidavit and have verified that the notice was published on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)**

STATE OF IOWA

POLK COUNTY

CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the aforementioned City, do hereby certify that pursuant to the resolution of its City Council fixing a date of meeting at which it is proposed to take action to enter into a loan and disbursement agreement, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

**(Attach here the publisher's original affidavit with clipping of the notice, as published.)**



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Setting public hearing to consider entering into a State Revolving Fund (SRF) General Obligation Water Improvement and Disbursement agreement

---

**BACKGROUND:** On Monday the City Council will set a public hearing for **Tuesday, May 28, 2024**, to enter into a general obligation water improvement loan and disbursement agreement for the 1.5-million-gallon Water Tower project. The city is financing the project with a combination of water revenue and tax increment financing (TIF) therefore we will need to enter into 2 separate loan agreements for a total of \$5.6 million. The amount of the general obligation water loan will not exceed \$2.8 million.

**ALTERNATIVES:** Do not set the public hearing

**FINANCIAL CONSIDERATIONS:** There are no financial considerations to set the public hearing, however, the financial considerations for this loan are \$2.8 million plus interest.

**RECOMMENDATION:** It is my recommendation that the Council set the public hearing to consider entering into a State Revolving Fund General Obligation Water Improvement and disbursement loan for **Tuesday, May 28, 2024**.

May 7, 2024

**Via Email**

Chelsea Huisman  
City Manager/City Hall  
Polk City, Iowa

Re: SRF General Obligation Water Improvement Loan and Disbursement Agreement  
File No. 511493-11

Dear Chelsea:

We have prepared and attach proceedings for the May 13, 2024 City Council meeting to set May 28, 2024 as the date for a hearing on the proposal to enter into a General Obligation Water Improvement Loan and Disbursement Agreement (the “Agreement”).

The documents attached include the following items:

1. Resolution fixing the date of meeting at which it is proposed to take action to enter into the Agreement. The form of notice is set out in Section 2 of the resolution. Please print an extra copy for delivery to the newspaper. Please insert the time and place of the hearing in both the resolution and the notice.
2. Attestation Certificate with respect to the validity of the transcript.
3. Organization Certificate.
4. Publication Certificate with respect to publication of the notice, to which must be attached the publisher’s affidavit of publication with a clipping of the notice as published.

The notice of hearing must be published at least once, not less than four (4) and not more than twenty (20) days before the meeting date set for the hearing, in a legal newspaper which has a general circulation in Polk City. The last date on which this notice can be effectively published is May 24, 2024.

As soon as the notice appears in the newspaper, please have a copy scanned and emailed to [lemke.susan@dorsey.com](mailto:lemke.susan@dorsey.com).

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

If you have any questions, please contact Emily Hammond, Erin Regan, Lauren Baker or me.

Best regards,

John P. Danos

Attachments

cc: Jenny Coffin  
Ian Davis  
Matt Stoffel  
Tracy Scebold  
Tony Toigo  
Lee Wagner  
Rick Andriano

MINUTES TO SET DATE FOR HEARING  
ON ENTERING INTO A LOAN AND  
DISBURSEMENT AGREEMENT

511493-11 (N/I)

Polk City, Iowa

May 13, 2024

The City Council of the City of Polk City, Iowa, met on May 13, 2024, at 6 o'clock p.m., at the City Hall Council Chambers in the City. The Mayor presided and the roll was called showing the following members of the 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 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 follows:

RESOLUTION NO. 2024-62

Resolution to fix a date for a public hearing on proposal to enter into a General Obligation Water Improvement Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$2,800,000

WHEREAS, the City of Polk City (the “City”), in Polk County, State of Iowa, proposes to enter into a General Obligation Water Improvement Loan and Disbursement Agreement (the “Agreement”) and to borrow money thereunder in a principal amount not to exceed \$2,800,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of planning, designing and constructing improvements and extensions to the Municipal Waterworks Utility System of the City (the “Project”), and it is necessary to fix a date of meeting of the City Council (the “Council”) at which it is proposed to take action to enter into the Agreement and to give notice thereof as required by such law;

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 May 28, 2024, at 6 o’clock p.m., at the City Hall Council Chambers in the City, at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the 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 four (4) and not more than twenty (20) days before the 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 AND DISBURSEMENT AGREEMENT AND TO BORROW  
MONEY THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,800,000  
(GENERAL OBLIGATION)

The City Council of the City of Polk City, Iowa, will meet on May 28, 2024, 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 to enter into a loan and disbursement agreement (the "Agreement") and to borrow money thereunder in a principal amount not to exceed \$2,800,000, for the purpose of paying the cost, to that extent, of planning, designing and constructing improvements and extensions to the Municipal Waterworks Utility System of the City.

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

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Agreement. After receiving objections, the City may determine to enter into the 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. 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 Project which is reasonably estimated to cost approximately \$6,600,000, (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 Project 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 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

Passed and approved this May 13, 2024.

\_\_\_\_\_  
Mayor

Attest:

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

••••

On motion and vote, the meeting adjourned.

\_\_\_\_\_  
Mayor

Attest:

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



**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
POLK COUNTY  
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, do hereby certify that attached hereto is a true and correct copy of the proceedings of the Council relating to fixing a date for hearing on the City Council's proposal to take action in connection with a General Obligation Water Improvement Loan and Disbursement Agreement, as referred to therein.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

**ORGANIZATION CERTIFICATE:**

STATE OF IOWA

POLK COUNTY

CITY OF POLK CITY

SS:

I, the undersigned City Clerk, do hereby certify that the City of Polk City is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that the City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

Steve Karsjen,	Mayor
Chelsea Huisman,	City Manager
Jenny Coffin,	City Clerk/Treasurer
Jeff Walters,	Council Member/Mayor Pro Tem
Rob Sarchet,	Council Member
Jeff Savage,	Council Member
Mandy Vogel,	Council Member
Nick Otis,	Council Member

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

**PUBLICATION CERTIFICATE:**

**(PLEASE NOTE: Please do not date and return this certificate until you have received the publisher's affidavit and have verified that the notice was published on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)**

STATE OF IOWA

POLK COUNTY

CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, do hereby certify that pursuant to the resolution of its City Council fixing a date of meeting at which it is proposed to take action to enter into a loan and disbursement agreement, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in the affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

**(Attach here the publisher's original affidavit with clipping of the notice, as published.)**

## RESOLUTION NO 2024-63

### A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO.11 FOR THE CITY HALL/COMMUNITY ROOM PROJECT

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

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

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

**WHEREAS**, on June 26, 2023, the City Council approved Resolution 2023-87 approving Pay Application No. 1 in the amount of \$142,783.33; and

**WHEREAS**, on July 24, 2023 the City Council approved Resolution 2023-94 approving Pay Application No. 2 in the amount of \$43,819.41; and

**WHEREAS**, on August 14, 2023 the City Council approved Resolution 2023-96 approving Pay Application No. 3 in the amount of \$189,145.00; and

**WHEREAS**, on August 14, 2023 the City Council approved Resolution 2023-97 approving Change Order No. 1 in the reduced amount of ~~-\$21,489.82~~; and

**WHEREAS**, on October 9, 2023 the City Council approved Resolution 2023-120 approving Pay Application No. 4 in the amount of \$302,890.95; and

**WHEREAS**, on November 13, 2023 the City Council approved Resolution 2023-133 approving Pay Application No. 5 in the amount of \$400,225.73; and

**WHEREAS**, on December 11, 2023 the City Council approved Resolution 2023-153 approving Change Order No. 2 in the amount of \$5,837.49; and

**WHEREAS**, on December 11, 2023 the City Council approved Resolution 2023-154 approving Pay Application No. 6 in the amount of \$400,225.73; and

**WHEREAS**, on January 22, 2024 the City Council approved Resolution 2024-06 approving Pay Application No. 7 in the amount of \$280,497.66; and

**WHEREAS**, on February 26, 2024 the City Council approved Resolution 2024-22 approving Pay Application No. 8 in the amount of \$280,738.30; and

**WHEREAS**, on March 25, 2024 the City Council approved Resolution 2024-33 approving Pay Application No. 9 in the amount of \$555,774.17; and

**WHEREAS**, on April 22, 2024 the City Council approved Resolution 2024-47 approving Pay Application No. 10 in the amount of \$555,585.08; and

**WHEREAS**, Henkel Construction Company and the City Architect, FEH Design have submitted the Application for Partial Payment No. 11 giving a detailed estimate of work completed with an application for payment in the amount of \$562,011.66.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 11 for the City Hall/Community Room Project, and the City Clerk/Treasurer is hereby authorized to issue a check to Henkel Construction Company in the amount of \$562,011.66.

**PASSED AND APPROVED** the 13 day of May 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

**TO OWNER/CLIENT:**

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

**PROJECT:**

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

**APPLICATION NO:** 11

**INVOICE NO:** 2321A.11

**PERIOD:** 04/01/24 - 04/30/24

**PROJECT NO:** 2321A

**FROM CONTRACTOR:**

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

**VIA ARCHITECT/ENGINEER:**

Cory Sharp (FEH Design)  
604 E. Grand Ave.  
Des Moines, Iowa 50309

**CONTRACT DATE:**

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

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. Original Contract Sum	\$5,752,500.00
2. Net change by change orders	\$(15,652.33)
3. Contract Sum to date (Line 1 ± 2)	\$5,736,847.67
4. Total completed and stored to date (Column G on detail sheet)	\$4,018,717.77
5. Retainage:	
a. 5.00% of completed work	\$197,429.15
b. 5.00% of stored material	\$3,506.76
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$200,935.91
6. Total earned less retainage (Line 4 less Line 5 Total)	\$3,817,781.86
7. Less previous certificates for payment (Line 6 from prior certificate)	\$3,255,770.20
8. Current payment due:	\$562,011.66
9. Balance to finish, including retainage (Line 3 less Line 6)	\$1,919,065.81

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$8,797.67	\$(24,450.00)
Total approved this month:	\$0.00	\$0.00
Totals:	\$8,797.67	\$(24,450.00)
Net change by change orders:	\$(15,652.33)	

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

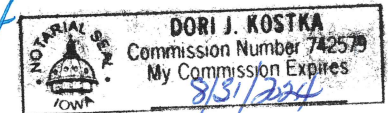
CONTRACTOR: Henkel Construction Company

By: *[Signature]*  
Mason Harms, Controller

Date: May 7, 2024

State of: Iowa  
County of: Cerro Gordo

Subscribed and sworn to before  
me this 7th day of May 2024  
Notary Public: *[Signature]*  
My commission expires: 8/31/2024



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

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

AMOUNT CERTIFIED: \$562,011.66

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

ARCHITECT/ENGINEER:  
*[Signature]*

Date: 5-7-2024

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 11

APPLICATION DATE: 4/30/2024

Use Column I on Contracts where variable retainage for line items apply.

PERIOD: 04/01/24 - 04/30/24

Contract Lines

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
				1	1.C General Conditions.Misc. Credit					
2	1.C General Conditions.Misc. Credit	Bond/Insurance	\$58,000.00	\$58,000.00	\$0.00	\$0.00	\$58,000.00	100.00%	\$0.00	\$2,900.00
3	1.C General Conditions.Misc. Credit	Supervision	\$98,000.00	\$57,820.00	\$10,780.00	\$0.00	\$68,600.00	70.00%	\$29,400.00	\$3,430.00
4	1.C General Conditions.Misc. Credit	Mobilization	\$15,500.00	\$15,500.00	\$0.00	\$0.00	\$15,500.00	100.00%	\$0.00	\$775.00
5	1.C General Conditions.Misc. Credit	Demobilization	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
6	1.C General Conditions.Misc. Credit	Shop Drawings/Engineering	\$85,000.00	\$83,300.00	\$1,700.00	\$0.00	\$85,000.00	100.00%	\$0.00	\$4,250.00
7	1.C General Conditions.Misc. Credit	Record Documents	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
8	1.C General Conditions.Misc. Credit	Temp Facilities	\$10,000.00	\$5,900.00	\$1,100.00	\$0.00	\$7,000.00	70.00%	\$3,000.00	\$350.00
9	3.C Concrete.Misc. Credit	Footing & Foundations - M	\$95,000.00	\$95,000.00	\$0.00	\$0.00	\$95,000.00	100.00%	\$0.00	\$4,750.00
10	3.C Concrete.Misc. Credit	Footings & Foundations - L	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00	100.00%	\$0.00	\$3,250.00
11	3.C Concrete.Misc. Credit	Interior Slabs - M	\$85,000.00	\$85,000.00	\$0.00	\$0.00	\$85,000.00	100.00%	\$0.00	\$4,250.00
12	3.C Concrete.Misc. Credit	Interior Slabs - L	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00	100.00%	\$0.00	\$3,250.00
13	4.C Masonry.Misc. Credit	Masonry - M	\$95,000.00	\$95,000.00	\$0.00	\$0.00	\$95,000.00	100.00%	\$0.00	\$4,750.00
14	4.C Masonry.Misc. Credit	Masonry - L	\$65,000.00	\$61,750.00	\$0.00	\$0.00	\$61,750.00	95.00%	\$3,250.00	\$3,087.50
15	5.C Steel.Misc. Credit	Structural Steel - M	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	100.00%	\$0.00	\$7,500.00
16	5.C Steel.Misc. Credit	Structural Steel - L	\$115,000.00	\$115,000.00	\$0.00	\$0.00	\$115,000.00	100.00%	\$0.00	\$5,750.00
17	5.C Steel.Misc. Credit	Steel Joists & Decking - M	\$185,000.00	\$185,000.00	\$0.00	\$0.00	\$185,000.00	100.00%	\$0.00	\$9,250.00
18	5.C Steel.Misc. Credit	Steel Joists & Decking - L	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$2,750.00

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		%( G / C)			
19	5.C Steel.Misc. Credit	Metal Stairs - M	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	\$0.00	\$2,500.00
20	5.C Steel.Misc. Credit	Metal Stairs - L	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	\$0.00	\$1,000.00
21	5.C Steel.Misc. Credit	Cold Formed Framing - M	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$2,750.00
22	5.C Steel.Misc. Credit	Cold Formed Framing - L	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$2,750.00
23	6.C Carpentry.Misc. Credit	Rough Carpentry - M	\$19,000.00	\$19,000.00	\$0.00	\$0.00	\$19,000.00	100.00%	\$0.00	\$950.00
24	6.C Carpentry.Misc. Credit	Rough Carpentry - L	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
25	6.C Carpentry.Misc. Credit	Architectural Wood Casework - M	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	100.00%	\$0.00	\$2,250.00
26	6.C Carpentry.Misc. Credit	Architectural Wood Casework - L	\$9,500.00	\$0.00	\$7,600.00	\$0.00	\$7,600.00	80.00%	\$1,900.00	\$380.00
27	7.C Thermal-Moist PR.Misc. Credit	Roofing - M	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	100.00%	\$0.00	\$5,000.00
28	7.C Thermal-Moist PR.Misc. Credit	Roofing - L	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	\$0.00	\$1,750.00
29	7.C Thermal-Moist PR.Misc. Credit	Sheet Metal and Flashing - M	\$6,000.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	20.00%	\$4,800.00	\$60.00
30	7.C Thermal-Moist PR.Misc. Credit	Sheet Metal and Flashing - L	\$12,000.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00	20.00%	\$9,600.00	\$120.00
31	7.C Thermal-Moist PR.Misc. Credit	Joint Sealants - M	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
32	7.C Thermal-Moist PR.Misc. Credit	Joint Sealants - L	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
33	7.C Thermal-Moist PR.Misc. Credit	Weather Barriers - M	\$10,000.00	\$9,900.00	\$0.00	\$0.00	\$9,900.00	99.00%	\$100.00	\$495.00
34	7.C Thermal-Moist PR.Misc. Credit	Weather Barriers - L	\$20,000.00	\$19,800.00	\$0.00	\$0.00	\$19,800.00	99.00%	\$200.00	\$990.00
35	7.C Thermal-Moist PR.Misc. Credit	Metal Wall Panels - M	\$250,000.00	\$0.00	\$98,750.00	\$0.00	\$98,750.00	39.50%	\$151,250.00	\$4,937.50
36	7.C Thermal-Moist PR.Misc. Credit	Metal Wall Panels - L	\$63,000.00	\$0.00	\$12,600.00	\$0.00	\$12,600.00	20.00%	\$50,400.00	\$630.00
37	8.C Doors & Windows.Misc. Credit	HM Doors/Frames - M	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	\$0.00	\$1,000.00
38	8.C	HM Doors/Frames - L	\$15,000.00	\$14,250.00	\$450.00	\$0.00	\$14,700.00	98.00%	\$300.00	\$735.00



A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
	Doors & Windows.Misc. Credit									
39	8.C Doors & Windows.Misc. Credit	Door Hardware - M	\$50,000.00	\$0.00	\$9,336.00	\$40,664.00	\$50,000.00	100.00%	\$0.00	\$2,500.00
40	8.C Doors & Windows.Misc. Credit	Door Hardware - L	\$7,500.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	60.00%	\$3,000.00	\$225.00
41	8.C Doors & Windows.Misc. Credit	Wood Doors - M	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$16,000.00	100.00%	\$0.00	\$800.00
42	8.C Doors & Windows.Misc. Credit	Wood Doors - L	\$6,500.00	\$0.00	\$3,900.00	\$0.00	\$3,900.00	60.00%	\$2,600.00	\$195.00
43	8.C Doors & Windows.Misc. Credit	Coiling Counter Doors - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
44	8.C Doors & Windows.Misc. Credit	Coiling Counter Doors - L	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
45	8.C Doors & Windows.Misc. Credit	Storefronts & Entrances - M	\$205,000.00	\$184,500.00	\$10,250.00	\$0.00	\$194,750.00	95.00%	\$10,250.00	\$9,737.50
46	8.C Doors & Windows.Misc. Credit	Storefronts & Entrances - L	\$90,000.00	\$76,500.00	\$9,000.00	\$0.00	\$85,500.00	95.00%	\$4,500.00	\$4,275.00
47	9.C Finishes.Misc. Credit	Interior Painting - M	\$9,500.00	\$2,375.00	\$4,275.00	\$0.00	\$6,650.00	70.00%	\$2,850.00	\$332.50
48	9.C Finishes.Misc. Credit	Interior Painting - L	\$34,000.00	\$6,800.00	\$17,000.00	\$0.00	\$23,800.00	70.00%	\$10,200.00	\$1,190.00
49	9.C Finishes.Misc. Credit	Wall Coverings - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
50	9.C Finishes.Misc. Credit	Wall Coverings - L	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
51	9.C Finishes.Misc. Credit	High Performance Coatings - M	\$9,500.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	100.00%	\$0.00	\$475.00
52	9.C Finishes.Misc. Credit	High Performance Coatings - L	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00	100.00%	\$0.00	\$1,100.00
53	9.C Finishes.Misc. Credit	Metal Framing - M	\$25,000.00	\$24,500.00	\$500.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
54	9.C Finishes.Misc. Credit	Metal Framing - L	\$50,000.00	\$49,000.00	\$1,000.00	\$0.00	\$50,000.00	100.00%	\$0.00	\$2,500.00
55	9.C Finishes.Misc. Credit	Thermal Insulation - M	\$8,000.00	\$6,400.00	\$1,600.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$400.00
56	9.C Finishes.Misc. Credit	Thermal Insulation - L	\$8,000.00	\$6,400.00	\$1,600.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$400.00
57	9.C Finishes.Misc. Credit	Firestopping - M	\$8,000.00	\$0.00	\$6,800.00	\$0.00	\$6,800.00	85.00%	\$1,200.00	\$340.00
58	9.C	Firestopping - L	\$8,000.00	\$0.00	\$6,800.00	\$0.00	\$6,800.00	85.00%	\$1,200.00	\$340.00

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
	Finishes.Misc. Credit									
59	9.C Finishes.Misc. Credit	Gyp Board Assemblies - M	\$95,000.00	\$76,000.00	\$17,100.00	\$0.00	\$93,100.00	98.00%	\$1,900.00	\$4,655.00
60	9.C Finishes.Misc. Credit	Gyp Board Assemblies - L	\$175,000.00	\$140,000.00	\$31,500.00	\$0.00	\$171,500.00	98.00%	\$3,500.00	\$8,575.00
61	9.C Finishes.Misc. Credit	Gyp Sheathing - M	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100.00%	\$0.00	\$800.00
62	9.C Finishes.Misc. Credit	Gyp Sheathing - L	\$27,000.00	\$27,000.00	\$0.00	\$0.00	\$27,000.00	100.00%	\$0.00	\$1,350.00
63	9.C Finishes.Misc. Credit	Acoustical Ceilings - M	\$25,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	60.00%	\$10,000.00	\$750.00
64	9.C Finishes.Misc. Credit	Acoustical Ceilings - L	\$13,000.00	\$0.00	\$7,800.00	\$0.00	\$7,800.00	60.00%	\$5,200.00	\$390.00
65	9.C Finishes.Misc. Credit	Suspended Wood Ceilings - M	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,000.00	\$0.00
66	9.C Finishes.Misc. Credit	Suspended Wood Ceilings - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
67	9.C Finishes.Misc. Credit	Ceramic Tile - M	\$55,000.00	\$0.00	\$19,250.00	\$0.00	\$19,250.00	35.00%	\$35,750.00	\$962.50
68	9.C Finishes.Misc. Credit	Ceramic Tile - L	\$25,000.00	\$0.00	\$8,750.00	\$0.00	\$8,750.00	35.00%	\$16,250.00	\$437.50
69	9.C Finishes.Misc. Credit	Resilient Flooring - M	\$15,000.00	\$0.00	\$0.00	\$4,471.24	\$4,471.24	29.81%	\$10,528.76	\$223.56
70	9.C Finishes.Misc. Credit	Resilient Flooring - L	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,800.00	\$0.00
71	9.C Finishes.Misc. Credit	Tile Carpeting - M	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
72	9.C Finishes.Misc. Credit	Tile Carpeting - L	\$3,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,700.00	\$0.00
73	10.C Specialty Items.Misc. Credit	Toilet Accessories - M	\$4,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,250.00	\$0.00
74	10.C Specialty Items.Misc. Credit	Toilet Accessories - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
75	10.C Specialty Items.Misc. Credit	Flagpole - M	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
76	10.C Specialty Items.Misc. Credit	Flagpole - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
77	10.C Specialty Items.Misc. Credit	Folding Panel Partition - M	\$30,000.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	30.00%	\$21,000.00	\$450.00
78	10.C Specialty Items.Misc. Credit	Folding Panel Partition - L	\$15,000.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	30.00%	\$10,500.00	\$225.00
79	10.C	Toilet Partitions - M	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,500.00	\$0.00

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		%	(G / C)		
	Specialty Items.Misc. Credit									
80	10.C Specialty Items.Misc. Credit	Toilet Partitions - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
81	10.C Specialty Items.Misc. Credit	Signage - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
82	10.C Specialty Items.Misc. Credit	Signage - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
83	12.C Special Equipment.Misc. Credit	Countertops - M	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
84	12.C Special Equipment.Misc. Credit	Countertops - L	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,000.00	\$0.00
85	12.C Special Equipment.Misc. Credit	Window Shades - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
86	12.C Special Equipment.Misc. Credit	Window Shades - L	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	\$0.00
87	14.C Cranes and Hoists.Misc. Credit	Electric Traction Elevator - M	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$85,000.00	\$0.00
88	14.C Cranes and Hoists.Misc. Credit	Electric Traction Elevator - L	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
89	15.C Mechanical.Misc. Credit	Fire Sprinkler - M	\$38,000.00	\$34,200.00	\$1,900.00	\$0.00	\$36,100.00	95.00%	\$1,900.00	\$1,805.00
90	15.C Mechanical.Misc. Credit	Fire Sprinkler - L	\$23,000.00	\$20,700.00	\$1,150.00	\$0.00	\$21,850.00	95.00%	\$1,150.00	\$1,092.50
91	15.C Mechanical.Misc. Credit	Hangers and Supports - M	\$8,000.00	\$7,200.00	\$400.00	\$0.00	\$7,600.00	95.00%	\$400.00	\$380.00
92	15.C Mechanical.Misc. Credit	Hangers and Supports - L	\$7,500.00	\$6,750.00	\$375.00	\$0.00	\$7,125.00	95.00%	\$375.00	\$356.25
93	15.C Mechanical.Misc. Credit	Plumbing ID - M	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$800.00	\$0.00
94	15.C Mechanical.Misc. Credit	Plumbing ID - L	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,100.00	\$0.00
95	15.C Mechanical.Misc. Credit	Insulation - M	\$6,500.00	\$3,900.00	\$2,600.00	\$0.00	\$6,500.00	100.00%	\$0.00	\$325.00
96	15.C Mechanical.Misc. Credit	Insulation - L	\$4,000.00	\$2,400.00	\$1,600.00	\$0.00	\$4,000.00	100.00%	\$0.00	\$200.00
97	15.C Mechanical.Misc. Credit	Plumbing Piping - M	\$36,000.00	\$32,400.00	\$3,600.00	\$0.00	\$36,000.00	100.00%	\$0.00	\$1,800.00
98	15.C Mechanical.Misc. Credit	Plumbing Piping - L	\$35,000.00	\$31,500.00	\$3,500.00	\$0.00	\$35,000.00	100.00%	\$0.00	\$1,750.00

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
99	15.C Mechanical.Misc. Credit	Gas Piping - M	\$13,800.00	\$11,040.00	\$0.00	\$0.00	\$11,040.00	80.00%	\$2,760.00	\$552.00
100	15.C Mechanical.Misc. Credit	Gas Piping - L	\$22,000.00	\$17,600.00	\$0.00	\$0.00	\$17,600.00	80.00%	\$4,400.00	\$880.00
101	15.C Mechanical.Misc. Credit	Plumbing Specialties - M	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%	\$0.00	\$200.00
102	15.C Mechanical.Misc. Credit	Plumbing Specialties - L	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
103	15.C Mechanical.Misc. Credit	Domestic Water Pumps - M	\$5,300.00	\$0.00	\$5,300.00	\$0.00	\$5,300.00	100.00%	\$0.00	\$265.00
104	15.C Mechanical.Misc. Credit	Domestic Water Pumps - L	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$125.00
105	15.C Mechanical.Misc. Credit	Sump Pumps - M	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
106	15.C Mechanical.Misc. Credit	Sump Pumps - L	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
107	15.C Mechanical.Misc. Credit	Plumbing Equipment - M	\$10,000.00	\$0.00	\$6,300.00	\$0.00	\$6,300.00	63.00%	\$3,700.00	\$315.00
108	15.C Mechanical.Misc. Credit	Plumbing Equipment - L	\$6,000.00	\$0.00	\$3,780.00	\$0.00	\$3,780.00	63.00%	\$2,220.00	\$189.00
109	15.C Mechanical.Misc. Credit	Plumbing Fixtures - M	\$48,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$48,000.00	\$0.00
110	15.C Mechanical.Misc. Credit	Plumbing Fixtures - L	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
111	15.C Mechanical.Misc. Credit	RTU, Cabinet & Duct Heater - M	\$153,400.00	\$130,390.00	\$0.00	\$0.00	\$130,390.00	85.00%	\$23,010.00	\$6,519.50
112	15.C Mechanical.Misc. Credit	RTU, Cabinet & Duct Heater - L	\$28,000.00	\$22,400.00	\$0.00	\$0.00	\$22,400.00	80.00%	\$5,600.00	\$1,120.00
113	15.C Mechanical.Misc. Credit	Terminal Air Box & System Management - M	\$55,000.00	\$0.00	\$53,900.00	\$0.00	\$53,900.00	98.00%	\$1,100.00	\$2,695.00
114	15.C Mechanical.Misc. Credit	Terminal Air Box & System Management - L	\$25,000.00	\$0.00	\$24,500.00	\$0.00	\$24,500.00	98.00%	\$500.00	\$1,225.00
115	15.C Mechanical.Misc. Credit	Screen Wall - M	\$44,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$44,000.00	\$0.00
116	15.C Mechanical.Misc. Credit	Screen Wall - L	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,100.00	\$0.00
117	15.C Mechanical.Misc. Credit	GRD's FD's - M	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
118	15.C Mechanical.Misc. Credit	GRD's & FD's - L	\$19,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,400.00	\$0.00
119	15.C Mechanical.Misc. Credit	Mini Split & Exhaust Fan - M	\$7,900.00	\$6,715.00	\$0.00	\$0.00	\$6,715.00	85.00%	\$1,185.00	\$335.75
120	15.C Mechanical.Misc. Credit	Mini Split & Exhaust Fan - L	\$5,200.00	\$4,420.00	\$0.00	\$0.00	\$4,420.00	85.00%	\$780.00	\$221.00
121	15.C Mechanical.Misc. Credit	Ductwork - M	\$24,900.00	\$19,920.00	\$3,735.00	\$0.00	\$23,655.00	95.00%	\$1,245.00	\$1,182.75
122	15.C	Ductwork - L	\$57,000.00	\$45,600.00	\$8,550.00	\$0.00	\$54,150.00	95.00%	\$2,850.00	\$2,707.50

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H % (G / C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
	Mechanical.Misc. Credit										
123	15.C Mechanical.Misc. Credit	Hangers - M	\$3,500.00	\$2,800.00	\$700.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$175.00	
124	15.C Mechanical.Misc. Credit	Hangers - L	\$13,600.00	\$10,880.00	\$0.00	\$0.00	\$10,880.00	80.00%	\$2,720.00	\$544.00	
125	15.C Mechanical.Misc. Credit	TAB - L&M	\$9,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,400.00	\$0.00	
126	16.C Electrical.Misc. Credit	Site-service work - Material	\$15,000.00	\$9,750.00	\$3,000.00	\$0.00	\$12,750.00	85.00%	\$2,250.00	\$637.50	
127	16.C Electrical.Misc. Credit	Site-service work - Labor	\$20,000.00	\$13,000.00	\$4,000.00	\$0.00	\$17,000.00	85.00%	\$3,000.00	\$850.00	
128	16.C Electrical.Misc. Credit	Temporary Power - Labor	\$10,000.00	\$7,500.00	\$2,500.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$500.00	
129	16.C Electrical.Misc. Credit	Temporary Power - Material	\$10,000.00	\$7,500.00	\$2,500.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$500.00	
130	16.C Electrical.Misc. Credit	Underground Raceway - Material	\$25,000.00	\$24,500.00	\$500.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00	
131	16.C Electrical.Misc. Credit	Underground Raceway - Labor	\$25,000.00	\$24,500.00	\$500.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00	
132	16.C Electrical.Misc. Credit	Raceway - Material	\$62,300.00	\$52,955.00	\$0.00	\$0.00	\$52,955.00	85.00%	\$9,345.00	\$2,647.75	
133	16.C Electrical.Misc. Credit	Raceway - Labor	\$52,600.00	\$44,710.00	\$0.00	\$0.00	\$44,710.00	85.00%	\$7,890.00	\$2,235.50	
134	16.C Electrical.Misc. Credit	Generator - Material	\$29,600.00	\$29,600.00	\$0.00	\$0.00	\$29,600.00	100.00%	\$0.00	\$1,480.00	
135	16.C Electrical.Misc. Credit	Generator - Labor	\$18,000.00	\$5,400.00	\$3,600.00	\$0.00	\$9,000.00	50.00%	\$9,000.00	\$450.00	
136	16.C Electrical.Misc. Credit	Distribution - Material	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00	
137	16.C Electrical.Misc. Credit	Distribution - Labor	\$55,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,700.00	\$0.00	
138	16.C Electrical.Misc. Credit	Lighting - Material	\$122,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$122,500.00	\$0.00	
139	16.C Electrical.Misc. Credit	Lighting - Labor	\$44,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$44,600.00	\$0.00	
140	16.C Electrical.Misc. Credit	Fire Alarm - Material	\$20,400.00	\$3,060.00	\$7,140.00	\$0.00	\$10,200.00	50.00%	\$10,200.00	\$510.00	
141	16.C Electrical.Misc. Credit	Fire Alarm - Labor	\$9,300.00	\$1,395.00	\$930.00	\$0.00	\$2,325.00	25.00%	\$6,975.00	\$116.25	
142	16.C Electrical.Misc. Credit	Device - Material	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00	
143	16.C Electrical.Misc. Credit	Device - Labor	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00	
144	16.C Electrical.Misc. Credit	Communications - Material	\$27,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$27,900.00	\$0.00	
145	16.C Electrical.Misc. Credit	Communications - Labor	\$24,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$24,400.00	\$0.00	

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
146	16.C Electrical.Misc. Credit	Audio/Visual - Material	\$109,665.00	\$0.00	\$32,899.50	\$0.00	\$32,899.50	30.00%	\$76,765.50	\$1,644.98
147	16.C Electrical.Misc. Credit	Audio/Visual - Labor	\$40,109.00	\$0.00	\$12,032.70	\$0.00	\$12,032.70	30.00%	\$28,076.30	\$601.64
148	16.C Electrical.Misc. Credit	Security - Material	\$25,603.00	\$0.00	\$6,400.75	\$0.00	\$6,400.75	25.00%	\$19,202.25	\$320.04
149	16.C Electrical.Misc. Credit	Security - Labor	\$10,459.00	\$0.00	\$2,614.75	\$0.00	\$2,614.75	25.00%	\$7,844.25	\$130.74
150	2.C Sitework.Misc. Credit	Site Clearing & Earthwork - L&M	\$110,000.00	\$82,500.00	\$0.00	\$0.00	\$82,500.00	75.00%	\$27,500.00	\$4,125.00
151	2.C Sitework.Misc. Credit	Plantings - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
152	2.C Sitework.Misc. Credit	Concrete Paving - M	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$75,000.00	\$0.00
153	2.C Sitework.Misc. Credit	Concrete Paving - L	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
154	2.C Sitework.Misc. Credit	Plantings - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
155	2.C Sitework.Misc. Credit	Seeding & SOD - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
156	2.C Sitework.Misc. Credit	Seeding & SOD - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
157	2.C Sitework.Misc. Credit	Mulch - M	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
158	2.C Sitework.Misc. Credit	Mulch - L	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
159	2.C Sitework.Misc. Credit	Retaining Wall - M	\$25,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	60.00%	\$10,000.00	\$750.00
160	2.C Sitework.Misc. Credit	Retaining Wall - L	\$8,500.00	\$0.00	\$2,550.00	\$0.00	\$2,550.00	30.00%	\$5,950.00	\$127.50
161	2.C Sitework.Misc. Credit	Storm Sewer - M	\$175,000.00	\$166,250.00	\$0.00	\$0.00	\$166,250.00	95.00%	\$8,750.00	\$8,312.50
162	2.C Sitework.Misc. Credit	Storm Sewer - L	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$2,750.00
163	2.C Sitework.Misc. Credit	Water Service - M	\$21,000.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	100.00%	\$0.00	\$1,050.00
164	2.C Sitework.Misc. Credit	Water Service - L	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
165	2.C Sitework.Misc. Credit	Sanitary Service - M	\$9,100.00	\$9,100.00	\$0.00	\$0.00	\$9,100.00	100.00%	\$0.00	\$455.00
166	2.C Sitework.Misc. Credit	Sanitary Service - L	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
<b>TOTALS:</b>			<b>\$5,752,500.00</b>	<b>\$3,334,447.26</b>	<b>\$631,461.24</b>	<b>\$70,135.24</b>	<b>\$4,036,043.74</b>	<b>70.16%</b>	<b>\$1,716,456.26</b>	<b>\$201,802.21</b>

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
167	PCCO#001 PR #1 - Elevator Waterproofing	\$2,661.18	\$2,661.18	\$0.00	\$0.00	\$2,661.18	100.00%	\$0.00	\$133.06
168	PCCO#002 PR #2 - VE Items	\$(24,151.00)	\$(24,151.00)	\$0.00	\$0.00	\$(24,151.00)	100.00%	\$0.00	\$(1,207.55)
169	PCCO#003 Drawer Slides & HSS	\$5,837.49	\$4,163.85	\$0.00	\$0.00	\$4,163.85	71.33%	\$1,673.64	\$208.19
<b>TOTALS:</b>		<b>\$(15,652.33)</b>	<b>\$(17,325.97)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$(17,325.97)</b>	<b>110.69%</b>	<b>\$1,673.64</b>	<b>\$(866.30)</b>

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<b>GRAND TOTALS:</b>		<b>\$5,736,847.67</b>	<b>\$3,317,121.29</b>	<b>\$631,461.24</b>	<b>\$70,135.24</b>	<b>\$4,018,717.77</b>	<b>70.05%</b>	<b>\$1,718,129.90</b>	<b>\$200,935.91</b>

May 9, 2024

**VIA EMAIL**

Chelsea Huisman  
City Manager/City Hall  
Polk City, Iowa

Re: Elevated Storage Tank – New 1.5 MG Tank Project  
Our File No. 511493-11

Dear Chelsea:

We have prepared and attach the proceedings related to the approval of the contract and bonds for the Elevated Storage Tank – New 1.5 MG Tank Project.

The materials attached include the following items:

1. Minutes of the May 13, 2024 meeting at which the City Council will adopt the resolution approving the contract and performance and/or payment bonds, with the resolution following.
2. Attestation Certificate with respect to the validity of the transcript.

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

If you have any questions, please contact Emily Hammond, Erin Regan, Lauren Baker or me.

Best regards,

John P. Danos

Attachments

cc: Jenny Coffin  
Ian Davis  
Matt Stoffel



MINUTES OF MEETING TO APPROVE  
CONTRACT AND BONDS

511493-11

Polk City, Iowa

May 13, 2024

The City Council of the City of Polk City, Iowa, met on May 13, 2024 at 6 o'clock p.m., at the City Hall Council Chambers Polk City, Iowa, pursuant to the rules of the Council.

The meeting was called to order by the Mayor and the roll being called, there were present the following named Council Members:

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

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

After due consideration and discussion, Council Member \_\_\_\_\_ introduced and moved the adoption of the resolution next hereinafter set out, the same being a resolution approving an executed contract and performance and/or payment bonds for the Elevated Storage Tank – New 1.5 MG Tank Project. The motion was seconded by Council Member \_\_\_\_\_ and passed with record vote as follows:

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

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

Thereupon, the resolution was declared adopted, as follows:

RESOLUTION NO. 2024-64

Resolution approving contract and performance and/or payment bonds for the Elevated Storage Tank – New 1.5 MG Tank Project

WHEREAS, the City Council of the City of Polk City, Iowa, has heretofore awarded a contract for the Elevated Storage Tank – New 1.5 MG Tank Project and fixed the amount of the performance and/or payment bonds to be furnished by such contractor, and instructed and authorized the Mayor and City Clerk to execute the said contract on behalf of the City, subject to the approval of the Council; and

WHEREAS, the said contract has been duly signed by the contractor and by the Mayor and City Clerk, and upon examination by this Council the same appears to be in proper form; and

WHEREAS, the contractor has filed satisfactory performance and/or payment bonds in the required amount;

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

Section 1. The aforementioned contract and performance and/or payment bonds are hereby approved and declared to be binding upon the parties thereto.

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

Passed and approved May 13, 2024.

\_\_\_\_\_  
Mayor

Attest:

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

• • • •

There being no further business to come before the meeting, it was upon motion adjourned.

---

Mayor

Attest:

---

City Clerk

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
POLK COUNTY  
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa, hereby certify that the attached is a true, correct and complete copy of the proceedings related to the approval of the executed contract and performance and/or payment bonds for the Elevated Storage Tank – New 1.5 MG Tank Project, including a true, correct and complete copy of the resolution referred to in such minutes.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

May 9, 2024

**VIA EMAIL**

Chelsea Huisman  
City Manager/City Hall  
Polk City, Iowa

Re: Elevated Storage Tank – Water Main Extension Project  
Our File No. 511493-11

Dear Chelsea:

We have prepared and attach the proceedings related to the approval of the contract and bonds for the Elevated Storage Tank – Water Main Extension Project.

The materials attached include the following items:

1. Minutes of the May 13, 2024 meeting at which the City Council will adopt the resolution approving the contract and performance and/or payment bonds, with the resolution following.
2. Attestation Certificate with respect to the validity of the transcript.

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

If you have any questions, please contact Emily Hammond, Erin Regan, Lauren Baker or me.

Best regards,

John P. Danos

Attachments

cc: Jenny Coffin  
Ian Davis  
Matt Stoffel

MINUTES OF MEETING TO APPROVE  
CONTRACT AND BONDS

511493-11

Polk City, Iowa

May 13, 2024

The City Council of the City of Polk City, Iowa, met on May 13, 2024 at 6 o'clock p.m., at the City Hall Council Chambers Polk City, Iowa, pursuant to the rules of the Council.

The meeting was called to order by the Mayor and the roll being called, there were present the following named Council Members:

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

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

After due consideration and discussion, Council Member \_\_\_\_\_ introduced and moved the adoption of the resolution next hereinafter set out, the same being a resolution approving an executed contract and performance and/or payment bonds for the Elevated Storage Tank – Water Main Extension Project. The motion was seconded by Council Member \_\_\_\_\_ and passed with record vote as follows:

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

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

Thereupon, the resolution was declared adopted, as follows:

RESOLUTION NO. 2024-65

Resolution approving contract and performance and/or payment bonds for the Elevated Storage Tank – Water Main Extension Project

WHEREAS, the City Council of the City of Polk City, Iowa, has heretofore awarded a contract for the Elevated Storage Tank – Water Main Extension Project and fixed the amount of the performance and/or payment bonds to be furnished by such contractor, and instructed and authorized the Mayor and City Clerk to execute the said contract on behalf of the City, subject to the approval of the Council; and

WHEREAS, the said contract has been duly signed by the contractor and by the Mayor and City Clerk, and upon examination by this Council the same appears to be in proper form; and

WHEREAS, the contractor has filed satisfactory performance and/or payment bonds in the required amount;

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

Section 1. The aforementioned contract and performance and/or payment bonds are hereby approved and declared to be binding upon the parties thereto.

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

Passed and approved May 13, 2024.

\_\_\_\_\_  
Mayor

Attest:

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

• • • •

There being no further business to come before the meeting, it was upon motion adjourned.

---

Mayor

Attest:

---

City Clerk



**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
POLK COUNTY  
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa, hereby certify that the attached is a true, correct and complete copy of the proceedings related to the approval of the executed contract and performance and/or payment bonds for the Elevated Storage Tank – Water Main Extension Project, including a true, correct and complete copy of the resolution referred to in such minutes.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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



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

**Date:** May 9, 2024\*  
**To:** Mayor Karsjen & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Purchase and upfit of police vehicle

---

**BACKGROUND:** The Police Department has 1 vehicle replacement budgeted for FY24/25. This is to replace our 2015 Dodge Charger that was taken out of service this past year.

Attached are the quotes for the purchase of a 2024 Chevy Tahoe and the equipment required to upfit them. The costs for both the vehicle and the upfit is quoted as \$84,273.65. I am requesting the Council approve the purchase and upfitting of this vehicle not to exceed \$85,000.00. I will be repurposing some of the equipment and technology from the vehicle that is being replaced, the “not to exceed” amount would allow me to move forward should unexpected expenses arise during the upfitting process.

**ALTERNATIVES:** Do not approve the purchase and upfit of the police vehicles.

**FINANCIAL CONSIDERATIONS:** \$85,000.00 is in the FY25 budget for the purchase and upfitting of this vehicle.

**RECOMMENDATION:** It is my recommendation that Council approve the purchase and upfit the police vehicle not to exceed \$85,000.00.



## Karl Auto Group

Danielle Stoermer | 5152646460 | [D.Stoermer@karlchevrolet.com](mailto:D.Stoermer@karlchevrolet.com)

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial

Image Not Available

KARL AUTO GROUP is proud to be your #1 Government Chevrolet Vehicle Dealer in Iowa for several years in a row. We are the only Government Dealer in Iowa to provide you a full time staff dedicated solely to government entities and their needs. We can assist you with all of your vehicle needs to include "turn-key" solutions and custom upfitting, saving you time and money with our own Karl Emergency Vehicles. Thank you for the opportunity to earn your business.



# Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

## Quote Worksheet

	<b>MSRP</b>
Base Price	\$53,450.00
Dest Charge	\$1,995.00
Total Options	(\$225.00)
<b>Subtotal</b>	<b>\$55,220.00</b>
Karl Govt Discount	(\$1,900.00)
	\$0.00
Remote start	\$475.00
<b>Subtotal Pre-Tax Adjustments</b>	<b>(\$1,425.00)</b>
Less Customer Discount	(\$3,889.80)
<b>Subtotal Discount</b>	<b>(\$3,889.80)</b>
Trade-In	\$0.00
<b>Subtotal Trade-In</b>	<b>\$0.00</b>
<b>Taxable Price</b>	<b>\$49,905.20</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
	\$0.00
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$49,905.20</b>

### Comments:

Government Agencies are allowed 20 days from date of delivery for balance to be paid in full. There will be a \$5.00 per calendar day after 20 days assessed to the account until payment received in full by Karl Chevrolet. By signing below you accept these terms as well as the quote in general.

\_\_\_\_\_  
Dealer Signature / Date

\_\_\_\_\_  
Customer Signature / Date

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Data Version: 21128. Data Updated: Dec 4, 2023 6:41:00 PM PST.



# Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

## Window Sticker

### SUMMARY

[Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial MSRP:\$53,450.00

Interior:Jet Black, Cloth seat trim

Exterior 1:Black

Exterior 2:No color has been selected.

Engine, 5.3L EcoTec3 V8

Transmission, 10-speed automatic

### OPTIONS

CODE	MODEL	MSRP
CK10706	[Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial	\$53,450.00
<b>OPTIONS</b>		
1FL	Commercial Preferred Equipment Group	\$0.00
5J3	Calibration, Surveillance Mode interior lighting	Inc.
5J9	Calibration, taillamp flasher, Red/White	Inc.
5LO	Calibration, taillamp flasher, Red/Red	Inc.
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire	Inc.
9C1	Identifier for Police Package Vehicle	\$0.00
AMF	Remote Keyless Entry Package	\$75.00
ATD	Seat delete, third row passenger	Inc.
AX2	Key, unique	Inc.
AZ3	Seats, front 40/20/40 split-bench	\$0.00
BCV	Lock control, driver side auto door lock disable	Inc.
C6G	GVWR, 7600 lbs. (3447 kg)	Inc.
FE9	Emissions, Federal requirements	\$0.00
GBA	Black	\$0.00
GU5	Rear axle, 3.23 ratio	\$0.00
H1T	Jet Black, Cloth seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal HD color touchscreen	\$0.00
J55	Brake system, heavy duty	Inc.

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# Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

K3W	Battery, 850 cold-cranking amps with 95 amp hour rating	Inc.	
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating	Inc.	
KX4	Alternator, 250 amps	Inc.	
L84	Engine, 5.3L EcoTec3 V8		\$0.00
MHU	Transmission, 10-speed automatic	Inc.	
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel	Inc.	
R9L	Deleted 3 Years of Remote Access.		(\$300.00)
RAV	Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit	Inc.	
RC1	Skid plate, front	Inc.	
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap	Inc.	
T66	Wiring provision, for outside mirrors and cargo side mirrors	Inc.	
UT7	Ground wires, blunt cut cargo area and blunt cut console area	Inc.	
V03	Cooling system, extra capacity	Inc.	
V53	Luggage rack side rails, delete	Inc.	
VXT	Incomplete vehicle	Inc.	
VZ2	Speedometer calibration	Inc.	
WUA	Fascia, front high-approach angle	Inc.	
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit	Inc.	
Z56	Suspension Package, heavy-duty, police-rated.	Inc.	
—	Capless Fuel Fill	Inc.	
—	Exterior ornamentation delete	Inc.	
—	Instrumentation, analog	Inc.	
—	Theft-deterrent system, vehicle, PASS-Key III	Inc.	
—	Power supply, 50-amp, power supply, auxiliary battery	Inc.	
—	Power supply, 100-amp, auxiliary battery, rear electrical center	Inc.	
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery	Inc.	
—	Seat belts, 3-point, all seating positions	Inc.	
—	Protected idle	Inc.	

**SUBTOTAL** **\$53,225.00**

Adjustments Total \$0.00

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# Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

Destination Charge	\$1,995.00
<b>TOTAL PRICE</b>	<b>\$55,220.00</b>

## FUEL ECONOMY

- Est City:14 (2023) MPG
- Est Highway:20 (2023) MPG
- Est Highway Cruising Range:480.00 mi

## Standard Equipment

### Mechanical

- Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)
- Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)
- Rear axle, 3.23 ratio
- Suspension Package, Premium Smooth Ride (STD)
- GVWR, 7500 lbs. (3402 kg) (4WD models only.) (STD)
- Keyless start, push button
- Automatic Stop/Start
- Engine control, stop/start system disable button, non-latching
- Engine air filtration monitor
- Fuel, gasoline, E15
- Transfer case, active, single-speed, electronic Autotrac does not include neutral. Cannot be dinghy towed (4WD models only. Deleted when (NHT) Max Trailering Package is ordered.)
- Differential, mechanical limited-slip
- 4-wheel drive
- Air filter, heavy-duty
- Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
- Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
- Battery, 730 cold-cranking amps with 80 amp hour rating
- Alternator, 220 amps
- Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver
- Trailer sway control
- Hitch Guidance

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# Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

## Mechanical

- Suspension, front coil-over-shock with stabilizer bar
- Suspension, rear multi-link with coil springs
- Steering, power
- Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
- Exhaust, single system, single-outlet
- Mechanical Jack with tools

## Exterior

- Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)
- Tires, 265/65R18SL all-season, blackwall (Standard with (PZX) 18" Bright Silver painted aluminum wheels only.) (STD)
- Wheel, full-size spare, 17" (43.2 cm)
- Tire, spare P265/70R17 all-season, blackwall
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Active aero shutters, upper
- Fascia, front
- Luggage rack side rails, roof-mounted, Black, standard (Available with (5W4) Special Services Vehicle.)
- Assist steps, Black with chrome accent strip
- Headlamps, LED
- Lamps, stop and tail, LED
- Mirrors, outside heated power-adjustable, manual-folding, body-color
- Mirror caps, body-color
- Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)
- Glass, acoustic, laminated
- Glass, windshield shade band
- Windshield, solar absorbing
- Wipers, front intermittent, Rainsense
- Wiper, rear intermittent with washer
- Door handles, body-color
- Liftgate, rear manual

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## Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

### Entertainment

Audio system, Chevrolet Infotainment 3 system, 8" diagonal HD color touchscreen AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

Audio system feature, 6-speaker system

SiriusXM, delete

Infotainment display, 8" diagonal touchscreen

Bluetooth for phone personal cell phone connectivity to vehicle audio system

Wireless Apple CarPlay/Wireless Android Auto

Wi-Fi Hotspot capable (Standard with (UE1) OnStar only. Terms and limitations apply. See onstar.com or dealer for details.)

### Interior

Seats, front 40/20/40 split-bench (Not available with (D07) center floor console and (USR) USB data ports.) (STD)

Seat trim, cloth

Seat adjusters, 8-way power includes 6-way power front passenger seat with 2-way power lumbar

Seat adjusters, 10-way power includes 8-way power driver seat with 2-way power lumbar

Seats, second row 60/40 split-folding bench, manual

Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)

Electronic Precision Shift

Steering column lock, electrical

Steering column, manual tilt and telescopic

Steering wheel, urethane

Steering wheel controls, mounted audio, Driver Information Center, cruise control and Forward Collision Alert following gap button (if equipped) (left backside Seek/Scan steering wheel radio buttons are inoperable; these 2 buttons can be repurposed for aftermarket emergency equipment)

Driver Information Center, 4.2" diagonal color display includes driver personalization

Rear Seat Reminder

Door locks, power programmable with lockout protection and delayed locking (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on driver door.)

Keyless Open includes extended range Remote Keyless Entry

Cruise control, electronic with set and resume speed

Theft-deterrent system, content, electrical, unauthorized entry

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# Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

## Interior

USB data ports, 4 total; 2, one type-A and one type-C located within center console and 2, one type-A and one type-C located on instrument panel

USB charging-only ports, 4 type-C, (2) located on rear of center console and (2) in 3rd row (1 left and 1 right side below quarter glass side window) (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, (2) type-C ports are moved to the rear of center seat base and (2) type-C are moved to the cargo area. Deleted when (A50) front bucket seats are ordered.)

Window, power with driver Express-Up/Down

Window, power with front passenger Express-Up/Down

Windows, power with rear Express-Down

Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants

Air conditioning, rear

Defogger, rear-window electric

Power outlets, 2, 120-volt, located on the rear of the center seat and rear cargo area

Power outlet, front auxiliary, 12-volt, located in the center stack of instrument panel

Mirror, inside rearview manual day/night

Visors, driver and front passenger illuminated vanity mirrors, sliding

Assist handles, overhead, driver and front passenger, located in headliner

Assist handles, front passenger A-pillar and second row outboard B-pillar (Deleted when SEO (7X2) left- and right-hand spotlamps or SEO (7X3) left-hand spotlamp are ordered.)

Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. On Police/Special Service vehicles, the control switch is located in the roof console in lieu of the driver - and passenger-side door switch with delayed entry feature.

Cargo management system

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

## Safety-Mechanical

Automatic Emergency Braking

Hill Start Assist

StabiliTrak, stability control system with brake assist, includes traction control

## Safety-Exterior

Daytime Running Lamps, reduced intensity low beam

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## Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( ✓ Complete )

### Safety-Interior

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Deleted when (A50) front bucket seats are ordered. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

Front and Rear Park Assist

Following Distance Indicator (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)

HD Rear Vision Camera

Front Pedestrian Braking (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)

Lane Keep Assist with Lane Departure Warning (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)

Forward Collision Alert (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, defaulted off. Feature can be turned on in the Infotainment menu.)

Door locks, rear child security, manual

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats lower anchors and top tethers located in all second-row seating positions (Deleted when (ATZ) second row seat delete is ordered.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)

Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on

3 Years of OnStar Remote Access. The OnStar Remote Access Plan gives you simplified remote control of your properly equipped vehicle and unlocks a variety of great features in your myChevrolet mobile app. See dealer for details. (Deleted when (UDA) vehicle deactivated communication system is ordered. OnStar Remote Access Plan does not include emergency or security services. Fleet customers will get Fleet Remote Access through OnStar Vehicle Insights. See onstar.com for details and limitations. Available on select Apple and Android devices. Service availability, features and functionality vary by vehicle, device, and the plan you are enrolled in. Terms apply. Device data connection required.)

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# Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

## WARRANTY

Basic Years: 3  
 Basic Miles/km: 36,000  
 Drivetrain Years: 5  
 Drivetrain Miles/km: 60,000  
 Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles  
 Corrosion Years (Rust-Through): 6  
 Corrosion Years: 3  
 Corrosion Miles/km (Rust-Through): 100,000  
 Corrosion Miles/km: 36,000  
 Roadside Assistance Years: 5  
 Roadside Assistance Miles/km: 60,000  
 Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles  
 Maintenance Note: First Visit: 12 Months/12,000 Miles

## Selected Model and Options

### MODEL

CODE	MODEL
CK10706	2024 Chevrolet Tahoe 4WD 4dr Commercial

### COLORS

CODE	DESCRIPTION
GBA	Black

### SUSPENSION PKG

CODE	DESCRIPTION
Z56	Suspension Package, heavy-duty, police-rated. Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.)

### EMISSIONS

CODE	DESCRIPTION
FE9	Emissions, Federal requirements

### ENGINE

CODE	DESCRIPTION
L84	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)

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## TRANSMISSION

CODE	DESCRIPTION
MHU	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

## GVWR

CODE	DESCRIPTION
C6G	GVWR, 7600 lbs. (3447 kg) (Included and only available with (9C1) Police Package. 4WD model only.)

## AXLE

CODE	DESCRIPTION
GU5	Rear axle, 3.23 ratio

## PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION
1FL	Commercial Preferred Equipment Group includes standard equipment

## WHEEL TYPE

CODE	DESCRIPTION
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel (Included and only available with (9C1) Police Vehicle.)

## TIRES

CODE	DESCRIPTION
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)

## PAINT

CODE	DESCRIPTION
GBA	Black

## SEAT TYPE

CODE	DESCRIPTION
AZ3	Seats, front 40/20/40 split-bench (STD)

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Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

## SEAT TRIM

**CODE DESCRIPTION**

H1T Jet Black, Cloth seat trim (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

## RADIO

**CODE DESCRIPTION**

IOR Audio system, Chevrolet Infotainment 3 system, 8" diagonal HD color touchscreen AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

## ADDITIONAL EQUIPMENT - PACKAGE

**CODE DESCRIPTION**

9C1 Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) 275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)  
\*Upon selection of this option the base price will change\*

AMF Remote Keyless Entry Package includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

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Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

## ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION
5J9	Calibration, taillamp flasher, Red/White (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
5LO	Calibration, taillamp flasher, Red/Red (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Capless Fuel Fill (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
J55	Brake system, heavy duty with front Brembo calipers and 16" front rotors (Included and only available with (9C1) Police Vehicle.)
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
KX4	Alternator, 250 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
RC1	Skid plate, front (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
T66	Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
UT7	Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
V03	Cooling system, extra capacity (Included and only available with (9C1) Police Vehicle or (NHT) Max Trailering Package. Not included when (LM2) Duramax 3.0L Turbo-Diesel I6 engine is ordered.)

## ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION
—	Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
RAV	Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.)
V53	Luggage rack side rails, delete (Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) *CREDIT*
WUA	Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

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Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION
5J3	Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Power supply, 100-amp, auxiliary battery, rear electrical center (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Power supply, 50-amp, power supply, auxiliary battery passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
ATD	Seat delete, third row passenger *CREDIT*
AX2	Key, unique (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
BCV	Lock control, driver side auto door lock disable (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
VZ2	Speedometer calibration (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

## ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION
—	Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
R9L	Deleted 3 Years of Remote Access. (Requires (UE1) OnStar. Included and only available on vehicles being shipped to Puerto Rico, the Virgin Islands, or Guam. ) *CREDIT*

## ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION
—	Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
VXT	Incomplete vehicle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Included and only available with (ATZ) rear seat delete.)

### Options Total

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- Window Sticker
- Standard Equipment
- Selected Model and Options
- Dealership Information
- Price Summary

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### Karl Auto Group

#### Prepared By:

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Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (  Complete )

### Price Summary

#### PRICE SUMMARY

	MSRP
Base Price	\$53,450.00
Total Options	(\$225.00)
Vehicle Subtotal	\$53,225.00
Destination Charge	\$1,995.00
<b>Grand Total</b>	<b>\$55,220.00</b>

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# QUOTE

Estimate# EST-10909



2900 Justin Drive  
Suite L  
Urbandale Iowa 50322-3877 U.S.A

Estimate Date : 05.09.2024  
Reference# : Polk City PD - 2024 Tahoe  
Upfit v2

Bill To  
**Polk City PD**  
309 Van Dorn St  
Polk City, 50266, IA

#	Item & Description	Qty	Item Cost	Discount	Amount
1	<b>Sector Custom - Customer Supplied &amp; ReUse Equipment</b> SKU : SCTR-UPFIT-REUSE GVS MPH Radar Bee3 Brother Printer PJ622 Scanner Harris M7300 Remote Head Radio	1.00 Box	0.00	0.00	0.00
2	<b>Upfit Install Service - Removal 1</b> SKU : SCTR-UPFIT-REM1 Remove equipment requested by department. Car will be returned to department with no additional modifications to vehicle beyond removal of requested equipment. Anticipated 4-6 hours.  GVS MPH Radar Bee3 Brother Printer PJ622 Scanner Harris M7300 Remote Head Radio	1.00 Box	414.00	0.00	414.00
<b>Lighting Package</b>					
3	<b>Whelen Premier Siren &amp; Light Controller Package</b> SKU : SCTR-WHELEN-CORE-PKG Bundle includes: C399 Cencom Core, CCTL7 21 Button Control Head, C399K6 Utility Canport Cable, SAK70 (Speaker Bracket), and SA315P Siren Speaker.	1.00 Box	2,398.00	41.00%	1,414.82

#	Item & Description	Qty	Item Cost	Discount	Amount
4	<b>Whelen Legacy DUO WeCanX - 54" Lightbar</b> SKU : SCTR-EB2DEDE Lightbar: EB2DEDE  Modules:  GBDLE GBDLE GBDLE GBAWD GBAWE GBDLM GBDLM GBDLM GBDLM GBDLM GBDLK GBDLK GBDLK GBDLK GBDLD GBDLD GBDLD GBTL  Mounting Feet: MKAJ101	1.00 QTY	5,100.00	41.00%	3,009.00
5	<b>Perimeter Lighting Package - Sector Emergency Response Vehicles</b> SKU : SCTR-PERIMETER-LIGHTS PSD02FCR - Strip Light Red/White QTR Glass (1) PSE02FCR - Strip Light Blue/White QTR Glass (1) PSBKT90 - Strip Light 90 Degree Bracket (2) LSVBKT54 - Under Mirror Bracket Kit - Tahoe LINSV2D - Under Mirror Lights RW (1) LINSV2E - Under Mirror Lights BW (1) TLI2D - R/W Rear Hatch (1) TLI2E - B/W Rear Hatch (1) 60CREGCS - Rear Dome Light (1) I2D - Whelen ION Push Bumper (2) I2E - Whelen ION Push Bumper (2) TLI2D - R/W Driver Side Pit Bar Lighting (1) TLI2E - B/W Pass Side Pit Bar Lighting (1)	1.00 QTY	2,942.00	27.00%	2,147.66
6	<b>Whelen RST DUO - 2021+ Chevrolet Tahoe</b> SKU : SCTR-BS54Z	1.00 Each	2,234.54	27.00%	1,631.21
7	<b>Whelen 16 Output Remote Expansion</b> SKU : SCTR-CEM16 CEM16- 16 Output, 4 Input WeCanX™ Expansion Module	1.00 Each	286.00	27.00%	208.78

#	Item & Description	Qty	Item Cost	Discount	Amount
8	<b>Whelen ARGES 5° Spotlight with Proclera® Silicone Optic</b> SKU : SCTR-ARGES1 Arges® features revolutionary control, with 360° of continuous rotation and a 180° tilt range. Designed from the ground up and packed with Whelen's most innovative technology, Arges will make you rethink what a remote spotlight is capable of.	1.00 Each	749.00	27.00%	546.77
9	<b>Whelen Arges Mount 2021+ Chevy Tahoe DR</b> SKU : SCTR-ARG54D Chevy Tahoe, 2021, Driver Side Fender Mounting	1.00 Each	113.00	27.00%	82.49
10	<b>Whelen Control Head for Arges® - Bail Bracket</b> SKU : SCTR-ARGCH1 Control Head for Arges®, Bail Bracket	1.00 Each	334.00	27.00%	243.82
11	<b>Whelen Howler Siren Amplifier and 2 Speakers - WeCanX</b> SKU : SCTR-CHOWLER Siren Amplifier with Two Speakers, Optional Vehicle Specific Mounting Brackets, No Charge When Purchased with Hower™ Siren. An effective added layer of warning when used with your 100/200 watt siren amplifier. Howler provides deep, low frequency tones, which are able to penetrate other vehicles, alerting drivers and pedestrians of your approach.  W/ HWLRB32 Chevy Tahoe Mounting Bracket	1.00 Box	925.00	27.00%	675.25
<b>Push-Bumper</b>					
12	<b>Westin PushBumper Elite - Chevrolet Tahoe 2021+</b> SKU : SCTR-36-4045	1.00 Each	1,011.50	22.00%	788.97
13	<b>Westin Pit Bar Elite - Chevrolet Tahoe 2021+</b> SKU : SCTR-36-4045PB	1.00 Each	660.00	22.00%	514.80
14	<b>Westin Wing Wrap Elite - Chevrolet Tahoe 2021+</b> SKU : SCTR-36-4045W	1.00 Each	460.00	22.00%	358.80
15	<b>Westin Push Bumper Light Channel Whelen Ion 4 Light</b> SKU : SCTR-36-6015W4	1.00 Each	67.41	22.00%	52.58
16	<b>Westin Push Bumper Elite Wire Cover</b> SKU : SCTR-36-4045WC	1.00 Each	50.56	22.00%	39.44
<b>Console &amp; Accessories</b>					
17	<b>2021+ Chevrolet Tahoe Wide Body Console Box Kit with Internal Printer Mount, Armrest, Cup Holder, and Mongoose® XLE 9" Motion Attachment</b> SKU : SCTR-7170-0864-03 Wide body design maximizes mounting space Push-button locking storage compartment keeps valuables	1.00 Box	1,907.00	20.00%	1,525.60

#	Item & Description	Qty	Item Cost	Discount	Amount
	<p>safe and includes one rectangular cutout and one 12V outlet cutout</p> <p>Simple and fast, no-drill install as the console is specific to vehicle using existing mounting points saving you time and money</p> <p>Computer and devices can be easily mounted to the 3-hole pattern on either driver or passenger side</p> <p>Includes three 12 volt plug knock-outs, three USB power ports, and two mic mount locations</p> <p>*Fit may vary if OEM console option is present</p> <p>*OEM relocation is located on the passenger side of the console box</p> <p>MOUNTING SPACE</p> <p>3" of mounting space in angled section, 12" of mounting space in horizontal</p> <p>KIT INCLUDES</p> <p>2021+ Chevrolet Tahoe Wide Body Console Box with Internal Printer Mount (7160-1566-01)</p> <p>Internal Cup Holder (7160-0846)</p> <p>Side Armrest (7110-1013)</p> <p>Mongoose® XLE 9" Motion Attachment (7160-1216-09)</p>				
18	<p><b>Console Equipment Mounting Brackets &amp; Filler Plates - Sector Emergency Response Vehicles Upfitting Services</b></p> <p>SKU : SCTR-CONSOLE-BRACKET-PKG</p> <p>Radio Faceplate</p> <p>Whelen Controller Faceplate</p> <p>Filler Plate Bundle</p>	1.00 Box	130.00	25.00%	97.50
19	<p><b>Magnetic Mic Mount &amp; Bracket Bundle</b></p> <p>SKU : SCTR-MMSU-1-BUN</p> <p>Kit includes MagneticMic Mount &amp; Mounting Bracket</p> <p>SECTOR STANDARD - Quantity 3. Radio Mic, P/A Mic, Scanner.</p>	3.00 Box	55.00	4.00%	158.40
20	<p><b>Sector Mobile Power/Console Light Kit</b></p> <p>SKU : SCTR-MOB-POW</p> <p>Integrated Blue Sea/Havis/Gamber equipped power bundle. Havis or Gamber consoles. Kit includes: Faceplate(s). Cigarette lighter adapters (3). 12/24V Dual USB 4.8A Chargers (2). Red /White Console Worklight. Can eliminate a single cigarette light adapter and replace with voltmeter for secondary battery (Wireless Guardian Sentinel). Can replace USB ports for rocker switches. Can eliminate worklight.</p>	1.00 Box	354.00	10.00%	318.60
21	<p><b>Pro-Gard GUN RACK P1000 Dual Weapon w/ Handcuff Key 2021+ Chevy Tahoe</b></p> <p>SKU : SCTR-GPCS715D-H</p> <p>GUN RACK - Tri-Lock™ - PRO-CELL (P1000) MOUNT</p> <p>Vertical Pro-cell Mount Dual Weapon Tri-Lock Gunrack w /Handcuff Key</p>	1.00 Each	686.00	20.00%	548.80

**Prisoner Transport**

#	Item & Description	Qty	Item Cost	Discount	Amount
22	<b>Pro-Gard P1000 Procell Single Compartment 2021+ Chevy Tahoe</b> SKU : SCTR-P1000T21AOSB Pro-Gard P1000 single compartment Pro-cell Prisoners Transport System W/ OSB Seatbelts, Plastic Transport Seat, Floor Pan, Window Bars, and Door Panels	1.00 Each	3,645.00	20.00%	2,916.00
<b>Storage</b>					
23	<b>Anyglide Chevy Tahoe Rear Command Center with Cargo Glide</b> SKU : SCTR-TH21-RCB-BTM-CG	1.00 Each	2,150.00	10.00%	1,935.00
<b>Interior Technology &amp; Accessories</b>					
24	<b>Tiger Tough Sector Driver's Seat</b> SKU : TIGER-DRIVERS-SECTOR Save your seat. Save your a#\$. Chevy Tahoe Bucket Seat Drivers Side W/ Sector Logo	1.00 Box	250.00	100.00%	0.00
25	<b>Sector Panavise Technology Mounting Kit x2</b> SKU : SCTR-PANAVISE-MOUNT-KIT-2 2 X Panavise kit for radars, radios, screens, cradles and other technology components for today's modern upfits	1.00 Box	69.98	0.00	69.98
26	<b>Brother Printer Cable Replacement Kit</b> SKU : SCTR-BRO-CAB-KIT Includes replacement USB & replacement DC power adapter.	1.00 Each	50.00	0.00	50.00
27	<b>Laird 3/4 Thru-Hole NMO Mount with 17 Ft. RG-58/U Cable &amp; No Connector</b> SKU : SCTR-MB8U This Laird-Antenex 3/4 Thru-Hole NMO Mount is optimized for vehicular roof mounting of an NMO type antenna. Typically used with VHF or UHF antennas, the MB8U includes a 17 Ft. RG-58/U Cable & No Connector Installed	1.00 Box	19.72	0.00	19.72
28	<b>Laird 760-8870 MHz Phantom 3 dB low visibility black antenna</b> SKU : SCTR-TRAB7603	1.00 Box	47.48	0.00	47.48
29	<b>Airgain MultiMax 3-in-1 GVS - BLACK</b> SKU : SCTR-591GVS000015 Vehicle Antenna - AirGain MultiMax, 3in1, WiFix2-GPSx1, Bolt Mount, 19ft, Black	1.00 Each	235.00	15.00%	199.75
30	<b>Sierra Wireless XR80 5G Router w/WiFi, DC &amp; 1 Year Airlink Complete</b> SKU : SCTR-1104789 The supercharged Airlink XR80 is optimized for fixed and mobile applications. The available dual-5G cellular radio and 5X4 MIMO WIFI 6 delivers flexibility for customized configurations. The Airlink XR80 supports complete device-to-cloud security, reduces your total cost of ownership with ALMS	1.00 Each	1,799.00	16.00%	1,511.16



#	Item & Description	Qty	Item Cost	Discount	Amount
	<p>Out-of-Band management, and with the cartridge-based design, enables long-term expandability and upgradeability.</p> <p>Single 5G. WWAN. 5 GigE. 3G. 4G. 5G. 802.11a/b/g/n/ac/ax.</p> <p><a href="https://www.sierrawireless.com/products-and-solutions/routers-gateways/xr80/">https://www.sierrawireless.com/products-and-solutions/routers-gateways/xr80/</a></p>				
31	<p><b>XR80/XR90 New Device Upgrade to Airlink Premium 5 Year</b>            SKU : SCTR-9010396            Upgrade to AirLink Premium - Includes Advanced Reporting (XR80/XR90, new device) - to 5 year</p>	1.00 Each	612.00	5.00%	581.40
32	<p><b>Semtech 10in1 Dual Sharkfin Antenna for XR80/90</b>            SKU : SCTR-6001444            Semtech (Sierra Wireless) XR80/90            10in1 Dual Sharkfin Antenna - 4x5G/LTE, GNSS, 5xWi-Fi 2.4/5GHz, Bolt Mount, 4m, Black</p>	1.00 Each	419.00	16.00%	351.96
33	<p><b>Sierra Wireless 6001350 Gateway-Router Accessory Mounting Bracket for XR80/90</b>            SKU : SCTR-6001350            Sierra Wireless Gateway-Router Accessory 6001350 Mounting Bracket for XR80/90</p>	1.00 Box	99.00	16.00%	83.16
34	<p><b>Sierra Wireless 6001204 OBD-II Y-Cable for the MP70, XR80, XR90 Cellular Router</b>            SKU : SCTR-6001204            The 6001204 cable assembly connects an MP70, XR80, XR90 mobile router to a vehicle's OBD-II port, allowing the router to read diagnostics and values of numerous systems. The 5-meter long Y-cable is terminated with an OBD-II connector at one end and 8-pin locking connectors at the other ends, which mate to the MP70, XR80, XR90 auxiliary I/O port. The 6001204 is compatible with hundreds of vehicle models.</p>	1.00 Each	65.00	16.00%	54.60
35	<p><b>StarTech - Ethernet Cable - RJ45/CAT6 (25 ft)</b>            SKU : SCTR-N6PATCH25BK            STARTECH.COM : 25ft Black CAT6 Ethernet cable delivers Multi Gigabit 1/2.5/5Gbps &amp; 10Gbps up to 160ft - 650MHz - Fluke tested to ANSI/TIA-568-2.D Category 6 - 24 AWG stranded 100% copper UL Rated wire (E132276-A) 100W PoE - 25 foot - ETL - Snagless UTP patch cord</p>	1.00 Box	20.00	4.00%	19.20
36	<p><b>Getac S410 G5 Rugged Laptop</b>            SKU : SCTR-S410-G5            ST276AQAS3XX              S410G5 - Intel Core i5-1340P Processor, Windows Hello Webcam, Microsoft Windows 11 Pro x64 with 16GB RAM, 256GB PCIe SSD (main storage, user swappable), Sunlight Readable (Full HD LCD + Touchscreen + Stylus), US KBD + US Power Cord, Membrane Backlit KBD, WIFI + BT + Dedicated GPS / GLONASS, Thunderbolt 4, 3 year B2B Warranty</p>	1.00 QTY	2,866.00	4.00%	2,751.36

#	Item & Description	Qty	Item Cost	Discount	Amount
37	<b>GETAC S410 Extended Warranty - Years 4 &amp; 5</b> SKU : SCTR-GE-SVSREXT2Y GETAC Extended Warranty - Laptop (Year 4 & 5)-For Semi-Rug	1.00 Each	399.00	4.00%	383.04
38	<b>Gamber - Getac S410 Docking Station with Getac 120W Auto Power Supply, No RF</b> SKU : SCTR- 7170-0536 Gamber-Johnson's S410 docking station is designed to mount a Getac S410 notebook in a fleet vehicle. The docking station is thin and light (4.47 lbs/2.03 kg) and features a spring-loaded connector to ensure connectivity even in the roughest terrain.	1.00 Box	1,257.00	10.00%	1,131.30
<b>Installation Services</b>					
39	<b>Materials &amp; Shop Supplies for Upfit3 - Sector Emergency Response Vehicles</b> SKU : SCTR-UPFIT3-SUPPLIES Iowa State Contract Rate. Iowa DAS Contract #24090.	1.00 QTY	731.25	0.00	731.25
40	<b>Upfit Sector Power Management System - Sector Emergency Response Vehicles</b> SKU : SCTR-UPFIT-POW Most modern upfits involve 3,500+ feet of wire and cable. System includes all copper, connections, power timer switch, relays, fuse blocks and breakers. All equipment meets or exceeds OEM Upfitter Install Guide specifications.	1.00 QTY	690.00	0.00	690.00
41	<b>SECTOR FLAT PROJECT FEE 3 - UPFIT</b> SKU : UPFIT3 SECTOR FLAT PROJECT FEE - UPFIT. Iowa DAS Contract 20490. Includes complimentary vehicle pickup and/or delivery up to 120 miles from Urbandale. Includes full checkout process at Sector including last minute customization when needed. Any change to this flat rate only with customer authorization. Includes Sector Unlimited Workmanship Guaranty.	1.00 QTY	5,175.00	0.00	5,175.00
42	<b>Router Commissioning</b> SKU : SCTR-CMSS-RTRS Mobile Router commissioning includes SIM install, activation, license activation for Sierra Wireless Airlink Mobility Manager (AMM), training on router and AMM.	1.00 Box	245.00	0.00	245.00
43	<b>Sector Pro Services - Computer Commissioning - includes Tablets &amp; Laptops</b> SKU : PRO-COMP-COMMISH Sector Pro Services for Computer Commissioning - includes a 45 point checklist to ensure all systems and components are installed, tested, and operating according to the operational requirements of the end user. Does not include MACH or TRACS.	1.00 Box	145.00	0.00	145.00
44	<b>Sector Custom - Shipping</b> SKU : SCTR-SHIP	1.00 Box	500.00	0.00	500.00
<b>Sub Total</b>					<b>34,368.65</b>

**Total** **\$34,368.65**

#### Notes

Looking forward for your business.

#### Terms & Conditions

The parties do not intend for the above terms to be a binding agreement among the parties with respect to the subject matter hereof. Product, available inventory, additional fees and pricing data are updated frequently and may change without notice. Pricing is not finalized until purchase order is made by department. All prices are displayed in USD. Shipping waived.



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

**Date:** May 9, 2024  
**To:** Mayor Karsjen & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Nuisance abatement appeal

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**BACKGROUND:** On April 24, 2024, while attempting to make contact with the property owners of 701 Waldo Street to discuss several nuisances that were reported to me regarding junk and unapproved surface parking I discovered that the owner, Kristina McKinzie, also had chickens on the property in violation of municipal code 55.05. Had I not gone to their side door to contact Kristina to discuss the other violations I would not have discovered the Chickens. They were contained in a cage inside the rear yard of the property that is concealed with a privacy fence, the gate to that privacy fence was left open allowing me to see them. This is also not the first occasion I have had to address several nuisance issues on this property with the owner.

After speaking with Kristina about all the violations that were found on the property, she explained that the chickens were her son's pets. I explained to her that their removal would be part of the abatement order but she does have the option to seek written consent of the Council to keep them as it is outlined in Municipal Code 55.05.

Kristina has requested to speak with Council hoping to reverse the abatement order for the Municipal Code violation 55.05 *Livestock*.

**ALTERNATIVES:** Appeal the abatement order of Municipal Code violation 55.05.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations in this matter.

**RECOMMENDATION:** Municipal Code 55.05 states that it is unlawful for a person to keep livestock within the City except by written consent of the Council or except in compliance with the City's zoning regulations. Chickens are included in the definition of "Livestock". It is up to Council to either grant written permission for the Chickens to be allowed or uphold the abatement order and require them to be removed.

If the Council does choose to reverse the abatement order on the chickens I would recommend they consider setting parameters on how they would be allowed to stay in the City. Things to consider include quantity, type of confinement/cage, location within the property (how close to property lines should they be allowed), type of chickens (no roosters), lot size requirements.

The City of Ankeny does allow Urban Chickens but they are only if certain requirements are met. The following are the requirements the City of Ankeny has in place for Urban Chickens for your information:

- Resident must complete eCourse on raising chickens in an urban setting
- Must apply and obtain a permit from the city to keep them (\$100/year permit fee)
- Max of 6 hens allowed- no roosters
- Resident must live in a single family home with a lot size of at least  $\frac{1}{4}$  acre
- Henhouse or pens must be at least 25 feet away from property lines
- Chickens must be kept in enclosures or fenced areas at all times
- Must ensure that odors and noise do not impact neighbors
- Must meet specific requirements for the storage and removal of chicken waste
- Permit does not allow commercial activities such as breeding



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Water Rate Ordinance

---

**BACKGROUND:** On Monday, the City Council will have the 1<sup>st</sup> reading for an ordinance related to water rates. The City is proposing a 7.5% increase to water rates, effective for the utility bills in July. The new rates are listed below:

Service Availability Charge	\$11.41 (minimum bill)
Usage Charge	\$7.63 per 1,000 gallons
Irrigation usage charge	\$13.03 (minimum bill) & per 1,000 gallons

Over the last few years, the city has had to increase water rates for Polk City residents every fiscal year. Most of these proposed rate increases have been attributed to the cost of purchasing water from Des Moines Water Works. The proposed rate increase for FY2025 will include the new costs associated with becoming a member of Central Iowa Water Works (the new water governance entity) and also construction of the new 1.5-million-gallon tower.

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

**FINANCIAL CONSIDERATIONS:** 7.5% revenue increase

**RECOMMENDATION:** It is my recommendation that the Council approve the 1<sup>st</sup> reading of an Ordinance related to water rates for the upcoming Fiscal Year 2025.

**ORDINANCE NO. 2024-1100**

**AN ORDINANCE AMENDING CHAPTER 92, WATER RATES, SECTION 92.02, RATES FOR SERVICE AND SECTION 92.09 CUSTOMER DEPOSITS**

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**BE IT ORDAINED** By the City Council of the City of Polk City, Iowa, that Chapter 92, of the Polk City Code of Ordinances; Water Rates be amended as follows:

**Section 1.** Section 92.02, RATES FOR SERVICE is hereby amended by deleting the section and inserting the following: 92.02 RATES FOR SERVICE. Service shall be furnished at the following monthly rates and classification within the City:

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

<u>Gallons Used per Month</u>	<u>Rate</u>
Service Availability Charge	\$ 11.41 (minimum bill)
Usage Charge	\$ 7.63 per 1,000 gallons

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

<u>Gallons Used per Month</u>	<u>Rate</u>
All usage/1000 gallons	\$ 13.03 (minimum bill)

**Section 2.** The new water rates will start with meter reads in the month of June 2024, payable in July 2024.

**Section 3.** Section 92.09, Customer Deposits is hereby amended by deleting the section and inserting the following: 92.09 CUSTOMER DEPOSITS. There shall be a ~~\$100~~ \$150.00 deposit required from every customer that is not the owner of the premises being served. The deposit is intended to guarantee the payment of bills for service. Provided, however, if the customer is the owner of the premises and elects to have payments of bills for service automatically withdrawn from their bank account through the automatic clearinghouse procedure, the customer deposit shall be waived.

**Section 4.** All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

**Section 5.** This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:





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

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Sewer Rate Ordinance

---

**BACKGROUND:** On Monday, the City Council will review and consider the 1<sup>st</sup> reading for an ordinance related to sewer rates. The City is proposing a 4% increase to sewer rates, effective for the utility bills in July. The new rates are listed below:

Service Availability Charge	\$20.53 (minimum bill)
Usage Charge	\$13.60 per 1,000 gallons

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

**FINANCIAL CONSIDERATIONS:** 4% revenue increase

**RECOMMENDATION:** It is my recommendation that the City Council approve the 1<sup>st</sup> reading of an Ordinance related to sewer rates for the upcoming Fiscal Year 2025.

**CITY OF POLK CITY, IOWA**

**Ordinance No. 2024-1200**

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

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

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

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

1. Service Availability Charge. A service availability charge of \$ 20.53 per month (minimum bill).
2. Usage Charge. A usage charge of \$13.60 per 1,000 gallons of water used.

**Section 2.** The new Sanitary Sewer rates will start with meter reads in the month of June 2024, payable in July 2024.

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

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

**PASSED AND ADOPTED** by the City Council of Polk City, Iowa, on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

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

MEMORANDUM

**DATE:** January 11, 2024

**TO:** MWA Member and Planning Member City Managers, City Clerks, and Public Works Officials

**FROM:** Michael McCoy, Executive Director

**CC:** MWA Board of Directors  
Leslie Irlbeck, MWA Deputy Director  
Kirk Irwin, MWA Chief Financial Officer  
Greg Traver, Waste Management

**SUBJECT:** Curb It! Rates for FY24/25

---

**The Curb It! fee effective July 1, 2024, will increase \$.04 to \$4.58 per household per month, which is a .9% increase.** The rate is calculated based on nationally published CPI and the compressed natural gas index that are provisions of the MWA contract with Waste Management for collection services. This increase covers the cost of collection for recycled materials.

Communities in our service area pay a competitive collection rate under the single stream recycling program, which is directly based on market prices. You will see the adjusted price in the invoices mailed at the end of July 2024. It will be applied to the house counts provided to Metro Waste Authority on a quarterly basis.

Please do not hesitate to contact me with any questions about this increase. You can reach me at 515.323.6535.



**Central Office**  
300 E. Locust Street, Suite 100  
Des Moines, IA 50309  
515-244-0021

MEMORANDUM

**DATE:** January 23, 2024

**TO:** MWA Member and Planning Member City Managers, City Clerks, and Public Works Officials

**FROM:** Michael McCoy, Executive Director

**CC:** MWA Board of Directors  
Leslie Irlbeck, MWA Deputy Director  
Kirk Irwin, MWA Chief Financial Officer  
Tyler Lundquist, Waste Connections  
Andrew Larson, ASI, Inc.

**SUBJECT:** Solid Waste Rates for FY24/25

-----

**Effective July 1, 2024, the monthly rates for collection of solid waste will increase by approximately 4%, as outlined in the table below.**

<b>Cart Size</b>	<b>Monthly Fee</b>
96 gallon	\$11.54
96 gallon extra	\$8.67
48 gallon	\$10.91
48 gallon extra	\$8.14

The rate, which remains very competitive, is calculated based on multiple factors, including CPI, diesel, and landfill disposal fees.

These monthly fees include the cost of weekly collection for solid waste, in addition to one annual spring clean-up event.

The adjusted price will be reflected in invoices mailed at the end of July 2024. It will be applied to the house counts provided to Metro Waste Authority on a quarterly basis.

Please do not hesitate to contact me with any questions about this increase. You can reach me at 515.323.6535.

**RESOLUTION NO. 2024-66**

**A RESOLUTION AMENDING FEES CHARGED FOR COLLECTION OF  
RESIDENTIAL SOLID WASTE AND RECYCLING**

---

**WHEREAS**, the Code of Ordinances of the City of Polk City allows for Solid Waste and Recycling Collection Fees to be amended by adoption of a resolution; and

**WHEREAS**, Metro Waste Authority has notified the City of new monthly rates for collection of solid waste and recycling effective July 1, 2024; and

**WHEREAS**, the City will charge \$ 11.54 for each solid waste cart (96 or 48 gallon) and \$ 4.58 for each recycling cart (96 or 48 gallon) issued to each residence.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby adopts the monthly service rates listed above, effective July 1, 2024.

**PASSED AND APPROVED** the 13 day of May 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Temporary Sign Ordinance amendment

---

**BACKGROUND:** The City Council held a work session on Monday, April 8, 2024, to discuss the Temporary Sign Ordinance. The Temporary Sign Ordinance was amended several years ago, and placed limitations on temporary signage throughout the community. At the work session, the City Council discussed increasing the number of temporary signs allowed for both non-profits and businesses in Polk City.

Based on feedback I received from the work session, I believe the Council wants to increase the number of signs within a year allowed to non-profits and businesses. The number does need to be the same for all users. The temporary signage ordinance currently allows for 2 per year. For Monday's meeting, I have increased this to 6 based on feedback I've received, but the Council may decrease or increase that number during the 1<sup>st</sup> reading discussion. The current ordinance also allows for temporary signs to only be up for a period of 10 days, and I have increased that to 30 based on feedback received. Again, the Council may decrease or increase that number.

Finally, the City Council did discuss waiving the \$25 permit fee for non-profit temporary sign permits. City staff has incorporated the waived fee into the updated City Fees schedule, listed as consent item Q on the May 13, 2024, City Council agenda.

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

**FINANCIAL CONSIDERATIONS:** The financial considerations for the proposed change are minimum.

**RECOMMENDATION:** It is my recommendation that the City Council approve the 1<sup>st</sup> reading of an Ordinance related to temporary signs.

## ORDINANCE NO. 2024-1300

### AN ORDINANCE AMENDING THE CITY CODE OF POLK CITY, IOWA BY AMENDING CHAPTER 166 SIGNS, SECTION 166.21 TEMPORARY SIGNS

---

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

**Section 1.** Section 166.21, Temporary Signs is hereby amended by deleting the section and inserting the following:

166.21 Temporary Signs.

1. Temporary Signs in Commercial and Industrial zoning districts and for permitted non-residential uses in Residential zoning districts shall require a temporary sign permit and shall conform to the following regulations:

A. Temporary signs shall be limited to six events per year for any one business. Each temporary sign event shall last for a period of not more than 30 days and shall not exceed six occurrences in a calendar year. In conjunction with a temporary Site Plan, the Council may permit the display of temporary signs for a greater period of time.

B. Grand openings for new business shall be permitted one temporary sign for a period of not more than 60 days.

C. Temporary building signs shall be no larger than 100 square feet. Temporary free-standing signs shall be no longer than 32 square feet in area and have a minimum sign setback of five feet.

2. Temporary signs in Residential zoning district shall not require a temporary sign permit provided such signs conform to the following regulations:

A. Temporary freestanding signs shall be no larger than four square feet in size and have a minimum sign setback of five feet. Such signs shall be limited to five per yard. Each temporary sign shall last for a period of not more than three months per year.

B. Temporary building signs are not permitted.

3. Temporary free-standing signs for new subdivisions shall require a temporary sign permit and shall conform to the following regulations:

A. Such temporary signs shall not exceed 32 square feet on each face, with a maximum of two faces per sign.

B. In residential districts, real estate/project identification signs shall be limited to one sign per subdivision unless the subdivision has more than 1,000 feet of frontage along one public street, in which case no more than two real estate/project identification signs are permitted. Said sign shall be removed before issuance of the final building permit in the subdivision.

C. In commercial and industrial districts, real estate/project identification signs shall be limited to one sign for each lot listed which shall be removed before issuance of a certificate of occupancy for the lot on which the sign is located.

4. Under no circumstances shall any temporary sign be located on public property or affixed to a utility pole or appurtenance located within a public utility easement.

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

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

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

**PASSED AND ADOPTED** by the City Council of Polk City, Iowa on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

First reading:

Second reading:

Third reading:

Published by posting:





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

**Date:** May 13, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Professional Services Change Order for Elevated Storage Tank Construction Phase with McClure Engineering

---

**BACKGROUND:** On Monday, the City Council will review a change order to the McClure Engineering agreement for engineering services related to the Elevated Storage Tank project. The original agreement was approved by the City Council on January 23, 2023. The amendment includes fees for construction phases related to the new 1.5-million-gallon water tank project and the water main extension project. The total new fee for construction related phases is \$456,335.

Elevated Storage Tank	\$358,260
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Water Main project	\$98,075
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**ALTERNATIVES:** Do not approve the amendment

**FINANCIAL CONSIDERATIONS:** \$456,335

**RECOMMENDATION:** It is my recommendation that the City Council approve change order amendment to McClure's agreement. The fees for construction administration appear to be in line with the cost of construction. These fees have already been accounted for in the financing for the Water Tower project and Water Main project.



# PROFESSIONAL SERVICES CHANGE ORDER

Project Name: Polk City Elevated Storage Tank Project Date: 5/9/2024  
 McClure Project Number: 2022000929 Change Order No.: 1 Agreement Date: 1/23/2023  
 Client: City of Polk City

Description of Change(s):

This amendment modifies fees for construction phase related services for the New 1.5 MG Tank Project and the Water Main Extension Project. Fees for the following phases associated with the contract (2022000929-002 and -003) will be modified to account for construction phase efforts: Construction Administration (through Substantial Completion), Construction Administration (Substantial to Final Completion), Resident Project Representative (through Substantial Completion) for the Tower Project only, Resident Project Representative (Substantial to Final Completion) for the Tower Project only, Construction Staking, Record Drawings, Water Main GPS As-Builts, SRF Loan Administration during Construction.

Attachments/References which are a part of the professional services change order:

See attached revised Exhibit B - Fees. Phases highlighted in yellow are the phases modified by this amendment.

Anticipated effects of professional services change order on basic services:

Schedule:

Schedule is assumed to be per the contract dates of 10/30/25 (Tower) and 12/2/24 (Water Main) for substantial Completion. Final completion of 5/15/26 (Tower) and 5/30/25 (Water Main).

Fees:

See attached Exhibit B - Fees

The change described in the professional services change order is made a part of the indicated professional services agreement between the client and McClure. All other provisions of the agreement shall remain in force.

McClure by: \_\_\_\_\_ Date: \_\_\_\_\_

Client by: \_\_\_\_\_ Date: \_\_\_\_\_

If directed/approved by Client by telephone, by letter, in meeting, etc... , provide reference material here.

Distribution:

Client  Project File  McClure Accounting  Other \_\_\_\_\_

## EXHIBIT B

### McCLURE ENGINEERING COMPANY

FEES

Polk City Elevated Storage Tank Project



Fees for Services are shown below:

Item	Water Model 2022000929-001	Elevated Storage Tank 2022000929-002	Water Main 2022000929-003
<input checked="" type="checkbox"/> A. Iowa DNR Water Supply Permitting LS	N/A	\$5,000.00	\$4,000.00
<input checked="" type="checkbox"/> B. Preliminary Design LS	N/A	\$79,000.00	\$54,000.00
<input checked="" type="checkbox"/> C. Final Design LS	N/A	\$62,000.00	\$45,000.00
<input checked="" type="checkbox"/> D. Advertising, Bidding, Contract Award LS	N/A	\$12,000.00	\$9,000.00
<input checked="" type="checkbox"/> E. Construction Administration (through Substantial Completion) LS	N/A	\$112,140.00	\$63,630.00
<input checked="" type="checkbox"/> F. Construction Administration (Substantial to Final Completion) T&M, Est.	N/A	\$12,460.00	\$7,070.00
<input checked="" type="checkbox"/> G. Resident Project Representative (through Substantial Completion) LS	N/A	\$178,299.00	NIC
<input checked="" type="checkbox"/> G.1 Resident Project Representative (Substantial to Final Completion) T&M, Est.	N/A	\$19,811.00	NIC
<input type="checkbox"/> H. Hydro-geological Investigation Coordination and Review NIC	NIC	NIC	NIC
<input type="checkbox"/> I. Pilot Testing Coordination and Review NIC	NIC	NIC	NIC
<input checked="" type="checkbox"/> J. Boundary Survey and Acquisition Plats T&M, Est.	N/A	\$5,000.00	\$5,000.00
<input type="checkbox"/> K. Right-of-Way Negotiations NIC	NIC	NIC	NIC
<input checked="" type="checkbox"/> L. Paper Copies of Final Project Documents LS	N/A	\$2,000.00	\$2,000.00
<input checked="" type="checkbox"/> M. Construction Staking LS	N/A	\$12,600.00	\$21,000.00
<input checked="" type="checkbox"/> N. Geotechnical Engineering Coordination LS	N/A	\$6,000.00	\$5,000.00
<input checked="" type="checkbox"/> O. Stormwater Pollution Prevention Plan (SWPPP) LS	N/A	\$2,500.00	\$2,500.00
<input checked="" type="checkbox"/> P. Record Drawings LS	N/A	\$5,400.00	\$3,375.00
<input checked="" type="checkbox"/> P.1 Water Main GPS As-Builts T&M, Est.	N/A	N/A	\$3,000.00

<input type="checkbox"/>	Q. Operator Training/Startup Services	NIC	NIC	NIC	NIC
<input type="checkbox"/>	R. Operation and Maintenance Manual	NIC	NIC	NIC	NIC
<input checked="" type="checkbox"/>	S. Loan Applications and Funding Administration	LS	N/A	\$18,000.00	\$14,000.00
<input checked="" type="checkbox"/>	S.1 SRF Loan Administration during Construction	T&M, Est.	N/A	\$17,550.00	NIC
<input checked="" type="checkbox"/>	T. Additional Meetings	T&M, Est.	N/A	\$4,000.00	\$3,000.00
<input checked="" type="checkbox"/>	U. Water Model	LS	\$35,000.00	N/A	N/A
Total Fee:			\$35,000.00	\$553,760.00	\$241,575.00
<p><i>NOTE: Total Fee shown here does not include TBD Phases, which will be added via contract amendment after the projects are bid and move to construction. Also, Total Fee shown here could be more or less than indicated, depending on T&amp;M, Estimated phases.</i></p>					

LS Lump Sum  
 NTE Not-to-Exceed  
 N/A Not Applicable  
 NIC Not Included  
 TBD To Be Determined  
 T&M Time and Materials  
 Est. Estimated



**Date** April 24, 2024

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

**INVOICE SUMMARY - MARCH SERVICES**

**GENERAL ENGINEERING**

<u>Meetings</u>	124.0001.01	\$	927.00
<i>Council and P&amp;Z Meetings, and City Staff meetings.</i>			
<u>Development and Building:</u>	124.0001.01	\$	2,884.00
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects, and building permits, including City Hall Construction, and 510 S. 3rd Street Proposals.</i>			
<u>Water Dept:</u>	124.0001.01	\$	-
<u>Sanitary Sewers:</u>	124.0001.01	\$	-
<u>Storm Sewers:</u>	124.0001.01	\$	-
<u>Street Dept.</u>	124.0001.01	\$	618.00
<i>Coordinate and review ROW permits, sidewalk bonds, and STBG Application Presentation.</i>			
<u>General:</u>	124.0001.01	\$	721.00
<i>Prepare and Finalize proposed update to R-2A zoning district.</i>			
<u>GIS</u>	124.0001.01	\$	-

**SUBTOTAL** **\$ 5,150.00**

**CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS**

2021 I & I Study Phase 1	121.0300.01	\$	1,435.50
2024 Street Repairs Project	123.0771.01	\$	4,550.00
High Trestle Trail to Neal Smith Trail Connector - Phase 1	123.0674.01	\$	750.00
High Trestle Trail to Neal Smith Trail Connector - Phase 4	123.0332.01	\$	910.00
High Trestle Trail to Neal Smith Trail Connector - Phase 6 & 7	123.0770.01	\$	1,460.00
<b>SUBTOTAL</b>		<b>\$</b>	<b>9,105.50</b>

**REIMBURSABLE DEVELOPMENT REVIEW PROJECTS**

Antler Ridge Plat 1: Construction Phase - Trunk Sewer	122.0178.01	\$	9,995.00
Big Creek Commons Plat 2: Rezoning	124.0463.01	\$	776.25
Big Creek Ridge Plat 1: Const Drawings, Const Admin	123.0787.01	\$	2,419.75
Creekview Estates Plat 3: Const. Drawings, Permits, Pre-Con	122.0599.01	\$	1,156.00
Home State Bank: Site Plan Amendment	122.0358.01	\$	372.50
Moeckly ETJ Plat of Survey	124.0264.01	\$	1,384.50
Monarch Crossing Plat 1: Dev Agr, Const Drawings	123.1076.01	\$	1,899.75
Parker Townhomes II Plat of Survey	123.1448.01	\$	335.25
Sunrise Ridge Plat 1: Rezoning	124.0458.01	\$	894.75
<b>SUBTOTAL</b>		<b>\$</b>	<b>19,233.75</b>

**TOTAL** **\$ 33,489.25**



INVOICE FOR PROFESSIONAL SERVICES

March 31, 2024

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 124.0001.01 - 3

Email

Project 124.0001.01 General Engineering 2024

Professional Services through March 31, 2024

Meetings

Services include attendance at City Council Meetings, Planning & Zoning Commission Meeting, and Monthly Development Review Committee Coordination Meeting

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Principal Planner I, Engineer III, Total Services, and Task Subtotal.

Development and Building

Services include electrical coordination for New City Hall transformer installation, and review of proposals received for development at 510 S. 3rd Street. Services further include with developers, engineers, and City Staff regarding various potential or historic development projects.

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Principal Planner I, Engineer III, Total Services, and Task Subtotal.

Water Dept

Task Subtotal 0.00

Sanitary Sewers

Task Subtotal 0.00

Storm Sewers and Drainage

Task Subtotal 0.00

Streets and Trails

Services include review of Right of Way permits for various locations around Polk City, coordination with City Staff regarding sidewalk bond completion, and presentation of STBG application on behalf of the City of Polk City.

	Hours	Rate	Amount	
Engineer III	6.00	103.00	618.00	
Total Services	6.00		618.00	
<b>Total Services</b>				<b>618.00</b>
			<b>Task Subtotal</b>	<b>\$618.00</b>

**General Areas**

Services include research and preparation of R-2A zoning district updates to allow construction of patio homes and villas.

	Hours	Rate	Amount	
Principal Planner I	7.00	103.00	721.00	
Total Services	7.00		721.00	
<b>Total Services</b>				<b>721.00</b>
			<b>Task Subtotal</b>	<b>\$721.00</b>

**GIS Services**

<b>Task Subtotal</b>	<b>0.00</b>
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**Amount Due this Invoice** \$5,150.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: [ar@snyder-associates.com](mailto:ar@snyder-associates.com)

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

April 25, 2024

Chelsea Huisman  
 City of Polk City  
 PO Box 426  
 112 3rd Street  
 Polk City, IA 50226-0426

Invoice No: 121.0300.01 - 11

Email

Project 121.0300.01 2021 I & I Study Phase 1

Professional Services through March 31, 2024

Project Admin

	Hours	Rate	Amount	
Engineer VIII	6.50	174.00	1,131.00	
Total Services	6.50		1,131.00	
<b>Total Services</b>				<b>1,131.00</b>
			<b>Task Subtotal</b>	<b>\$1,131.00</b>

Prelim Design

Services included coordination and scheduling, project administration, site visits for maintenance of flow meters and downloading data.and review and analysis of recent flow meter and rainfall data

	Hours	Rate	Amount	
Engineer VIII	1.75	174.00	304.50	
Total Services	1.75		304.50	
<b>Total Services</b>				<b>304.50</b>
			<b>Task Subtotal</b>	<b>\$304.50</b>

Flow Meter rental

Task Subtotal 0.00

Billing Limits

	Current	Prior	To-Date
Total Billings	1,435.50	28,348.25	29,783.75
Limit			29,800.00
Remaining			16.25

Amount Due this Invoice \$1,435.50

Billings to Date	Total	Prior	Current
	29,783.75	28,348.25	1,435.50



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Project	121.0300.01	PlkCty-2021I&IStudyPhase1	Invoice	11
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Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: [ar@snyder-associates.com](mailto:ar@snyder-associates.com)

Project Manager: Christoffer Pedersen



INVOICE FOR PROFESSIONAL SERVICES

April 30, 2024

Chelsea Huisman  
 City of Polk City  
 PO Box 426  
 112 3rd Street  
 Polk City, IA 50226-0426

Invoice No: 123.0771.01 - 5

Email

**Project 123.0771.01 2024 Street Repairs Project**

**Professional Services through March 31, 2024**

Services include preparation for the pre-construction meeting, attendance at said meeting, and preparation of Meeting Minutes. Services further include review of project shop drawings, marking of removal limits, and construction administration.

**Basic Services  
 Lump Sum Fees**

	<b>Contract Amount</b>	<b>% Compl</b>	<b>Total Billed to Date</b>	<b>Previous Billed</b>	<b>Current Billed</b>
Project Admin	3,000.00	45.00	1,350.00	900.00	450.00
Final Design and Plans	8,500.00	100.00	8,500.00	8,500.00	0.00
Update Street Repair Inventory	2,500.00	25.00	625.00	625.00	0.00
Bid Phase Services	3,000.00	100.00	3,000.00	3,000.00	0.00
<b>Total Fee</b>	<b>17,000.00</b>		<b>13,475.00</b>	<b>13,025.00</b>	<b>450.00</b>
<b>Total Lump Sum Fees</b>					<b>450.00</b>

**Construction Services  
 Lump Sum Fees**

	<b>Contract Amount</b>	<b>% Compl</b>	<b>Total Billed to Date</b>	<b>Previous Billed</b>	<b>Current Billed</b>
Const Admin	6,500.00	40.00	2,600.00	0.00	2,600.00
Removal Marking	1,500.00	100.00	1,500.00	0.00	1,500.00
<b>Total Fee</b>	<b>8,000.00</b>		<b>4,100.00</b>	<b>0.00</b>	<b>4,100.00</b>
<b>Total Lump Sum Fees</b>					<b>4,100.00</b>

**Amount Due this Invoice \$4,550.00**

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>17,575.00</b>	<b>13,025.00</b>	<b>4,550.00</b>

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: [ar@snyder-associates.com](mailto:ar@snyder-associates.com)

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

April 29, 2024

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.0674.01 - 9

Email

Project 123.0674.01 High Trestle Trail to Neal Smith Trail Connector-Phase 1

Professional Services through March 31, 2024

Services include coordination with DOT and US Army Corps of Engineers regarding environmental and historical clearances. Services further include field survey of previously buried utility manhole as part of utility coordination.

Basic Services
Lump Sum Fees

Table with 7 columns: Description, Contract Amount, % Compl, Total Billed to Date, Previous Billed, Current Billed. Rows include Project Admin, Concept Statement, Topo Survey, ROW, Survey Plats, Monument Preservation, Title Work, Prelim Design SA, Prelim Design SBI, Public Info Meeting, Utility Coord, Final Design SA, Final Design SBI, Streetlight Design, Bid Phase Services, Total Fee, Total Lump Sum Fees, and Phase Subtotal.

Additional Services
Lump Sum Fees

Table with 7 columns: Description, Contract Amount, % Compl, Total Billed to Date, Previous Billed, Current Billed. Rows include Wetland and Stream Delineation, 404 Permitting, ROW, Total Fee.

Project	123.0674.01	PlkCty-HTTtoNealSmithTrlConnector-Phs1	Invoice	9
<b>Total Lump Sum Fees</b>				<b>0.00</b>
<b>Phase Subtotal</b>				<b>0.00</b>
<b>Amount Due this Invoice</b>				<b><u>\$750.00</u></b>

<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>169,658.75</b>	<b>168,908.75</b>	<b>750.00</b>

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: [ar@snyder-associates.com](mailto:ar@snyder-associates.com)

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

April 29, 2024

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.0332.01 - 7

Email

Project 123.0332.01 High Trestle Trail to Neal Smith Trail Connector Phase 4

Professional Services through March 31, 2024

Services include an on-site coordination meeting with Mid-American Energy to review overhead relocation costs, alternatives, and project path forward.

Basic Services
Lump Sum Fees

Table with 6 columns: Description, Contract Amount, % Compl, Total Billed to Date, Previous Billed, Current Billed. Rows include Project Admin, Topo Survey, Boundary Survey, Utility Coord, Prelim Design, Public Info Mtg, Final Design, Bid Phase Services, Total Fee, and Total Lump Sum Fees.

Amount Due this Invoice \$910.00

Summary table with 3 columns: Total, Prior, Current. Row: Billings to Date.

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

April 30, 2024

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.0770.01 - 7

Email

Project 123.0770.01 High Trestle Trail to Neal Smith Trail Connector-Phases 6 & 7

Professional Services through March 31, 2024

Services include preparation and finalization of project drainage report and preparation of submittal to US Army Corps of Engineers

Basic Services
Lump Sum Fees

Table with 6 columns: Description, Contract Amount, % Compl, Total Billed to Date, Previous Billed, Current Billed. Rows include Project Admin, Topo and Boundary Survey, Prelim Design and Plans, Final Design and Plans, Construction Permits, Hydraulic Modeling, Bid Phase Services, Total Fee, and Total Lump Sum Fees.

Additional Services
Lump Sum Fees

Table with 6 columns: Description, Contract Amount, % Compl, Total Billed to Date, Previous Billed, Current Billed. Rows include Wetland and Stream Delineation, Wetland and Stream Permitting, T&E Habitat Survey, Alternative Analysis, Real Estate App, Total Fee, and Total Lump Sum Fees.

Amount Due this Invoice \$1,460.00

Summary table with 4 columns: Billings to Date, Total, Prior, Current. Values: 34,740.00, 33,280.00, 1,460.00.

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: [ar@snyder-associates.com](mailto:ar@snyder-associates.com)

Project Manager: Travis Thornburgh





INVOICE FOR PROFESSIONAL SERVICES

April 30, 2024

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 122.0178.01 - 24

Email

Project 122.0178.01 Antler Ridge Plat 1

Professional Services through March 31, 2024

Development Agreement

Services include coordinate with staff regarding terms for Development Agreement re: vacation of E. Southside Drive including need for exhibits both jurisdictional change for north half of entire street and for the future vacation of the south half of right-of-way to Antler Ridge, and Ingress/Egress Easement for Moeckley and Hill. Update terms to also include developer's responsibility for knuckle-sac and paving Hill's driveway. Update cost opinion to determine developer's share of potential paving of E. Southside Drive.

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Principal Planner, Engineer IV, Total Services, and Total Services.

Phase Subtotal \$653.50

Preliminary Plat

Phase Subtotal 0.00

Traffic Impact Study

Phase Subtotal 0.00

Construction Drawings San Sewer Only

Phase Subtotal 0.00

Const Dwgs Review

Phase Subtotal 0.00

Construction Phase Services

Services include construction administration including coordination with field personnel; city staff and contractor on various issues including review video and finalize sanitary sewer inspection report; review video of storm sewer inspection and prepare storm sewer inspection report; review of revised test results from CMT and compile list of failed M&D test results; coordinate with developer and contractor regarding failed tests due to revised proctors and needed retesting; coordinate with developer and contractor regarding sanitary sewer repair options; coordinate with city staff on test results, inspections, and needed repairs; prepare reports documenting contractor's repair work; review right-of-way permit; discussions with developer, contractor and staff re: road closure and need for Council approval. Services also include construction observation of video testing of sanitary sewer, trench backfill for water main, silt removal from sanitary sewer manholes, low pressure testing on plat sanitary sewers, reports, and documentation.

	Hours	Rate	Amount	
Engineer IV	23.00	136.00	3,128.00	
Lead Technician	1.50	133.00	199.50	
Technician VIII	4.00	118.00	472.00	
Technician V	3.25	88.00	286.00	
Technician III	64.50	72.00	4,644.00	
Total Services	96.25		8,729.50	
<b>Total Services</b>				<b>8,729.50</b>
		<b>Phase Subtotal</b>		<b>\$8,729.50</b>

<b>Final Plat</b>		<b>Phase Subtotal</b>		<b>0.00</b>
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**Rezonings**

Services include review of amended preliminary plat based on proposed rezonings; prepare Staff Review re: Amended Preliminary Plat; and coordinate with staff and developer's engineer on same.

	Hours	Rate	Amount	
Engineer IV	4.50	136.00	612.00	
Total Services	4.50		612.00	
<b>Total Services</b>				<b>612.00</b>
		<b>Phase Subtotal</b>		<b>\$612.00</b>

**Amount Due this Invoice** \$9,995.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

April 30, 2024

Chelsea Huisman  
City of Polk City  
PO Box 426  
112 3rd Street  
Polk City, IA 50226-0426

Invoice No: 124.0463.01 - 1

Email

Project 124.0463.01 Big Creek Commons Plat 2

Professional Services through March 31, 2024

Services include review of Submittal #1 of the proposed rezoning sketch and preparation of associated review memo.

Rezoning

	Hours	Rate	Amount	
Principal Planner I	1.50	237.00	355.50	
Engineer IV	2.75	153.00	420.75	
Total Services	4.25		776.25	
<b>Total Services</b>				<b>776.25</b>
		<b>Task Subtotal</b>		<b>\$776.25</b>

Amount Due this Invoice \$776.25

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

April 30, 2024

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.0787.01 - 10

Email

Project 123.0787.01 Big Creek Ridge Plat 1

Professional Services through March 31, 2024

Services include review, preparation, and negotiation of Development Agreement terms, review of DNR construction permits for signature by City Staff, and review of revised construction drawings.

Preliminary Plat

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Principal Planner I, Engineer IV, Total Services, and Task Subtotal.

Construction Drawings

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Principal Planner I, Engineer IV, Total Services, and Task Subtotal.

SWMP Review

Task Subtotal 0.00

Const Phase Services

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Engineer IV, Total Services, and Task Subtotal.

Amount Due this Invoice \$2,419.75

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

April 25, 2024

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 122.0599.01 - 6

Email

Project 122.0599.01 Creekview Estates Plat 3

Professional Services through March 31, 2024

Const Dwg Review

Task Subtotal 0.00

SWMP Review

Task Subtotal 0.00

Construction Admin

Services include research expiration of Construction Drawing approval; coordinate with developer's engineer and city staff regarding re-approval prepare review Memo; review draft Resolution; finalize Council packet materials; schedule pre-construction conference; prepare for pre-con including draft agenda and compile meeting materials; prepare for and conduct pre-con; and coordinate with developer's engineer and staff re: signatures on updated DNR permit applications.

Table with 4 columns: Description, Hours, Rate, Amount. Rows include Engineer IV, Total Services, and Task Subtotal.

Amount Due this Invoice \$1,156.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

April 25, 2024

Chelsea Huisman  
City of Polk City  
PO Box 426  
112 3rd Street  
Polk City, IA 50226-0426

Invoice No: 122.0358.01 - 8

Email

Project 122.0358.01 Home State Bank Site Plan

Professional Services through March 31, 2024

Services include review of Site Plan Amendment for hydrant relocation; and coordinate with staff and developer's engineer on same, including process required for City approval.

Site Plan Amendment

	Hours	Rate	Amount	
Engineer IV	2.50	149.00	372.50	
Total Services	2.50		372.50	
<b>Total Services</b>				<b>372.50</b>
		<b>Task Subtotal</b>		<b>\$372.50</b>

Amount Due this Invoice \$372.50

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

April 30, 2024

Chelsea Huisman  
City of Polk City  
PO Box 426  
112 3rd Street  
Polk City, IA 50226-0426

Invoice No: 124.0264.01 - 1

Email

Project 124.0264.01 Moeckly ETJ POS

Professional Services through March 31, 2024

Services include review of three (3) submittals of Plat of Survey and prepare associated review memos. Services further include preparation of P&Z and City Council Meeting packet materials.

Plat Review

	Hours	Rate	Amount
Principal Planner I	1.00	237.00	237.00
Engineer IV	7.50	153.00	1,147.50
Total Services	8.50		1,384.50
<b>Total Services</b>			<b>1,384.50</b>

Task Subtotal \$1,384.50

Amount Due this Invoice \$1,384.50

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

April 25, 2024

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.1076.01 - 7

Email

Project 123.1076.01 Monarch Crossing Plat 1

Professional Services through March 31, 2024

Prelim Plat Review

Task Subtotal 0.00

Construction Drawings

Services include update Review Memo to recommend approval of construction drawings, review draft resolution, finalize materials for inclusion in council packets.

Table with 4 columns: Description, Hours, Rate, Amount. Rows include Engineer IV, Total Services, and Task Subtotal.

Construction Phase Services

Services include coordinate with developer, developer's engineer and city staff and schedule pre-construction conference; prepare for pre-con including draft agenda and compile meeting materials; prepare for and conduct pre-con; and update Polk City GIS address grid map for proposed lots; and assign addresses for each lot.

Table with 4 columns: Description, Hours, Rate, Amount. Rows include Engineer IV, Environmental Scientist IV, Total Services, and Task Subtotal.

Final Plat Review

Task Subtotal 0.00

Amount Due this Invoice \$1,899.75

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor





INVOICE FOR PROFESSIONAL SERVICES

April 30, 2024

Chelsea Huisman  
City of Polk City  
PO Box 426  
112 3rd Street  
Polk City, IA 50226-0426

Invoice No: 123.1448.01 - 3

Email

Project 123.1448.01 Parker Townhomes II POS

Professional Services through March 31, 2024

Services include preparation of City Council Packets and Coordination with City Staff regarding City Council Approvals

POS

	Hours	Rate	Amount	
Engineer IV	2.25	149.00	335.25	
Total Services	2.25		335.25	
<b>Total Services</b>				<b>335.25</b>
		<b>Task Subtotal</b>		<b>\$335.25</b>

Amount Due this Invoice \$335.25

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

April 30, 2024

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 124.0458.01 - 1

Email

Project 124.0458.01 Sunrise Ridge Plat 1

Professional Services through March 31, 2024

Services include review of Submittal #1 of the proposed rezoning sketch and preparation of associated review memo.

Rezoning Review

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Principal Planner I, Engineer IV, Total Services, and Task Subtotal.

Prelim Plat

Task Subtotal 0.00

Amount Due this Invoice \$894.75

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh

## PROCLAMATION



**WHEREAS**, emergency medical services are a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

**NOW, THEREFORE**, I, Steve Karsjen, Mayor of Polk City, Iowa, in recognition of the 50<sup>th</sup> anniversary of the first National EMS week, do hereby proclaim the week of May 19 through May 25, 2024 as **EMERGENCY MEDICAL SERVICES WEEK**.

Dated this 13 day of May 2024.

---

Steve Karsjen, Mayor

## PROCLAMATION



**WHEREAS**, Public Works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Polk City, Iowa; and

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professional, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment, and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

**WHEREAS**, it is in the public interest for citizens of all ages and civic leaders in Polk City, Iowa to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

**NOW, THEREFORE**, I, Steve Karsjen, Mayor of Polk City, Iowa, do hereby designate the week of May 19-25, 2024 as **NATIONAL PUBLIC WORKS WEEK** in Polk City Iowa, and I urge all citizens to pay tribute to our public works professionals, engineers, managers and employees by recognizing the substantial contributions they make to protecting our national health, safety, and quality of life.

**IN WITNESS WHEREOF**, I have hereunto set my hand and cause the seal of the City of Polk City, Iowa to be affixed this 13 day of May 2024.

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Steve Karsjen, Mayor