

Agenda -Notice of Meeting

Polk City | City Council

May 23, 2022 | 6:00 pm

City Hall Council Chambers

Public Meeting participation in person or via phone

Call in # 515-726-3598 Participant Code 535355

Public members can also provide comments* directly to support@polkcityia.gov

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

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

Steve Karsjen | Mayor

Ron Anderson | Pro Tem

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

1. Call to Order

2. Roll Call

3. Approval of Agenda

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

5. Consent Items

- a. City Council Meeting Minutes for May 9, 2022
- b. Receive and file the Planning & Zoning Commission Meeting Minutes for May 16, 2022
- c. Claims listing May 23, 2022
- d. April 2022 Finance Report
- e. Amend Police Department Job Descriptions
- f. Twelve-month Tobacco Permit for Kum & Go #135 effective July 1, 2022
- g. Twelve-month Tobacco Permit for Fareway Stores, Inc. #137 effective July 1, 2022
- h. Resolution 2022-64 setting Public Hearing on an Amendment to the Polk City's Comprehensive Plan, Future Land Use Plan
- i. Resolution 2022-65 approving an Easement with US Army Corps of Engineers for Iron Waste Water Treatment Lagoon and Access Path
- j. Amend 5-year Staffing Plan
- k. Set Pay for new hire Riley Ballantyne, part-time Firefighter/EMT at a rate of \$16.75 per hour contingent on successful completion of the physical examination and completion of the Firefighter I certification

6. Business Items

- a. Resolution 2022-66 approving the Site Plan for The Move Youth Community Center
- b. Resolution 2022-67 awarding General Obligation Corporate Purpose Bonds, Series 2022
- c. Resolution 2022-68 participation in CIWW
- d. Second Reading Ordinance 2022-1500 rezoning 1716 E Northside Drive from A-1 to R-1
- e. Second Reading Ordinance 2022-1600 amending Chapter 92, Water Rates

f. Second Reading Ordinance 2022-1700 amending Chapter 99, Sewer Services Charges

7. Reports & Particulars

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

8. Adjournment

--next meeting date June 13, 2022

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. May 9, 2022
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., May 9, 2022. The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Mayor Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Vogel, Sarchet | In attendance
Anderson | Absent
3. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed Budget Amendment for FY 21.22 at 6:01 pm. City Clerk Coffin, said that the notice was published April 22, 2022, and no comments had been received for or against the proposed amendment. City Manager Huisman provided a report. No one was present to be heard for or against the proposed budget amendment.
MOTION: A motion was made by Walters and seconded by Dvorak to close the public hearing at 6:02 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-56 approving Budget Amendment for FY 21.22
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing on the proposed Rezoning Petition for the Schlfe/DeVries Property from A-1 to R-1 at 6:02 pm. City Clerk Coffin, said that the notice was published April 29, 2022, and no comments had been received for or against the proposed rezoning. City Engineering Representative Travis Thornburgh provided a report. Shane Devick, CEC representing the property owners in the rezoning gave a report. No one was present to be heard for or against the proposed rezoning.
MOTION: A motion was made by Dvorak and seconded by Sarchet to close the public hearing at 6:05 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the First Reading of Ordinance 2022-1500 rezoning 1716 E Northside Drive from A-1 to R-1
MOTION CARRIED UNANIMOUSLY
 - c. Mayor Karsjen opened the Public Hearing on the proposal of a Private Storm Sewer Easement to Home State Bank at 6:05pm. City Clerk Coffin said that the notice was published April 29, 2022, and no written comments had been received for or against the private easement. City Manager Huisman provided a report. No one was present to be heard for or against the proposed private easement.
MOTION: A motion was made by Walters and seconded by Vogel to close the public hearing at 6:07 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2022-57 approving Private Storm Sewer Easement
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items**
 - a. City Council Meeting Minutes for April 25, 2022
 - b. City Council Work Session Meeting Minutes for April 25, 2022
 - c. Claims listing May 9, 2022
 - d. Twelve-month Class E Liquor License for Kum & Go #135 with Sunday Sales effective 7/1/2022
 - e. Street Closure in the 100 Block of 2nd Street between Broadway and Van Dorn Street on June 3, 2022 from 12pm to 1030pm

- f. Amend Job Descriptions
- g. Wage Analysis
- h. Resolution 2022-58 setting the date for the sale of General Obligation Corporate Purpose Bonds, Series 2022 and authorizing the use of a preliminary official statement in connection therewith
- i. Set pay for Interim Fire Chief, Karla Hogrefe at an hourly rate of \$40 effective June 1, 2022
- j. Resolution 2022-59 approving an Application for Destination Iowa Grant
- k. Receive and file April 2022 Library Director Report and Library Stats Report
- l. Receive and file April 4, 2022 Library Board Meeting Minutes
- m. Receive and file April 2022 Water Department Report
- n. Receive and file the April 2022 Parks & Recreation Department Report
- o. Receive and file the April 2022 Fire Department Report
- p. Set Pay for Deputy City Clerk new hire Meri Merritt at \$23.00 per hour effective May 10, 2022
- q. Resolution 2022-61 updating and confirming wages for the Fire Department Staff
- r. Resolution 2022-62 authorizing the disposal of replaced Public Works equipment
- s. Set pay for Police Officer candidate Kevin Blaha-Polson at \$25.49 per hour contingent upon successful completion of pre-employment physical and MMPI psychological evaluation
- t. Resolution 2022-63 approving Partial Payment Application No. 2 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project in the amount of \$164,734.07

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

MOTION CARRIED UNANIMOUSLY

7. Business Items

- a. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2022-60 to apply for the Main Street Iowa Program and to provide Support
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the First Reading of Ordinance 2022-1600 amending Chapter 92, Water Rates
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the First Reading of Ordinance 2022-1700 amending Chapter 99, Sewer Services Charges
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve the Third Reading of Ordinance 2022-1400 Amending Chapter 63, Speed Regulations
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Snyder & Associates Inc. March 2022 Engineering Services Invoice in the amount of \$22,268.25
YES: Dvorak, Vogel, Sarchet
NO: Walters
MOTION CARRIED

8. Proclamations | Mayor Karsjen proclaimed the week of May 15-21st National EMS Week and National Public Works Week in Polk City.

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

- Fire Chief Mitchell introduced Karla Hogrefe, beginning June 1st as Interim Fire Chief.
- City Manager Huisman asked for volunteers wanting to serve on the Main Street Committee to contact City Council or Go Polk City Board.
- Council Member Walters said he is excited for the Main Street Program, but it will take a lot of manpower.
- Council Member Dvorak addressed the water/sewer rate increase, explaining that the Council collectively decided not to increase as much with the economy and inflation issues, they went for the minimal recommendation, but it will have to be absorbed in future year increases.
- Council Member Sarchet welcomed Karla into her new role and commended her on a great job as an officer with the Fire Department to this point. He said Public Works should get their own week, so they don't have to compete with EMS. Sarchet agreed with Dvorak statements on water/sewer and asked staff to add PFM information online for the

public to view the analytics for the 2%/3% increase. He said the Four Seasons Festival Parade Committee has starting planning with new volunteers and leveraging expertise from Dan Jesse previous experience.

- Mayor Karsjen visited Big Creek Nursing & Rehab and shared that it is National Skilled Nursing Care Week and congratulated them.

10. *Adjournment*

MOTION: A motion was made by Dvorak to adjourn at 6:17 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –May 23, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, May 16, 2022

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on May 16, 2022, in the City Hall Council Chambers.
The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Sires called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Sires, Ohlfest, Vogel, Pringnitz | In attendance
Triplett | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Bowersox and seconded by Sires to approve P&Z Commission Meeting Minutes for April 18, 2022
MOTION CARRIED UNANIMOUSLY
6. **Site Plan for The Move Youth Community Center**
MOTION: A motion was made by Hankins and seconded by Vogel to recommend Council approve the Site Plan for The Move Youth Community Center subject to Engineering and Staff review comments dated May 11, 2022.
MOTION CARRIED UNANIMOUSLY
7. **Amendment to the Future Land Use Plan (FLUP)**
MOTION: A motion was made by Hankins and seconded by Pringnitz to recommend Council approve the Amendments to the Future Land Use Plan in Polk City's Comprehensive Plan as presented with two minor changes; (1) in area 9 the light industrial use should be extended south to the future local street and (2) in area 2 revise the designation for the City's property at S 3rd Street and Davis Street from commercial to civic use.
MOTION CARRIED UNANIMOUSLY
8. **Reports & Particulars**
P&Z Commission Member Hankins asked Staff to provide an update on Home State Bank's Site Plan. City Engineering Representative Kathleen Connor reported they have complied with the 3rd Street access for the trail, and the developer indicated they may be making some minor changes to architectural elevations prior to going forward to Council for approval.
9. **Adjournment**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to adjourn at 6:36 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, June 20, 2022

Attest:

Jenny Coffin - City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	5/23/2022
VENDOR	REFERENCE	AMOUNT
ACCUJET LLC	JETTING/CAMERA SEWER	\$ 2,005.92
ALEX DELANEY	TRAINING REIMBURSEMENT	\$ 289.90
AMAZON BUSINESS	YOGA SPEAKER/CAMP YARD GAME	\$ 1,114.68
AMERICAN ALUMINUM SEATING, INC	REPLACEMENT BLEACHER FIELD 3	\$ 4,242.00
ANKENY HARDWARE	WEED CONTROL	\$ 80.97
ARDICK EQUIPMENT CO.	SIGNS	\$ 439.50
AUREON TECHNOLOGY	IT SERVICES	\$ 2,797.25
AVESIS	CITY VISION INSURANCE	\$ 257.08
BAKER & TAYLOR	LIBRARY BOOKS	\$ 426.69
BARCO MUNICIPAL PRODUCTS	BIKE RACK FOR SQUARE	\$ 1,196.46
Boland Recreation	PLAYGROUND MULCH	\$ 3,200.00
Bound Tree Medical	MEDICAL SUPPLIES	\$ 1,325.72
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 22.40
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$ 67.32
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 43.74
CENTURY LINK	PHONE SERVICE	\$ 285.55
CFI TIRE SERVICE	FLAT TIRE REPAIRS	\$ 121.50
CHELSEA HUISMAN	PARTNERSHIP TRIP EXPENSES	\$ 185.10
CITY OF DES MOINES	WRA HOOK-UP	\$ 29,701.92
CITY OF POLK CITY	UB ASSISTANCE - MAY 2022	\$ 125.81
CITY SUPPLY CORPORATION	FAUCET PARTS	\$ 140.52
Crystal Clear Water Co	PURCHASED WATER	\$ 37.45
Custom Awards & Embroidery Inc	GAVEL PLAQUE	\$ 150.00
Delta Dental	CITY DENTAL INSURANCE	\$ 1,132.06
Des Moines Lock Service	KEYS	\$ 52.50
Des Moines Steel Fence Co	BACKSTOP REPAIR	\$ 4,480.00
Des Moines Water Works	4Q 2021 PUMP STATION O&M	\$ 13,045.14
ELECTRONIC ENGINEERING CO.	PANIC ALARM SYSTEM/MONITORING	\$ 1,450.02
FAREWAY	EMS WEEK STAFF APPRECIATION	\$ 31.73
Ferguson Waterworks	FLANGE KITS	\$ 318.50
Gurnsey Electric Co	WATER PLANT GENERATOR HOOK-UP	\$ 2,447.17
HAWKINS INC	CHLORINE	\$ 1,508.50
I-80 POWER INC	LIGHT POLE REPAIR	\$ 4,000.00
IOWA PLAINS SIGNING INC	MEDIAN SIGNS	\$ 1,620.00
IOWA STATE SHERIFF & DEPUTIES	RETENTION TRAINING	\$ 25.00
JEREMY SIEPKER	TRAVEL REIMBURSEMENT	\$ 52.00
K-GUARD IOWA	GUTTER SYSTEM	\$ 3,660.00
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 352.75
LINDE GAS & EQUIPMENT INC	OXYGEN	\$ 1,050.59
MARTIN MARIETTA AGGREGATES	ROCK	\$ 506.29
MEDIX OCCUPATN HEALTH -ORCA PC	NEW HIRE PHYSICAL	\$ 1,352.00
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 74.11
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 10,199.49

MIDLAND POWER CO-OP	STREET LIGHTING	\$ 960.66
MMIT BUSINESS SOLUTIONS GROUP	SECURITY ADDED TO COPIER	\$ 410.00
NCCA-NATIONAL COMMAND COURSE	FBI NCCA MEMBERSHIP 2022	\$ 50.00
NELSON AUTOMOTIVE	#23 BATTERY	\$ 306.41
OVERDRIVE INC	DIGITAL AUDIOBOOKS	\$ 598.16
P & M APPAREL	EDUCATION MATERIALS	\$ 512.00
Perma-Bound	LIBRARY BOOKS	\$ 20.77
RACOM	PORTABLE RADIO CHARGERS	\$ 1,200.00
RANGEMASTERS TRAINING CENTER	UNIFORMS	\$ 116.99
Safety Kleen Systems Inc	REMOVE USED OIL	\$ 1,304.92
SCHOLASTIC	BOOK CLUB - GRANT	\$ 721.96
SECRETARY OF STATE	NOTARY APPLICATION-MINASIAN	\$ 30.00
Sprayer Specialities Inc	SPRAYER REPAIRS	\$ 493.45
STEVE KARSJEN	PARTNERSHIP TRIP MILEAGE	\$ 30.45
TARGETSOLUTIONS LEARNING, LLC	TRAINING SOLUTIONS SOFTWARE	\$ 1,208.70
TOTAL QUALITY INC.	BALL FIELD MAINTENANCE	\$ 1,750.00
TRANSAMERICA LIFE INSURANCE	AMERICA-CANCER	\$ 152.12
UNITED HEALTHCARE	HEALTH INSURANCE	\$ 30,226.26
UNITY POINT CLINIC - OCC MED	DOT DRUG TESTING	\$ 42.00
UPHDM OCCUPATIONAL MEDICINE	EMPLOYMENT SCREENING	\$ 626.50
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 369.40
Walsh Door & Hardware Co	SECURITY CAMERA SOFTWARE	\$ 431.00
WORKFORCE SOLUTIONS	LEGAL EXPENSES	\$ 4,000.00
Accounts Payable Total		\$ 141,177.08
GENERAL		\$ 71,271.35
ROAD USE		\$ 8,315.50
L.M.I		\$ 125.81
WATER		\$ 25,194.96
SEWER		\$ 36,269.46
TOTAL FUNDS		\$ 141,177.08



POLK CITY - A City For All Seasons -

Monthly Finance Report

April 2022

Prepared By:

Jenny Coffin
City Clerk/Treasurer

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	3,354,725.90	1,165,354.14	263,302.08	.88	4,256,778.84
110 ROAD USE	298,731.16	70,460.78	24,736.48	2.64	344,458.10
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	892,161.43	82,908.71	.00	.00	975,070.14
125 TIF	466,945.16	280,255.17	.00	.00	747,200.33
135 L.M.I	1,098,306.19	.00	827.30	.00	1,097,478.89
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	1,685.81	.00	.00	.00	1,685.81
200 DEBT SERVICE	234,377.34	225,569.65	.00	.00	459,946.99
301 CAPITAL IMPROVEMENTS	2,152,353.66	12,828.04	41,817.07	.00	2,123,364.63
302 CAPITAL WATER PROJECT	615,941.60	.00	.00	.00	615,941.60
303 CAPITAL EQUIPMENT/VEHIC	141,924.75-	.00	.00	.00	141,924.75-
304 FOUR SEASONS PUB IMPROV	18,000.00	.00	.00	.00	18,000.00
600 WATER	1,626,500.63	111,294.88	106,202.73	10.69-	1,631,582.09
610 SEWER	1,230,555.22	159,111.29	77,420.83	10.67-	1,312,235.01
670 SOLID WASTE/RECYCLING	19,523.79	25,037.91	24,989.13	.00	19,572.57
740 STORM WATER UTILITY	75,923.56	7,921.11	.00	.00	83,844.67
920 ESCROW	.00	.00	.00	.00	.00
Report Total	11,957,681.04	2,140,741.68	539,295.62	17.84-	13,559,109.26

BANK CASH REPORT
2022

BANK NAME FUND GL NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
Grinnell State Bank BK#1						

BANK Grinnell State Bank BK#1						8,732,188.76
001 CHECKING - GENERAL	737,182.38-	1,164,419.81	265,449.87	161,787.56	60,283.98	
110 CHECKING - ROAD USE	298,731.16	70,471.15	24,744.21	344,458.10	5,376.72	
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	892,161.43	82,908.71	0.00	975,070.14		
125 CHECKING - TIF	466,945.16	280,255.17	0.00	747,200.33		
135 CHECKING - L.M.I.	379,263.33	0.00	827.30	378,436.03		
167 CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
177 CHECKING - FORFEITURE	1,685.81	0.00	0.00	1,685.81		
200 CHECKING - DEBT SERVICE	234,377.34	225,569.65	0.00	459,946.99		
301 CHECKING - CAPITAL PROJECT	2,152,353.66	12,828.04	41,817.07	2,123,364.63	1,000.00	
302 CHECKING - CAPITAL WATER PROJ	615,941.60	0.00	0.00	615,941.60		
303 CHECKING - CAP EQUIP/VEHICLE	141,924.75-	0.00	0.00	141,924.75-		
304 CHECKING	18,000.00	0.00	0.00	18,000.00		
600 CHECKING - WATER UTILITY	1,626,499.63	123,759.80	118,678.34	1,631,581.09	37,605.86	
610 CHECKING - SEWER UTILITY	1,230,554.22	159,672.78	77,992.99	1,312,234.01	44,311.28	
670 CHECKING-SOLID WASTE/RECYCLING	19,523.79	25,106.07	25,057.29	19,572.57	16,839.68	
740 CHECKING	75,923.56	7,946.62	25.51	83,844.67		
920 CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
PENDING CREDIT-CARD DEPOSITS					174,008.60	
DEPOSITS					6,392.86	
WITHDRAWALS					2,099.58	

Grinnell State Bank TOTALS	7,146,727.90	2,152,937.80	554,592.58	8,745,073.12	12,884.36-	8,732,188.76

LUANA SAV. BK MM BK#2						

BANK LUANA SAV. BK MM BK#2						3,267,914.50
001 Luana Savings Bank - M.M. Acco	2,546,403.43	2,469.21	0.00	2,548,872.64		
135 Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		

LUANA SAV. BK MM TOTALS	3,265,445.29	2,469.21	0.00	3,267,914.50	0.00	3,267,914.50

GRINNELL STATE BK- C.D. BK#3						

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

GRINNELL STATE BK- C.D. TOTALS	0.00	0.00	0.00	0.00	1,084,567.26	1,084,567.26

GRINNELL STATE BK-MM BK#4						

BANK GRINNELL STATE BK-MM BK#4						1,545,682.64
001 SUPER MONEY MKT II	1,545,068.85	613.79	0.00	1,545,682.64		

GRINNELL STATE BK-MM TOTALS	1,545,068.85	613.79	0.00	1,545,682.64	0.00	1,545,682.64

BANK CASH REPORT 2022

BANK NAME FUND GL NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
LUANA SAVINGS BANK CD BK#6						

BANK LUANA SAVINGS BANK CD BK#6						
001 LUANA BANK C.D.-1.85%	0.00	0.00	0.00	0.00		
	-----	-----	-----	-----	-----	-----
LUANA SAVINGS BANK CD TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
=====						
TOTAL OF ALL BANKS	11,957,242.04	2,156,020.80	554,592.58	13,558,670.26	1,071,682.90	14,630,353.16
=====						

BUDGET REPORT
CALENDAR 4/2022, FISCAL 10/2022

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	4,366,556.00	263,302.08	3,092,538.81	70.82	1,274,017.19
	ROAD USE TOTAL	729,600.00	24,736.48	466,234.11	63.90	263,365.89
	LOCAL OPTION SALES TAX TOTAL	672,299.00	.00	.00	.00	672,299.00
	TIF TOTAL	698,450.00	.00	162,292.20	23.24	536,157.80
	L.M.I TOTAL	595,880.00	827.30	409,689.39	68.75	186,190.61
	PC COMM. LIB TRUST TOTAL	4,000.00	.00	.00	.00	4,000.00
	DEBT SERVICE TOTAL	1,555,502.00	.00	1,061,547.77	68.24	493,954.23
	CAPITAL IMPROVEMENTS TOTAL	2,369,975.00	41,817.07	444,872.46	18.77	1,925,102.54
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	43,136.46	8.63	456,863.54
	CAPITAL EQUIPMENT/VEHICLE TOTA	285,241.00	.00	141,924.75	49.76	143,316.25
	WATER TOTAL	1,276,494.00	106,202.73	1,013,311.91	79.38	263,182.09
	SEWER TOTAL	1,719,087.00	77,420.83	1,401,359.54	81.52	317,727.46
	SOLID WASTE/RECYCLING TOTAL	283,500.00	24,989.13	255,603.24	90.16	27,896.76
	STORM WATER UTILITY TOTAL	140,000.00	.00	135,598.32	96.86	4,401.68
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		15,196,584.00	539,295.62	8,628,108.96	56.78	6,568,475.04
		=====	=====	=====	=====	=====

BUDGET REPORT

CALENDAR 4/2022, FISCAL 10/2022

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,154,256.00	79,379.72	948,042.78	82.13	206,213.22
	CIVIL DEFENSE TOTAL	16,500.00	352.74	4,864.38	29.48	11,635.62
	FIRE TOTAL	764,419.00	27,946.67	512,266.42	67.01	252,152.58
	BUILDING/HOUSING TOTAL	581,919.00	54,003.65	447,429.54	76.89	134,489.46
	DOG CONTROL TOTAL	4,795.00	.00	3,038.30	63.36	1,756.70
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	2,521,889.00	161,682.78	1,915,641.42	75.96	606,247.58
	ROAD USE TOTAL	692,867.00	34,098.24	543,509.45	78.44	149,357.55
	STREET LIGHTING TOTAL	63,000.00	4,858.34	48,166.79	76.46	14,833.21
		-----	-----	-----	-----	-----
	PUBLIC WORKS TOTAL	755,867.00	38,956.58	591,676.24	78.28	164,190.76
	ENV.HEALTH SERVICES TOTAL	4,000.00	.00	2,001.52	50.04	1,998.48
		-----	-----	-----	-----	-----
	HEALTH & SOCIAL SERVICES TOTA	4,000.00	.00	2,001.52	50.04	1,998.48
	LIBRARY TOTAL	414,160.00	28,976.59	304,773.10	73.59	109,386.90
	PARKS TOTAL	355,952.00	28,725.47	234,747.33	65.95	121,204.67
	COMMUNITY CENTER TOTAL	20,863.00	320.72	12,178.02	58.37	8,684.98
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	790,975.00	58,022.78	551,698.45	69.75	239,276.55
	TIF/ECON DEV TOTAL	884,232.00	827.30	571,981.59	64.69	312,250.41
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	884,232.00	827.30	571,981.59	64.69	312,250.41
	MAYOR COUNCIL TOTAL	104,515.00	13,190.84	107,157.05	102.53	2,642.05-
	POLICY ADMINISTRATION TOTAL	198,901.00	8,832.01	173,836.07	87.40	25,064.93
	ELECTIONS TOTAL	1,750.00	.00	706.31	40.36	1,043.69
	CITY ATTORNEY TOTAL	60,500.00	2,730.00	43,632.00	72.12	16,868.00
	CITY HALL TOTAL	91,850.00	2,492.07	44,789.75	48.76	47,060.25
	OTHER CITY GOVERNMENT TOTAL	168,800.00	2,131.50	127,634.11	75.61	41,165.89
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	626,316.00	29,376.42	497,755.29	79.47	128,560.71
	DEBT SERVICE TOTAL	1,555,502.00	.00	1,061,547.77	68.24	493,954.23
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	1,555,502.00	.00	1,061,547.77	68.24	493,954.23
	FIRE TOTAL	56,000.00	.00	.00	.00	56,000.00
	OTHER PUBLIC WORKS TOTAL	192,241.00	.00	105,000.00	54.62	87,241.00
	PARKS TOTAL	37,000.00	.00	36,924.75	99.80	75.25
	CAPITAL IMPROVEMENT TOTAL	2,369,975.00	41,817.07	444,872.46	18.77	1,925,102.54

BUDGET REPORT
CALENDAR 4/2022, FISCAL 10/2022

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	500,000.00	.00	43,136.46	8.63	456,863.54
	CAPITAL PROJECTS TOTAL	3,155,216.00	41,817.07	629,933.67	19.96	2,525,282.33
	WATER UTILITY TOTAL	1,175,034.00	106,202.73	1,013,311.91	86.24	161,722.09
	SEWER UTILITY TOTAL	1,655,754.00	77,420.83	1,401,359.54	84.64	254,394.46
	RECYCLING TOTAL	283,500.00	24,989.13	255,603.24	90.16	27,896.76
	STORM WATER TOTAL	140,000.00	.00	135,598.32	96.86	4,401.68
	ENTERPRISE FUNDS TOTAL	3,254,288.00	208,612.69	2,805,873.01	86.22	448,414.99
	TRANSFER TOTAL	1,648,299.00	.00	.00	.00	1,648,299.00
	TRANSFER OUT TOTAL	1,648,299.00	.00	.00	.00	1,648,299.00
	TOTAL EXPENSES	15,196,584.00	539,295.62	8,628,108.96	56.78	6,568,475.04

REVENUE REPORT
CALENDAR 4/2022, FISCAL 10/2022

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,313,348.00	1,165,354.14	3,488,008.63	80.87	825,339.37
	ROAD USE TOTAL	729,600.00	70,460.78	571,764.49	78.37	157,835.51
	LOCAL OPTION SALES TAX TOTAL	938,600.00	82,908.71	975,070.14	103.89	36,470.14-
	TIF TOTAL	673,450.00	280,255.17	646,403.85	95.98	27,046.15
	L.M.I TOTAL	75,218.00	.00	60,408.33	80.31	14,809.67
	DEBT SERVICE TOTAL	1,615,052.00	225,569.65	1,497,300.24	92.71	117,751.76
	CAPITAL IMPROVEMENTS TOTAL	2,725,272.00	12,828.04	2,352,809.08	86.33	372,462.92
	CAPITAL WATER PROJECT TOTAL	.00	.00	370,891.67	.00	370,891.67-
	CAPITAL EQUIPMENT/VEHICLE TOTA	374,800.00	.00	.00	.00	374,800.00
	FOUR SEASONS PUB IMPROVEM TOTA	.00	.00	18,000.00	.00	18,000.00-
	WATER TOTAL	1,590,100.00	111,294.88	1,404,853.18	88.35	185,246.82
	SEWER TOTAL	1,737,000.00	159,111.29	1,529,916.46	88.08	207,083.54
	SOLID WASTE/RECYCLING TOTAL	283,500.00	25,037.91	245,708.78	86.67	37,791.22

REVENUE REPORT
CALENDAR 4/2022, FISCAL 10/2022**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	STORM WATER UTILITY TOTAL	179,000.00	7,921.11	198,138.76	110.69	19,138.76-
		=====	=====	=====	=====	=====
	TOTAL REVENUE BY FUND	15,234,940.00	2,140,741.68	13,359,273.61	87.69	1,875,666.39
		=====	=====	=====	=====	=====

BALANCE SHEET

CALENDAR 4/2022, FISCAL 10/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	898,969.94	161,787.56
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	45,726.94	344,458.10
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	82,908.71	975,070.14
125-000-1110	CHECKING - TIF	280,255.17	747,200.33
135-000-1110	CHECKING - L.M.I.	827.30-	378,436.03
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	1,685.81
200-000-1110	CHECKING - DEBT SERVICE	225,569.65	459,946.99
301-000-1110	CHECKING - CAPITAL PROJECT	28,989.03-	2,123,364.63
302-000-1110	CHECKING - CAPITAL WATER PROJ	.00	615,941.60
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	141,924.75-
304-000-1110	CHECKING	.00	18,000.00
600-000-1110	CHECKING - WATER UTILITY	5,081.46	1,631,581.09
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	81,679.79	1,312,234.01
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	48.78	19,572.57
740-000-1110	CHECKING	7,921.11	83,844.67
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	1,598,345.22	8,745,073.12
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	.00	.00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	.00	.00

BALANCE SHEET

CALENDAR 4/2022, FISCAL 10/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00
		-----	-----
	PETTY CASH TOTAL	.00	35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
		-----	-----
	PETTY CASH TOTAL	.00	100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
		-----	-----
	PETTY CASH-POLICE TOTAL	.00	300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
		-----	-----
	CHECKING TOTAL	.00	4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
		-----	-----
	SAVINGS TOTAL	.00	.00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
		-----	-----
	WATER TRUST INVESTMENT TOTAL	.00	.00
001-000-1160	SUPER MONEY MKT II	613.79	1,545,682.64
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
		-----	-----
	SUPER MONEY MKT II TOTAL	613.79	1,545,682.64
001-000-1161	GRINNELL STATE BANK CD	.00	.00
610-000-1161	Polk County Bank CD	.00	.00
		-----	-----
	GRINNELL STATE BANK CD TOTAL	.00	.00

BALANCE SHEET

CALENDAR 4/2022, FISCAL 10/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1162	LUANA BANK C.D. -1.85%	.00	.00
	TOTAL	.00	.00
001-000-1163	Luana Savings Bank - M.M. Acco	2,469.21	2,548,872.64
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	2,469.21	3,267,914.50
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	1,601,428.22	13,559,109.26



City of Polk City, Iowa

City Council Agenda Communication

Date: May 10, 2022
To: Mayor Steve Karsjen & City Council
From: Chief Jeremy Siepker
Subject: Police Department Job Descriptions

BACKGROUND: On May 9th 2022 updated job descriptions were presented to Council for approval from all departments. After that meeting it was discovered there was an error with the Police job descriptions and the old job descriptions had not been replaced with the updated job descriptions. Attached are the updated Police job descriptions for your approval.

ALTERNATIVES: Do not approve the Police job descriptions.

FINANCIAL CONSIDERATIONS:

RECOMMENDATION: It is my recommendation that the Council approve the updated Police job descriptions.

City of Polk City



Title: Police Chief
Department: Police
Status: Regular Full-time/Exempt
Reports to: City Manager
Supervises: All ~~subordinate~~ police department employees, both sworn and civilian
Pay Grade: E6

POSITION FUNCTION:

Under general direction, act as the first in command of the Police Department. The Police Chief shall establish such rules, not in conflict with the Code of Ordinances, and subject to the approval of the Council, as may be necessary for the operation of the department. This Police Chief is responsible for the efficient performance and effective accomplishment of shaping the department's vision and mission statement.

DUTIES AND RESPONSIBILITIES:

1. Perform all duties required of the police chief by law or ordinance
2. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court
3. Execute and return all writs and other processes directed to the Police Chief
4. Report all motor vehicle accidents investigated to the State Department of Transportation
5. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required
6. Provide aid to other City officers, boards and commissions in the execution of their official duties as requested
7. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance
8. Keep a record of arrests made in the City
9. Compile and submit an annual report as well as other reports as may be requested by the Mayor or Council
10. Be in command and lead all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department
11. Evaluate operations and programs to determine if they meet community needs
12. Plan, organize and direct the programs and activities of the department
13. Identify employee training needs and develop programs and training to improve employee performance
14. Handle all matters of policy, operation, and discipline subject to pertinent laws, official documents and the orders of the Mayor, City Council and City Manager
15. Planning, directing, coordinating, controlling and staffing of all department activities
16. Department relations with the citizens of Polk City, the city government and all other agencies
17. Successful accomplishment of the goals and objectives of the department
18. Create cohesive department with an attitude of respect, dignity and kindness

19. Set the standards of personal quality in all department activities, attitudes and intentions
20. Maintain fairness in promotions, transfers, disciplinary actions and assignments
21. Administer the overall vision and mission of the department for the well being of the community and members of the department
22. Effectively communicate the law enforcement needs of the community and the department accomplishments
23. Participate in the strategic planning for the department
24. Budget planning, preparation and management
25. Act as a patrol officer or investigator as the situation may dictate.
26. Attend meetings of the City Council and any other city boards and commissions as directed by the City Manager
27. Adhere to all City policies and procedures.

Any duties assigned by the City Manager

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by elected officials. The level of involvement may vary based on need and individual capabilities.

SKILLS AND ABILITIES:

Must meet all requirements as detailed by the Iowa Law Enforcement Academy as they apply to a certified police officer. Must speak and write English in a clear and distinct manner which can be understood by a wide variety of citizens. Must apply common sense understanding to the work environment, procedures, programs and services offered by the Police Department and follow and carry out general written and/or verbal instructions effectively.

1. Thorough knowledge of the principles and practices of modern police administration and police methods
2. Knowledge of Federal, State, and Local laws to be enforced
3. Comprehensive knowledge of National Incident Management Systems and Incident Command Systems
4. Management and leadership experience
5. Ability to produce accurate correspondence, reports, forms and documents.
6. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
7. Possess good planning, organizational and scheduling skills.
8. Problem Solving
9. Ability to have open communication skills with staff, elected officials, and residents
10. Use computers and related software applications.
- [11. Communicates and maintains effective working relationships](#)
- [11,12. Ability to lift, carry, push and pull up to 50 pounds.](#)

TRAINING AND EXPERIENCE:

Graduation from an accredited four-year college or university with course work in Political Science, Criminal Justice, Public Administration, or related field. Eight years full-time law enforcement experience. Prior police

experience at a supervisory or command level position. ILEA (Iowa Law Enforcement Academy) Peace Officer Certification.

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Pre-employment drug testing and criminal background history check

City of Polk City



Title: Police Lieutenant
Department: Police
Status: Regular Full-time/Exempt
Reports to: Chief of Police
Supervises: All ~~lower ranking subordinate~~ police department employees, both sworn and civilian
Pay Grade: E4

POSITION FUNCTION:

Under general direction, act as the second in command of the Police Department. This position is responsible for many complex tasks that make up the day to day management of the police department.

DUTIES AND RESPONSIBILITIES:

1. Act as the Chief of Police in the Police Chief's absence
2. Supervise and direct all ~~subordinate~~ lower ranking police department employees, both sworn and civilian
3. Participate in the strategic planning for the police department
4. Oversee and administer police department training programs
5. Handle personnel matters when assigned by the Chief of Police
6. Handle internal affair and line investigation cases
7. Act as the police department range officer, which includes:
 - a. Oversee and administer firearms training for the police department
 - b. Manage the police department armory
 - c. Manage all departmental firearms and ammunition
8. Assist Chief of Police in budget planning and preparation
9. Manage budget line items as assigned by the Chief of Police
10. Handle police department's GTSB contract
11. Supervise and monitor all ongoing criminal investigation cases
12. Supervise and oversee the police department's fleet program
13. Liaison with County and City Prosecutors reference police department court proceedings
14. Oversee and direct all community outreach events and special events
15. Liaison with TraCS (reporting software) representative for the police department
16. Liaison with vehicle and in-car video vendor(s)
17. Oversee and direct the police department reserve program (currently deactivated)
18. Assist Chief of Police on all police department hiring processes
19. Oversee and manage departmental uniforms, equipment usage and orders
20. Act as a patrol officer or investigator as the situation may dictate.
21. Attends meetings of the City Council and any other city boards and commissions as directed by the Chief of Police.
22. Adhere to all City policies and procedures.

22-23. At times be on-call to respond as needed outside of normal scheduled hours.

Any duties assigned by the Chief of Police

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by ~~elected officials~~ the Chief of Police. The level of involvement may vary based on need and individual capabilities.

SKILLS AND ABILITIES:

Must meet all requirements as detailed by the Iowa Law Enforcement Academy as they apply to a certified police officer. Must speak and write English in a clear and distinct manner which can be understood by a wide variety of citizens. Must apply common sense understanding to the work environment, procedures, programs and services offered by the Police Department and follow and carry out general written and/or verbal instructions effectively.

1. Management and leadership experience
2. Ability to take initiative with little direction from the Chief.
3. Ability to analyze situations and adopt a quick, effective and reasonable course of action during stressful, emotional and/or physically taxing situations.
- 4-4. Good training and instructional abilities.
- 2-5. Ability to produce accurate correspondence, reports, forms and documents.
- 3-6. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
- 4-7. Possess good planning, organizational and scheduling skills.
- 5-8. Problem Solving
- 6-9. Ability to have open communication skills with staff, elected officials, and residents
- 7-10. Use computers and related software applications.
11. Communicates and maintains effective working relationships
12. Must be of good moral character.
13. Ability to lift, carry, push, and pull up to 50 pounds.
- 8-14. Ability to withstand periods of physical exertion to include running, walking, standing for long periods of time, lifting and exposure to heat and extreme cold conditions.

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TRAINING AND EXPERIENCE:

Graduation from High School or equivalent, with at least three years of experience as a police supervisor is preferred. Associates degree in Criminal Justice or closely related field is preferred.

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Pre-employment drug testing and criminal background history check

City of Polk City



Title: Police Officer
Department: Police
Status: Regular Full-time ~~Non-Exempt~~
Reports to: Police Lieutenant
Supervises: None
Pay Grade: Reference Appendix A of Collective Bargaining Unit

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POSITION FUNCTION:

The Police Officer position will entail all duties commonly required of law enforcement patrol officer. The role of the officer is to carry out the delivery of police services in the job to which the officer is assigned. The officer is a professional peace officer who brings a spirit of dignity, respect, and trust to all of their activities.

DUTIES AND RESPONSIBILITIES:

1. Enforce city, state, and federal statutes, laws and ordinances
2. Preserve the peace;
 - a. prevent, detect, and investigate crimes, incidents, and crashes
 - b. arrests violators
 - c. provide aid and comfort to the citizens in emergency situations.
3. Operation of a patrol vehicle
4. Patrol assigned area and initiate appropriate field activity
5. Utilization of less lethal devices and firearms
6. Interaction with citizens
7. Traffic enforcement
8. Criminal apprehension and case investigation
9. Detailed and comprehensive report writing
10. Evidence recovery and processing
11. Testify in court and other hearings in conformance with established policies
12. Physical exertion to include running, walking, standing for long periods of time, lifting and exposure to heat and cold extremes
13. Skilled in relating to others and conveying a quite efficiency as they carry out assigned police duties
14. Possess good communication skills with the community, co-workers, and supervisors.
15. Adhere to all City policies and procedures.

Any duties assigned by the Chief of Police

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by elected officials Command Staff. The level of involvement may vary based on need and individual capabilities.

SKILLS AND ABILITIES:

Must meet all requirements as detailed by the Iowa Law Enforcement Academy as they apply to a certified police officer. Must speak and write English in a clear and distinct manner which can be understood by a wide variety of citizens. Must apply common sense understanding to the work environment, procedures, programs and services offered by the Police Department and follow and carry out general written and/or verbal instructions effectively.

1. Understanding of departmental policies and procedures, goals and mission
2. Ability to handle confidential information in a sensitive manner.
3. Ability to analyze situations and adopt a quick, effective and reasonable course of action during stressful, emotional and/or physically taxing situations.
4. Knowledge of equipment used in law enforcement, including weaponry, communications, computers, and automotive equipment
5. Good training and instructional abilities.
6. Ability to write clear, accurate, factual and concise reports.
7. Knowledge of federal, state and local laws and ordinances
8. Ability to communicate effectively, both orally and in writing
9. Ability to establish and maintain effective working relationships with others
10. Excellent and safe driving techniques under emergency and non-emergency conditions.
11. Must be of good moral character.
12. Ability to take initiative with little direct supervision.
13. Ability to lift, carry, push, and pull up to 50 pounds.
14. Ability to withstand periods of physical exertion to include running, walking, standing for long periods of time, lifting and exposure to heat and extreme cold conditions.

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- ~~1. Departmental policies and procedures, goals and mission~~
- ~~2. Of equipment used in law enforcement, including weaponry, communications, computers, and automotive equipment~~
- ~~3. Applicable federal, state and local laws and ordinances~~
- ~~4. Ability to communicate effectively, both orally and in writing~~
- ~~5. Ability to analyze situations quickly and objectively and to take proper course of action~~
- ~~6-15. Ability to establish and maintain effective working relationships with others~~

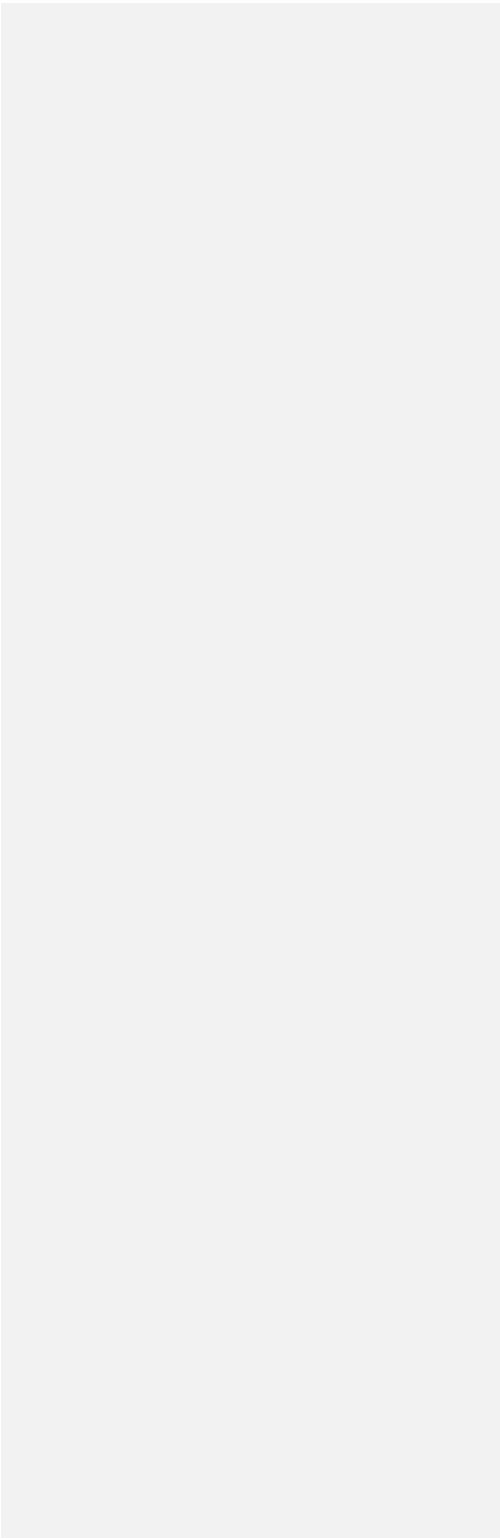
TRAINING AND EXPERIENCE:

Minimum requirements include: a high school diploma or equivalent; uncorrected vision of not less than 20/100 in each eye correctable to 20/20:

OTHER NECESSARY REQUIREMENTS:

- Valid Iowa driver's license
- Successfully complete a written, oral and physical agility testing process
- Psychological evaluation
- Medical physical
- Extensive background investigation

6. Pre-employment drug testing and criminal background history check





City of Polk City

Title: Police Support Clerk
Department: Police
Status: Regular Part-time / Non-Exempt
Reports to: Chief of Police
Supervises: None
Pay Grade: N/A

POSITION FUNCTION:

The principal function of this position is to coordinate and perform a variety of administrative support and clerical duties: type and process records, reports, memos and correspondence; process purchase requisitions, equipment order, budget documents and other information; distribute assignments and maintain logs; and answer phones for a variety of staff.

DUTIES AND RESPONSIBILITIES:

- ~~1.~~ Act as the Chief of Police in the Police Chief's absence
- ~~2.~~ 1. Perform a variety of secretarial, clerical and public relations duties for the Police Department
- ~~3.~~ 2. Collect and tabulate data to assist the Chief, or others as assigned, with special projects.
3. Prepare routine reports.
4. Prepare cases and video for requests from the County Attorney's Office, City Attorney's Office, and other subpoenas received.
5. Submit warrant entries and cancellations to Polk County Dispatch Center and the Polk County Clerk of Court.
6. Coordinate submission of all types of reports, calls for service, citation and warning records to the Polk County Tyler RMS.
7. Respond to open records report requests and prepare the documentation for approval from the Chief or Lieutenant.
- ~~4.~~ 8. Submit UCR reports and data through the Iowa Department of Public Safety ICRIME repository.
- ~~5.~~ 9. Maintain logs and tracking systems for incoming and outgoing correspondence, project schedules, staff assignments, and other specialized materials related to the assigned function, and follow-up with staff as necessary.
- ~~6.~~ 10. Type and distribute letters, contracts, reports and memoranda, including materials of a confidential nature; compose letters requesting or providing information concerning routine matters independently or from oral or written instructions; take notes quickly and accurately.
- ~~7.~~ 11. Provide information pertaining to the Police Department on City codes, regulations, procedures, systems and issues to other staff and the public in the assigned functional area.
- ~~8.~~ 12. Operate computer software to establish, edit and maintain documents and to create program brochures and graphic arts materials.

- ~~9-13.~~ Develop and maintain extensive filing and recording keeping systems.
- ~~10-14.~~ Maintain adequate inventories of office supplies, order office supplies and equipment according to established guidelines.
- ~~11-15.~~ Assist in the assembly of department budgets by collecting data and typing documents; maintain budget and financial records and files.
- ~~12-16.~~ Receive, sort, open and distribute mail for assigned function.
- ~~13-17.~~ Perform customer service activities: answer telephone calls; schedule appointments and meetings; explain programs, policies and procedures within the scope of authority; provide information of general or limited technical nature; take messages and refer callers to appropriate person.
- ~~14-18.~~ Inspect reports, records and other data for accuracy, completeness and compliance with established standards.
- ~~15-19.~~ Operate office equipment and machines such as personal computers, dictating machines, calculator, copier, and FAX machine.
- ~~16-20.~~ Coordinate records retention activities of the department.
- ~~21.~~ Provide general administrative support to Police Administration.
- ~~17-22.~~ [Serve as the department TAC \(Terminal Access Coordinator\).](#)
- ~~18-23.~~ Adhere to all City policies and procedures.

Any duties assigned by the Chief of Police

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by elected officials. The level of involvement may vary based on need and individual capabilities.

SKILLS AND ABILITIES:

1. Management and leadership experience
2. Fully competent at the intermediate level with Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook.
3. Internet experience.
- ~~4.~~ Data base entry experience.
- ~~4-5.~~ [Ability to upload data via FTP.](#)
- ~~5-6.~~ Must exhibit maturity, professionalism, confidentiality and the ability to remain focused on tasks, meet deadlines and show initiative.
- ~~6-7.~~ Must be able to work independently, keep supervisors informed of all finance related issues, use discretion, and operate with a high level of competence.
- ~~7-8.~~ Must maintain and use discretion when interfacing with employees, the public, internal and external customers.
- ~~8-9.~~ Must be a team player within the police Department and within the other City Departments and exhibit excellent customer service, a positive attitude, professional decorum, and willingness to learn.
- ~~9-10.~~ Ability to lift, carry, push and/or pulling of objects and materials of light weight (generally 25 pounds or less).
- ~~10-11.~~ Ability to handle extended periods of time in seated position and at a keyboard or workstation.

[12.](#) Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.

~~11.~~[13.](#) [Ability to lift, carry, push, and pull up to 25 pounds.](#)

TRAINING AND EXPERIENCE:

Graduation from High School or equivalent, with at least three years of experience of office work in a law enforcement office is preferred.

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Pre-employment drug testing and criminal background history check

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2022 through June 30, 2023

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

Business Information:

Trade name/Doing business as: Fareway Stores, Inc. # 137
Physical location address: 1101 South 5th Street City: POLK CITY ZIP: 50226
Mailing address: 1101 South 5th Street City: POLK CITY State: IA ZIP: 50226
Business phone number: 515 984-9505

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP Fareway Stores, Inc.
Mailing address: PO Box 70 City: Boone State: IA ZIP: 50036
Phone number: 515-433-5336 Fax number: 515-433-4416 Email: storelicenses@farewaystores.com

Retail Information:


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

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

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

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

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

Name (please print): Garrett S Piklapp Name (please print): _____
Signature:  Signature: _____
Date: May 9, 2022 Date: _____

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

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

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

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375



City of Polk City, Iowa

City Council Agenda Communication

Date: May 23, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Setting Public Hearing on an amendment to the City Comprehensive Plan, Future Land Use Plan

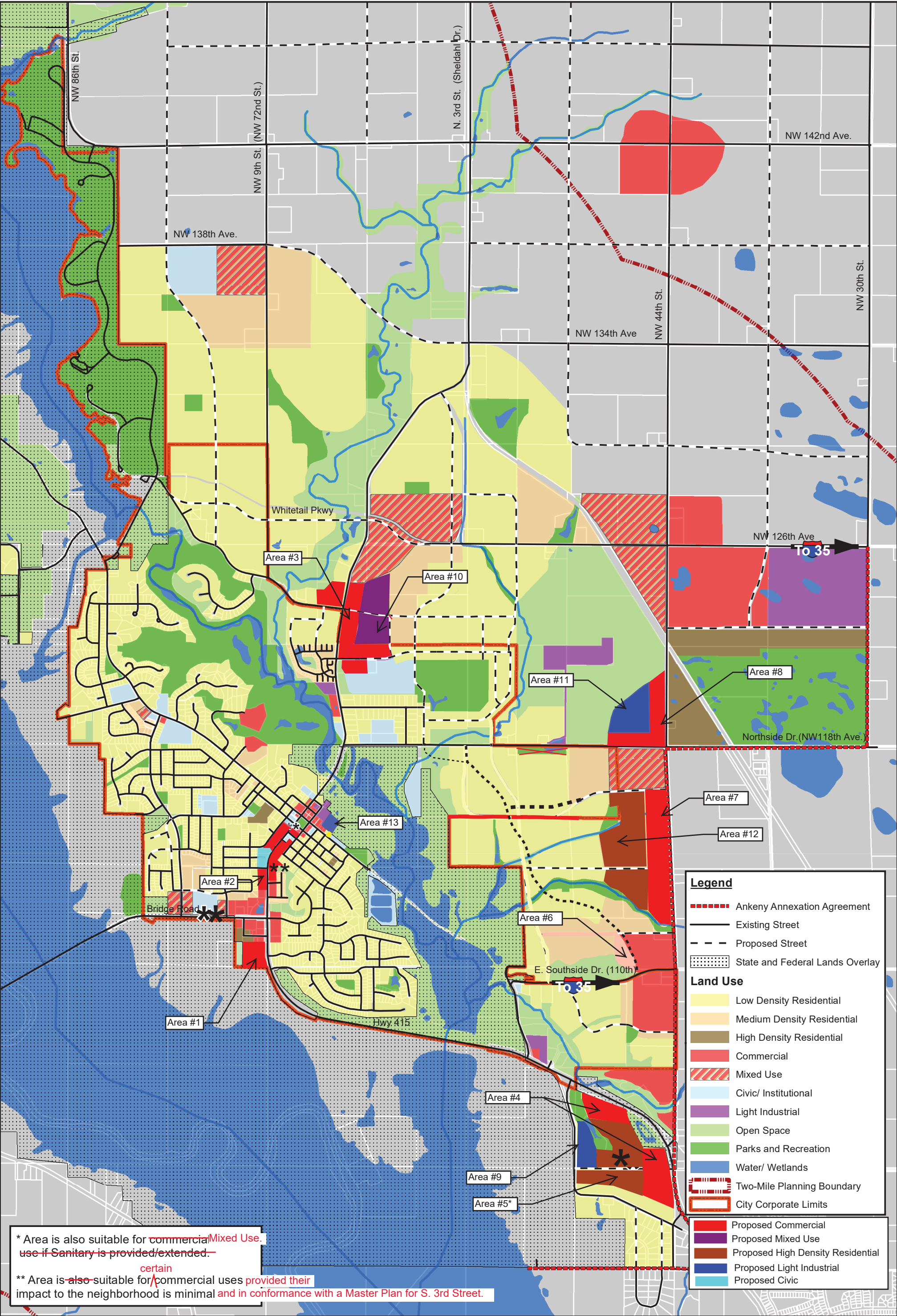
BACKGROUND: On Monday the City Council will need to set a public hearing for an amendment to the City's Comprehensive Plan, regarding the Future Land Use Plan (FLUP). The public hearing will be set for June 27, 2022 at 6pm. The City Council and the Planning and Zoning Commission had a dual work session in February 2022, to identify making changes to the City's FLUP. A common theme amongst the 2 Boards was for Polk City to identify more commercial/industrial property. After several follow-up meetings with the City Council & the Commission, the following priorities/changes are being proposed to the FLUP:

1. #1, is to extend the Commercial District 2 (C-2) further south along Highway 415.
2. #2, is to extend the Commercial District along S. 3rd Street to the Town Square
3. #3 is extending the commercial District on E. Vista Lake Drive further north alongside N. 3rd Street/Sheldahl Drive.
4. #4 is adding commercial property along the south side of Highway 415
5. #5 is adding high density residential along the south side of Highway 415
6. #6 is to change a small area within the Antler Ridge Development to medium high density, which correlates with their proposed plat for townhomes
7. #7 extends commercial along NW 44th
8. #8 extends commercial along NW 44th, north of NW 118th Ave.
9. #9 adds light industrial south of Highway 415
10. #10 extends light industrial north of E. Vista Lake Drive.
11. #11 adds light industrial to the northwest corner of NW 44th and NW 118th Ave.
12. #12 adds high density residential on NW 44th, behind the commercial designated property
13. #13 extends light industrial north of the Town Square

ALTERNATIVES: Do not set the public hearing.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council set the public hearing for Monday, June 27, 2022, at 6pm.



RESOLUTION NO. 2022-64

A RESOLUTION SETTING A PUBLIC HEARING ON AMENDING THE 2016 POLK CITY COMPREHENSIVE PLAN BY UPDATING THE FUTURE LAND USE MAP

WHEREAS, City Council has deemed it necessary to update and revise the Future Land Use Plan and land use designation in the 2016 Polk City's Comprehensive Plan; and

WHEREAS, on May 16, 2022, the Planning & Zoning Commission recommended City Council approval of an amendment to Polk City's Comprehensive Plan's Future Land Use Plan as shown on the attached Exhibit "A"; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on June 27, 2022, at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa, on amending the Polk City Comprehensive Plan by revising the Future Land Use Plan and land use designations.

BE IT FURTHER RESOLVED, the City Council authorizes the City Clerk to publish notice of such hearing at the time and in the manner required by the law.

PASSED AND APPROVED this 23rd day of May 2022.

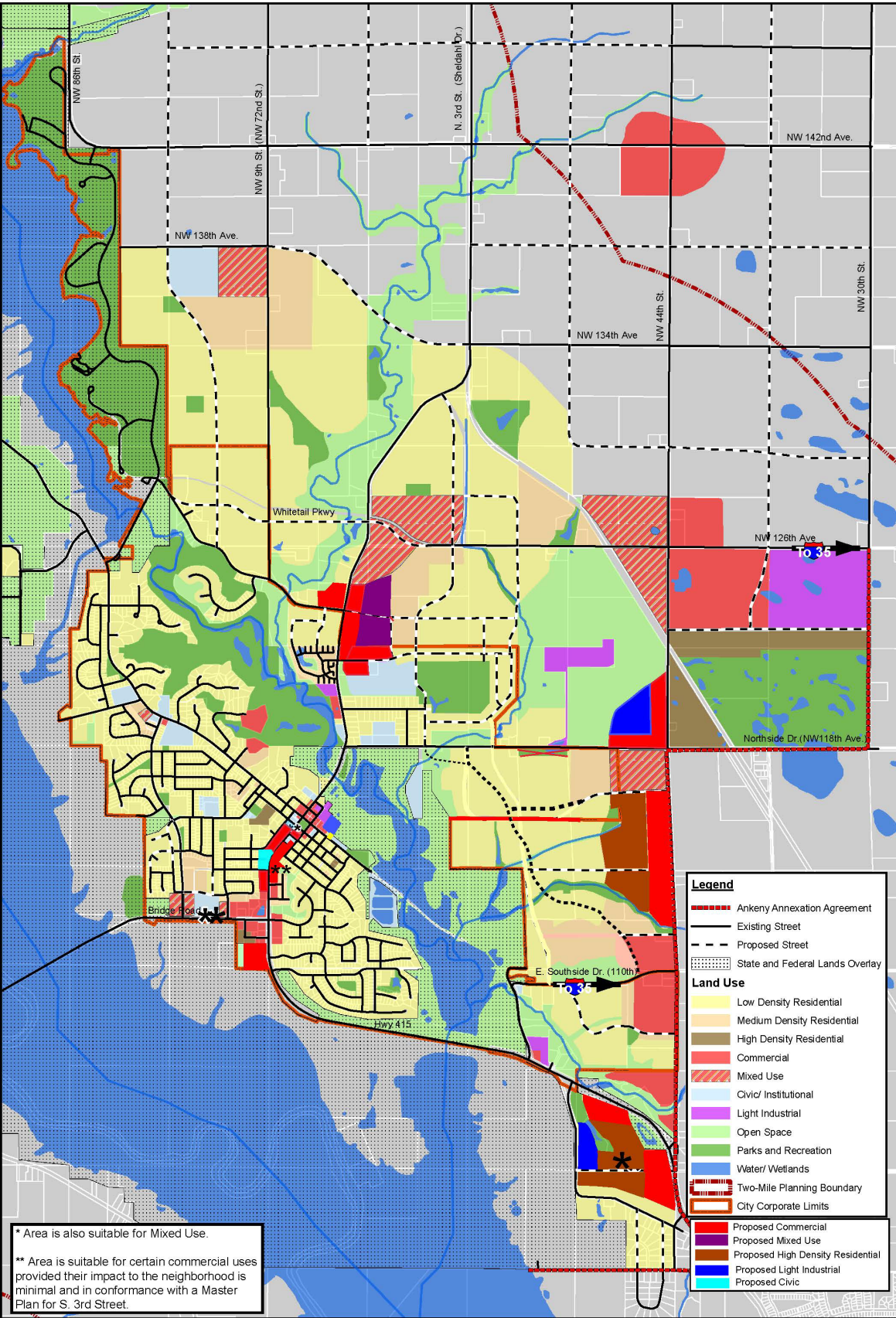
Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

EXHIBIT 'A'

FILE PATH: \\nortonuserdata\2014_projects\114.10696-Visualize\Future_Land_Use_Plan.mxd
SOURCES:





City of Polk City, Iowa

City Council Agenda Communication

Date: 05/19/2022
To: Mayor and Council
From: Mike Schulte
Subject: Iron Lagoon lease agreement with the Corp of Engineers

BACKGROUND: As part of our water treatment process, Polk City removes numerous minerals from the water through a filtration process. When the filter media become saturated with minerals collected from the water, it must be removed from the filter by a process called backwashing. This backwash has high concentrations of iron that needs to be settled out in the iron lagoon before it is released as clear water to the stream. Polk City's iron lagoon sits on Corp of Engineers land that is managed by the attached lease agreement.

The lease agreement is straightforward and in line with previous lease agreements. You will find the agreement date actually begins July 12th, 2018; this is due to the Corp of Engineers working through their backlog of paperwork.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: I would recommend council approve this lease agreement with the Corp of Engineers

RESOLUTION NO. 2022-65

**RESOLUTION APPROVING THE AGREEMENT WITH THE US ARMY
CORPS OF ENGINEERS FOR A 50 YEAR EASEMENT FOR IRON
WASTEWATER TREATMENT LAGOON AND ACCESS PATH**

WHEREAS, the City of Polk City is desirous to continue to use the Iron Wastewater Treatment Lagoon as part of the water treatment process, and

WHEREAS, the land the Iron Wastewater Treatment Lagoon is on is owned and under the care of the US Army Corps of Engineers, and

WHEREAS, the US Army Corps of Engineers has submitted an easement allowing the operation and maintenance of the Iron Wastewater Treatment Lagoon and Access Path in substantially the form attached as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Easement for 50 years for the Iron Wastewater Treatment Lagoon and Access Path and authorizes the Mayor and City Clerk to execute said agreement on behalf of Polk City.

PASSED AND APPROVED the 23rd day of May 2022.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk

DEPARTMENT OF THE ARMY
EASEMENT FOR IRON WASTE WATER TREATMENT LAGOON AND ACCESS PATH
LOCATED ON
SAYLORVILLE LAKE PROJECT
POLK COUNTY, IOWA
TRACT NO. 341

THE SECRETARY OF THE ARMY, under and by virtue of the authority vested in the Secretary by Title 10, United States Code Section 2668, having found that the granting of this easement is not incompatible with the public interest, hereby grants to **The City of Polk City, Iowa**, hereinafter referred to as the grantee, an easement for the operation, maintenance, and repair of a municipal iron waste water treatment lagoon and an access path thereto, hereinafter referred to as the facilities, over, across, in and upon lands of the United States as identified in Exhibits A and B, hereinafter referred to as the premises, and which are attached hereto and made a part hereof.

THIS EASEMENT is granted subject to the following conditions.

1. TERM

This easement is granted for a term of twenty-five (25) years, beginning July 12, 2018, and ending July 11, 2038.

2. CONSIDERATION

The consideration for this easement shall be the construction, operation, and maintenance of the premises for the benefit of the general public in accordance with the terms and conditions hereinafter set forth.

3. NOTICES

All correspondence and notices to be given pursuant to this easement shall be addressed, if to the grantee, to Mayor, City of Polk City, P.O. Box 426, Polk City, IA, 50226, and, if to the United States, US Army Corps of Engineers, Attention: Real Estate Contracting Officer, P.O. Box 2004, Rock Island, IL 61204-2004, or as may from time to time otherwise be directed by the parties. Notice shall be deemed to have been duly given if and when enclosed in a properly sealed envelope, or wrapper, addressed as aforesaid, and deposited postage prepaid in a post office regularly maintained by the United States Postal Service.

4. AUTHORIZED REPRESENTATIVES

Except as otherwise specifically provided, any reference herein to "Secretary," "Real Estate Contracting Officer," "Installation Commander," or "said officer" shall include their duly authorized representatives. Any reference to "grantee" shall include assignees, transferees, and their duly authorized representatives.

5. SUPERVISION BY THE REAL ESTATE CONTRACTING OFFICER

The construction, operation, maintenance, repair, or replacement of said facilities, including culverts and other drainage facilities, shall be performed at no cost or expense to the United States and subject to the approval of the Real Estate Contracting Officer, Rock Island District, hereinafter referred to as said officer. Upon the completion of any of the above activities, the grantee shall immediately restore the premises to the satisfaction of said officer. The use and occupation of the premises for the purposes herein granted shall be subject to such rules and regulations as said officer prescribes in writing from time to time.

6. APPLICABLE LAWS AND REGULATIONS

The grantee shall comply with all applicable Federal, state, county, and municipal laws, ordinances, and regulations wherein the premises are located.

7. CONDITION OF PREMISES

The grantee acknowledges that it has inspected the premises, knows the condition, and understands that the same is granted without any representation or warranties whatsoever and without any obligation on the part of the United States.

8. INSPECTION AND REPAIRS

The grantee shall inspect the facilities at reasonable intervals and immediately repair any defects found by such inspection or when required by said officer to repair any such defects.

9. PROTECTION OF GOVERNMENT PROPERTY

The grantee shall be responsible for any damage that may be caused to the property of the United States by the activities of the grantee under this easement and shall exercise due diligence in the protection of all property located on the premises against fire or damage from any and all other causes. Any property of the United States damaged or destroyed by the grantee incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the grantee to a condition satisfactory to said officer, or at the election of said officer, reimbursement made therefor by the grantee in an amount necessary to restore or replace the property to a condition satisfactory to said officer.

10. RIGHT TO ENTER

The right is reserved to the United States, its officers, agents, and employees to enter upon the premises at any time and for any purpose necessary or convenient in connection with government purposes, to make inspections, to remove timber or other material, except property of the grantee, to flood the premises, and/or to make any other use of the lands as may be necessary in connection with government purposes, and the grantee shall have no claim for damages on account thereof against the United States or any officer, agent, or employee thereof.

11. TRANSFERS AND ASSIGNMENT

Without the prior written approval by said Real Estate Contracting Officer, the grantee shall neither transfer nor assign this easement or any part thereof nor grant any interest, privilege, or license whatsoever in connection with this easement. The provisions and conditions of this easement shall extend to and be binding upon and shall inure to the benefit of the representatives, successors and assigns of the grantee.

12. SUBJECT TO EASEMENTS

This easement is subject to all other existing easements, or those subsequently granted as well as established access routes for roadways and utilities located, or to be located, on the premises, provided that the proposed grant of any new easement or route will be coordinated with the grantee, and easements will not be granted which will, in the opinion of said officer, interfere with the use of the premises by the grantee.

13. RELOCATION OF FACILITIES

In the event all or any portion of the premises occupied by the said facilities shall be needed by the United States, or in the event the existence of said facilities is determined to be detrimental to governmental activities, the grantee shall from time to time, upon notice to do so, and as often as so notified, remove said facilities to such other location on the premises as may be designated by said officer. In the event said facilities shall not be removed or relocated within ninety (90) days after such notice, the United States may cause such relocation at the sole expense of the grantee.

14. TERMINATION

This easement may be terminated by the Secretary upon 30 days written notice to the grantee if the Secretary shall determine that the right-of-way hereby granted interferes with the use or disposal of said land by the United States, or it may be revoked by the Secretary for failure of the grantee to comply with any or all of the conditions of this easement, or for non-use for a period of two (2) years, or for abandonment.

15. SOIL AND WATER CONSERVATION

The grantee shall maintain, in a manner satisfactory to said officer, all soil and

water conservation structures that may be in existence upon said premises at the beginning of or that may be constructed by the grantee during the term of this easement, and the grantee shall take appropriate measures to prevent or control soil erosion within the right-of-way herein granted. Any soil erosion occurring outside the premises resulting from the activities of the grantee shall be corrected by the grantee as directed by said officer.

16. ENVIRONMENTAL PROTECTION

a. Within the limits of their respective legal powers, the parties hereto shall protect the premises against pollution of its air, ground, and water. The grantee shall promptly comply with any laws, regulations, conditions, or instructions affecting the activity hereby authorized if and when issued by the Environmental Protection Agency, or any Federal, state, interstate, or local governmental agency having jurisdiction to abate or prevent pollution. The disposal of any toxic or hazardous materials within the premises is strictly prohibited. Such regulations, conditions, or instructions in effect or prescribed by the said Environmental Protection Agency or any Federal, state, interstate, or local governmental agency are hereby made a condition of this easement. The grantee shall not discharge waste or effluent from the premises in such a manner that the discharge will contaminate streams or other bodies of water or otherwise become a public nuisance.

b. The use of any pesticides or herbicides within the premises shall be in conformance with all applicable Federal, state, and local laws and regulations. The grantee must obtain approval in writing from said officer before any pesticides or herbicides are applied to the premises.

c. The grantee will use all reasonable means available to protect the environment and natural resources, and where damage nonetheless occurs arising from the grantee's activities, the grantee shall be liable to restore the damaged resources.

17. ENVIRONMENTAL CONDITION OF PROPERTY

An Environmental Condition of Property (ECP) Report may be required by the Secretary upon expiration, revocation, or termination of this easement to assess and document the environmental condition of the property at that time, if the need is warranted. This report/assessment will assist in determining any environmental remediation requirements that would need to be completed by the grantee. Any such requirements will be completed by the grantee in accordance with the condition on RESTORATION.

18. HISTORIC PRESERVATION

The grantee shall not remove or disturb, or cause or permit to be removed or disturbed, any historical, archeological, architectural, or other cultural artifacts, relics, remains, or objects of antiquity. In the event such items are discovered on the premises, the grantee shall immediately notify said officer and protect the site and material from further disturbance until said officer gives clearance to proceed.

19. NON-DISCRIMINATION

a. The grantee shall not discriminate against any person or person because of race, color, age, sex, handicap, national origin, or religion in the conduct of operations on the premises.

b. The grantee, by acceptance of this easement, is receiving a type of Federal assistance and, therefore, hereby gives assurance that it will comply with the provisions of Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. 2000d); the Age Discrimination Act of 1975 (42 U.S.C. 6102); the Rehabilitation Act of 1973, as amended (29 U.S.C. 794); and all requirements imposed by or pursuant to the Directive of the Department of Defense (32 CFR Part 300) issued as Department of Defense Directive 5500.11 and 1020.1, and Army Regulation 600-7. This assurance shall be binding on the grantee, its agents, successors, transferees, and assignees.

20. RESTORATION

On or before the expiration or termination of this easement, the grantee shall, without expense to the United States, and within such time as said officer may indicate, remove said facilities and restore the premises to the satisfaction of said officer. In the event the grantee shall fail to remove said facilities and restore the premises, the United States shall have the option to take over said facilities without compensation, or to remove said facilities and perform the restoration at the expense of the grantee, and the grantee shall have no claim for damages against the United States or its officers or agents for such action.

21. DISCLAIMER

This instrument is effective only insofar as the rights of the United States in the property are concerned, and the Grantees shall obtain such permission as may be required on account of any other existing rights. It is understood that the granting of this easement does not eliminate the necessity of obtaining any Department of the Army permit which may be required pursuant to the provisions of Section 10 of the Rivers and Harbors Act of 3 March 1899 (30 Stat. 1151; 33 U.S.C. § 403), Section 404 of the Clean Water Act (33 U.S.C. § 1344), or any other permit or license which may be required by Federal, state, or local statute on connection with the use of the premises.

THIS EASEMENT is not subject to Title 10, United States Code, Section 2662, as amended.

IN WITNESS WHEREOF, I have hereunto set my hand by authority of the Secretary of the Army, this _____ day of _____, 2022.

Amanda J. Forslund
Team Lead, Management and Disposal Branch
Rock Island District Real Estate Division
Real Estate Contracting Officer

ACKNOWLEDGEMENT

STATE OF ILLINOIS)
)
COUNTY OF ROCK ISLAND)

I, _____, a Notary Public, in and for said County in said State, hereby certify that Amanda J. Forslund, whose name as Real Estate Contracting Officer, is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument she, as such officer and with full authority, executed the same voluntarily for and as the act of said grantee.

Given under my hand this _____ day of _____, 2022.

(SEAL)

Notary Public

THIS EASEMENT is also executed by the grantee this _____ day of _____, 2022.

City of Polk City, Iowa

By: _____
Steve Karsjen
Mayor

ACKNOWLEDGMENT

STATE OF IOWA)
) :
COUNTY OF POLK)

Before me, a Notary Public, in and for the State of Iowa, personally appeared Steve Karsjen, to me personally known, who being by me duly sworn did say that he is the Mayor of said City of Polk City, Iowa, and that said instrument was signed on behalf of the said City of Polk City, Iowa, by authority of its governing body and the said Steve Karsjen acknowledged the execution of said instrument to be the voluntary act and deed of said City of Polk City, Iowa.

GIVEN under my hand and seal, this _____ day of _____ 2022.

Notary Public

(SEAL)

My commission expires:

CERTIFICATE OF AUTHORITY

I, Jenny Coffin, certify that I am the City Clerk of the City of Polk City, Iowa, named as the grantee herein; that Steve Karsjen, who signed the easement on behalf of the City of Polk City, Iowa, is the Mayor of the grantee, that Steve Karsjen was duly authorized to sign and execute said easement on behalf of the grantee, and that execution of said easement is within the scope of the grantee's legal authority.

Jenny Coffin
City Clerk
City of Polk City, Iowa

ACKNOWLEDGMENT

STATE OF IOWA)
) :
COUNTY OF POLK)

On this _____ day of _____ 2022, before me a Notary Public in and for said County and State, personally appeared Jenny Coffin to me personally known, who being by me duly sworn did say that she is the City Clerk of the City of Polk City, Iowa, and acknowledged that the execution of said instrument to be her voluntary act and deed.

GIVEN under my hand and seal, this _____ day of _____ 2022.

Notary Public

(SEAL)

My commission expires:



**US Army Corps
of Engineers**
Rock Island District

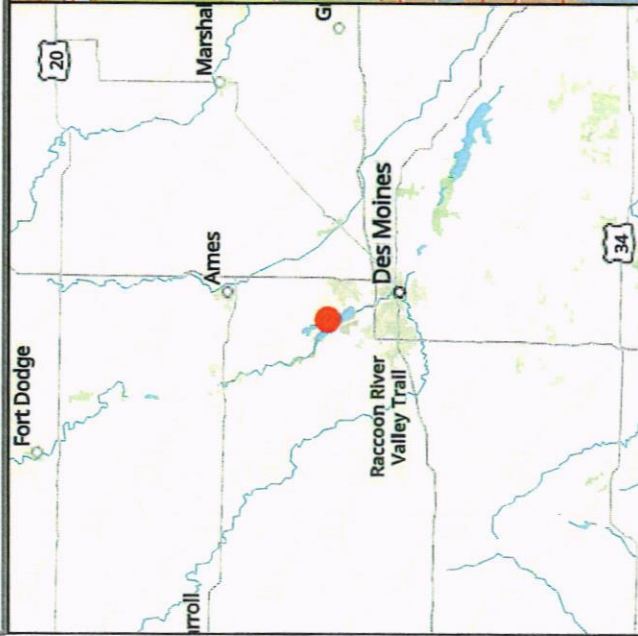
EXHIBIT A

DACW25-2-22-4059

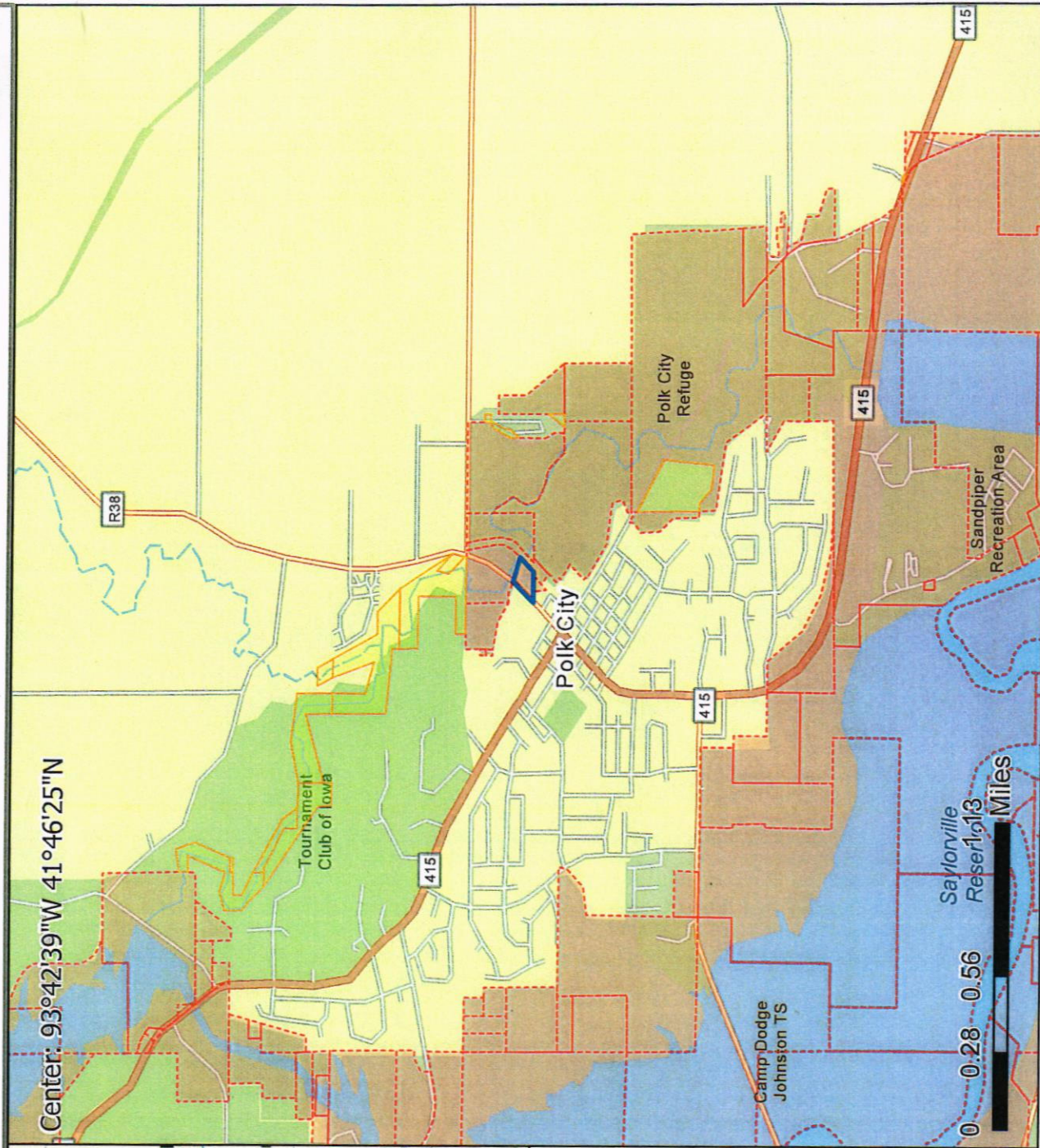
SAYLORVILLE: TRACT 341

POLK COUNTY, IOWA

IMPACTED AREA: 3.3 ACRES +/-



0 12.5 25 50
Miles



*The data provided herein is not based on title research, and contains no opinions or positions with respect to title.

DISCLAIMER - While the United States Army Corps of Engineers (Hereinafter referred to as USACE) has made a reasonable effort to insure the accuracy of the maps and associated data, it should be explicitly noted that USACE makes no warranties, representation or guaranty, either express or implied, as to the contents, sequence, accuracy, timeliness or completeness of any of the data provided herein. The USACE, its officers, agents, employees or servants shall assume no liability of any nature for any errors, omissions, or inaccuracies in the information provided regardless of how caused. The USACE, its officers, agents, employees or servants shall assume no liability for any decisions made or actions taken or not taken by the user of the maps and associated data in reliance upon any information or data furnished here. By using these maps and associated data the user does so entirely at their own risk and explicitly acknowledges that he/she is aware of and agrees to be bound by this disclaimer and agrees not to present any claim or demand of any nature against the USACE, its officers, agents, employees or servants in any forum whatsoever for any damages of any nature whatsoever that may result from or may be caused in any way by the use of the maps and associated data.



**US Army Corps
of Engineers®**
Rock Island District

EXHIBIT B

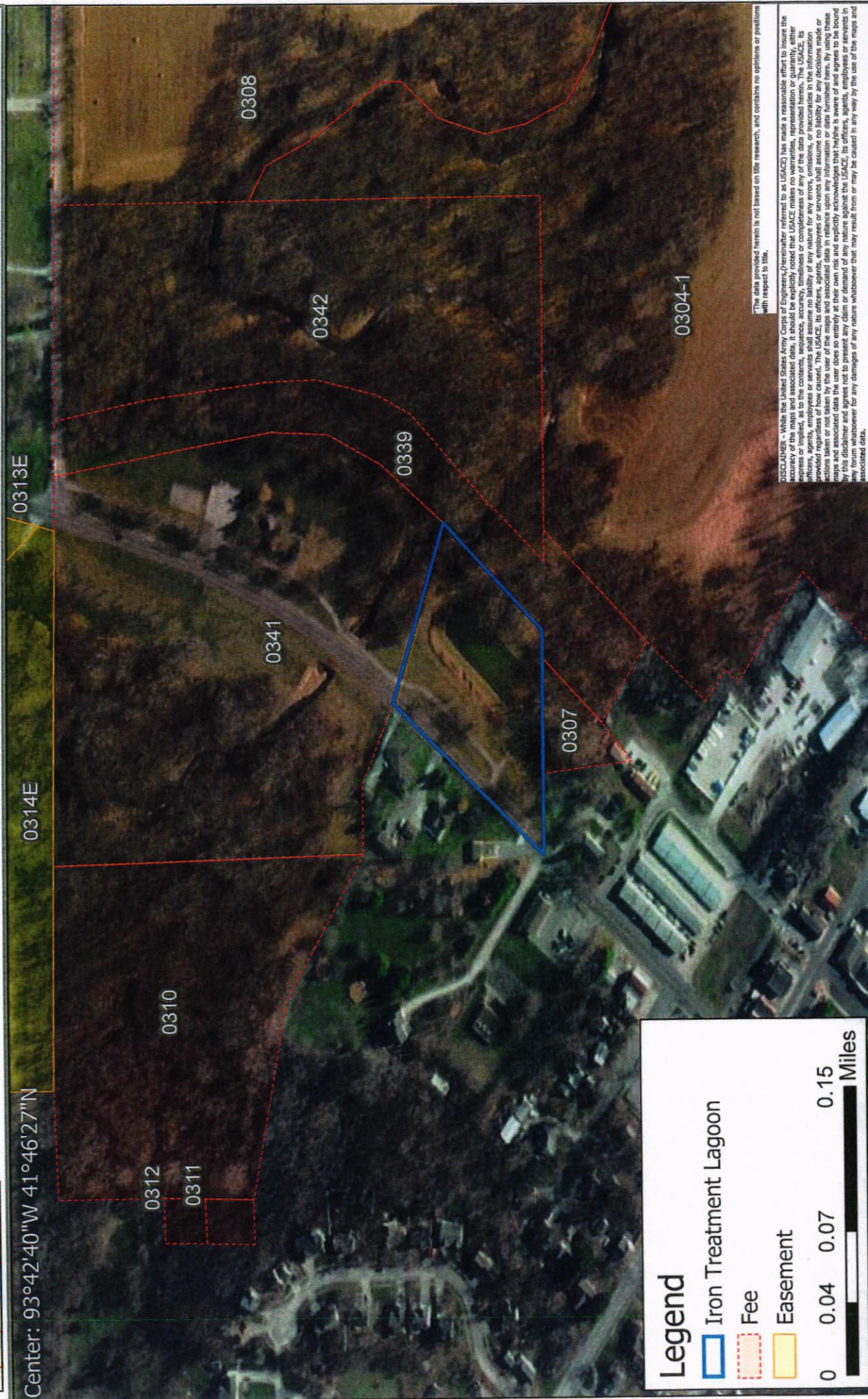
DACW25-2-22-4059

SAYLORVILLE: TRACT 341

POLK COUNTY, IOWA

IMPACTED AREA: 3.3 ACRES +/-

Center: 93°42'40"W 41°46'27"N



The data provided herein is not based on title research, and contains no opinions or positions with respect to title.

USACE's maps and the United States Army Corps of Engineers (hereafter referred to as USACE) has made a reasonable effort to ensure the accuracy of the maps and associated data. It should be explicitly noted that USACE makes no warranties, representation or guaranty, either express or implied, as to the contents, sequence, accuracy, timeliness or completeness of any of the information furnished herein. The USACE, its officers, agents, employees or servants assume no liability for any errors, omissions, or inaccuracies in the information furnished herein, or for any damages or losses of any kind, including but not limited to, direct, indirect, or consequential damages or losses, or actions taken or not taken by the user of the maps and associated data in reliance upon any information or data furnished herein. By using these maps and associated data the user does so entirely at their own risk and explicitly acknowledges that he/she is aware of and agrees to be bound by this disclaimer and agrees not to present any claim or demand against the USACE, its officers, agents, employees or servants in any court of law or otherwise for any damages or losses of any kind, including but not limited to, direct, indirect, or consequential damages or losses, or actions taken or not taken by the user of the maps and associated data in reliance upon any information or data furnished herein. No result from or may be caused in any way by use of this maps and associated data.

Legend

Iron Treatment Lagoon

Fee

Easement

	0	0.04	0.07	0.15
0	0.0000	0.0000	0.0000	0.0000
0.04	0.0000	0.0000	0.0000	0.0000
0.07	0.0000	0.0000	0.0000	0.0000
0.15	0.0000	0.0000	0.0000	0.0000

Miles

5

5



City of Polk City, Iowa

City Council Agenda Communication

Date: May 23, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Amend the 5-year Staffing Plan

BACKGROUND: On Monday the City Council will review a proposed amended 5-year staffing plan. The proposed amendments are in red throughout the document.

The biggest change to the staffing plan is adding a full-time Paramedic/Firefighter to the Fire Department in FY23. This has been budgeted for in FY23, and previously approved by the City Council. However, I want to ensure that our document remains up to date and we can cross reference.

I have also increased the total cost for a few of the positions in the staffing plan. If the estimated salary & benefit cost is in red, it has been adjusted higher than the previous number. Most of this is attributed to our recent analysis that we completed, and the overall employee market condition.

Also, its important to know that this is just a plan, and the City Council must approve all new positions through an annual budget. It is important to have a plan in place, however, the plan can change at any time.

ALTERNATIVES: Do not approve the amendment

FINANCIAL CONSIDERATIONS: Financial considerations for the first 5 years are \$391,115. Of that, \$302,372 is attributed to the newly created position (over 3-year period), which is already budgeted for in FY23. The remaining amount of \$88,743 is attributed to the increased costs of employees in the Police, Fire and Public Works Departments over the fiscal years 23-25.

RECOMMENDATION: It is my recommendation that the Council approve the amended plan.



City of Polk City, Iowa City Council Communication

Date: September 14, 2020 City Council Work Session Memo
To: Mayor Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Proposed 5-year staffing Plan

BACKGROUND: On Monday, September 14, 2020 I will initiate conversation regarding a proposed 5-year staffing plan for the City of Polk City. Over the past several months I have been discussing staffing needs with the departments and I began a study where I polled many communities to find out what their staffing levels were by department.

On Monday evening, I would like to review other City comparisons with the City Council. I polled 16 Des Moines metropolitan communities, and 10 comparably sized communities throughout the State of Iowa-5 of those 10 were similar in current size, and the other 5 were comparable to our future population projections within the next 10 years. Due to its size, I did not incorporate information from the City of Des Moines; they were the only DM metro community not included amongst the metro. Here are the communities I polled:

Des Moines Metro:

Adel (5,000)
Altoona (19,500)
Ankeny (68,000)
Bondurant (6,958)
Carlisle (4,332)
Clive (17,506)
Grimes (15,202)
Indianola (15,800)
Johnston (22,040)
Norwalk (13,000)
Perry (7,700)
Pleasant Hill (10,070)
Urbandale (46,000)
Waukee (26,000)
West Des Moines (71,863)
Windsor Heights (4,809)

Population Comparisons:

Dewitt (5,389)
Eldridge (6,813)
Independence (6,200)
Sergeant Bluff (5,127)
Winterset (5,700)

Future Population Comparisons:

Charles City (7,600)
Creston (7,968)
Hiawatha (8,000)
Knoxville (7,168)
Washington (7,309)

Regarding the population comparisons, I chose communities that have an inclining population, and not declining. As part of the survey, I asked cities to provide their projected 2020 census population. I also tried to focus on communities that were less rural, and closer to a metropolitan area. This was challenging because there are not many communities in the same population category as Polk City, that are rapidly growing.

The model I used to conduct this study, was used by the City of Waukee. Many cities, including Waukee try to focus on having “x” amount of full-time employees per 1,000 people in population to address rapid growth. I have used the population of 5,700 for Polk City. I took this information from the City’s Comprehensive Plan that was updated in 2016 and find this a fairly accurate population estimate when reviewing building permits issued over the last several years. I incorporated 2.6% growth annually to show the Council the estimated population over the next 10 years.

Des Moines Metro Results:

I reviewed the metro results first, and after review of the 16 communities there were 4 that I would consider outliers and took their information out of the equation. Those cities include Grimes, Bondurant, and Perry. Grimes and Bondurant utilize the Polk County Sheriff’s office for police services. Because of this, their numbers for FTE are lower. I also reviewed numbers for the City of Perry, and they were on the higher end of the scale for FTE per 1,000 population. Indianola was also thrown out because they have both a telecom and electric utility-with the two combined leads to a higher number of FTE per 1,000.

Of the 12 communities, the average number of FTE per 1,000 population is **5.73** in the metro DM category. Polk City’s FTE per 1,000 is 4.04; therefore, comparably we are on the low end when reviewing numbers amongst the Des Moines Metro.

A general overview of FTE per 1,000 population amongst the Des Moines Metro shows that most cities operate somewhere between 5.4-6.8 FTE per 1,000. The exceptions are the communities over 20,000 in population such as Ankeny, Johnston, Urbandale, and Waukee. A general consensus could be made that once a city reaches a specific population number that they become more efficient operating lower staff numbers per 1,000 in population. Efficiency is not necessarily correlated to lower staffing levels, but more specific to a well-balanced staff. The City of Clive also falls above the range described above and are on the higher end of the spectrum at 7.31 FTE per 1,000.

Population Comparisons:

For current population comparisons, I used 5 cities that have a similar projected population number. Those communities include Dewitt, Eldridge, Independence, Sergeant Bluff, and Winterset. Of those 5 communities, the average number of FTE per 1,000 population is **6.1**.

Future Population Comparisons:

For future population comparisons, I used 5 cities that have a similar projected population number close to Polk City's 10 year estimated population of 7,181 (this will be explained further). Those cities include Charles City, Creston, Hiawatha, Knoxville, & Washington. Of the 5 communities, the average number of FTE per 1,000 population is **6.74**. If we throw out Charles City and consider them an outlier, the average FTE per 1,000 population in this category is **6.39**.

Overview of Results:

An overall analysis of all 26 cities compared results in an average of **5.99** FTE per 1,000 population. If we remove the outliers (Grimes, Bondurant, Indianola, Perry, and Charles City) the average for 21 communities is **5.94**. Polk City's 4.04 FTE per 1,000 population is on the low end, and the focus of the City should be how we will strategically plan to increase our staffing levels. Unfortunately, I believe it will take us 10 years to get to the level we need to be at utilizing other city comparisons. However, I think if we can focus on how to get where we need to be in 10 years, we can better control our staffing levels for future growth of the community.

My recommendation for 10 years is to try to reach the number of 5.6 FTE per 1,000 population. This is very attainable for us to spread out adding additional staff over this period of time. For the next 10 years, I have estimated a growth of 2.6% annually in population, with a 2030 population estimate of 7,181. This is more than likely conservative, but a good focal point. If our growth changes either direction, we would adjust. I am asking the Council only to review a 5-year staffing plan but getting through the next 10 years and reviewing our levels is crucial for Polk City's future.

For a population of 5,700 with a staffing level of 5.6 FTE per 1,000 employees, we would be at 32 FTE. To get where we would like to be, we first have some catching up to do. City staff has been working on a city staffing plan that coincided with the 5-year CIP. When working on the CIP, I was able to work in proposed staffing additions for the next 5 years into our financials. I explained this to the City Council, but I wanted to include all of our needs (projects, equipment, staffing) so that we were able to do all and not spend all of our money in one function.

The proposed 5-year plan has the City adding 8 full time positions. Of those 8, two of the positions (Parks & Recreation Director and Construction Observer) were added into this fiscal year budget. 5 are newly created Full-time positions, and the last position is changing a role from part-time to full-time. Ideally, I would try to add more full-time staff within the first 5 years, but I am able to make this staffing plan work without suggesting a property tax increase for the City. If the Council feels comfortable increasing the tax levy, even slightly, I could finance additional positions.

There are some other factors that I have considered with this staffing plan. One obstacle the City will continue to run into is lack of space in our city facilities, specifically City Hall. For the 5-year plan, I am not proposing adding additional staff in the departments lacking in space. Once we get to year 6 (which would be a separate staffing plan) we may be able to evaluate our facilities, such as both City Hall and the Library and better determine staffing needs. Parks and Recreation is another department where if certain building factors change, we could re-evaluate in future years.

There are possible other departments that we may consider adding in the future, more than likely not in the next 5 years. Some of those departments include Community Development/Engineering, Human Resources, IT, and Marketing & Communications. Again, I am not recommending any of these in the next 5 years, but these areas are important areas for future discussions.

My proposal for staffing and justification for each additional staff position is included with this plan.

CITY OF POLK CITY

5 YEAR STAFFING PLAN

DEPARTMENT: Police Department

POSITION: Full-time Police Officer & Code Enforcement Officer

PROPOSED FISCAL YEAR FOR NEW HIRE: FY21-22 July 1, 2021-June 30, 2022

SOURCE OF REVENUE: General Fund

ESTIMATED SALARY & BENEFIT COST: \$83,154

Justification for Position:

The addition of an 8th full-time officer will assist with providing two officer coverage more consistently. Most of the time now, we only have one officer on duty. With the addition of this position the Police Department is willing to provide Code Enforcement services to the city and make this position a dual role. We would also take this opportunity to formally train this person in Investigations.

An 8th officer would also reduce the amount of overtime worked. It is estimated that the Police Department could reduce overtime costs by \$15,000 by adding this position.

The estimated population during FY21-22 will be 5,848. With 7 officers we will have a rate of 1.19 officers per 1,000 population. 8 officers will bring us up to 1.36 officers per 1,000 population. The Des Moines metro average according to the survey results is 1.52 per 1,000.

This position is a specialized position, which would require that this position be held by a certified law enforcement officer.

CITY OF POLK CITY

5 YEAR STAFFING PLAN

DEPARTMENT: Fire Department

POSITION: Firefighter/Paramedic

PROPOSED FISCAL YEAR FOR NEW HIRE: FY21-22 July 1, 2021-June 30, 2022

SOURCE OF REVENUE: General Fund

ESTIMATED SALARY & BENEFIT COST: \$78,712

Justification for Position:

The addition of a 2nd full-time staff member in the Fire Department will help us provide paramedic coverage more often. Hiring a full-time Firefighter/Paramedic will assist with providing a paramedic 1/3 of the year, including weekends and holidays.

We have experienced several open and incomplete shifts in the past year. Recruitment efforts, of paid-on-call staff, have also been challenging. This has been identified in the fire service, and many other volunteer organizations nationwide for a variety of reasons. Several fire departments in Polk County have experienced the same problem. We consistently experience challenges staffing weekends, summer months and holidays, especially at the paramedic level position.

This position is a specialized position, which would require that this position be held by a Paramedic, with the requirement to obtain Firefighter certifications.

Below is a list of incomplete shifts that either were missing an EMT or paramedic during the day and the night shift:

INCOMPLETE SHIFTS

FY 2019/2020

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Days	6	10	4	7	5	6	0	2	0	1	1	6
Nights	11	18	12	16	17	14	12	13	10	6	8	8

CITY OF POLK CITY

5 YEAR STAFFING PLAN

DEPARTMENT: Public Works Department

POSITION: Full-Time Public Works Employee

PROPOSED FISCAL YEAR FOR NEW HIRE: FY22-23 July 1, 2022-June 30, 2023

SOURCE OF REVENUE: General Fund, Road Use Fund, Water Fund, & Sanitary Sewer Fund

ESTIMATED SALARY & BENEFIT COST: \$88,052

Justification for Position:

The addition of a full-time public works employee will further increase our ability to provide residents with crucial city services, such as snow removal, water, sanitary sewer, stormwater, and park maintenance.

In 2010, the City had a population of 3,418. At the time we had 5 FTE in the Public Works Department. Since then, we did add a 6th FTE, with a specialty in GIS, and are trying to hire a 7th FTE, with a specialty in Construction Observation. Both of these positions split their job responsibilities ½ of their time on their specialty and ½ of their time on public works functions. In the fiscal year 22-23, our estimated population will be 6,000, which is a 75% increase from 2010. With this increase in population, has come a significant increase in public infrastructure for public works to maintain. This position will assist in making the public works department more well-rounded, with a focus on public works functions only.

Public Works will continue to utilize part-time employees, however an additional full-time employee will bring some additional commitment to the City.

This position would require an individual with a CDL class b with airbrakes and an individual with heavy equipment experience.

CITY OF POLK CITY
5 YEAR STAFFING PLAN

DEPARTMENT: Fire Department

POSITION: Firefighter/Paramedic

PROPOSED FISCAL YEAR FOR NEW HIRE: FY22-23 July 1, 2022-June 30, 2023

SOURCE OF REVENUE: General Fund

ESTIMATED SALARY & BENEFIT COST: \$96,864

Justification for Position:

The addition of a 2nd full-time Fire Department employee will further increase our ability to provide paramedic level ambulance service. As we continue to see a decrease in recruiting paid-on call, this will continue to be a problem in the future. In our community, the City staff acknowledges with a growing and aging community, it will be imperative to provide an advanced life support (paramedic level) service and the demands of our services will increase.

Hiring a 2nd full-time Firefighter/Paramedic will provide paramedic coverage 2/3 of the year, again including holidays and weekends when the City needs additional help.

This position is a specialized position, which would require that this position be held by a Paramedic, with the requirement to obtain Firefighter certifications.

CITY OF POLK CITY

5 YEAR STAFFING PLAN

DEPARTMENT: Fire Department

POSITION: Firefighter/Paramedic

PROPOSED FISCAL YEAR FOR NEW HIRE: FY23-24 July 1, 2023-June 30, 2024

SOURCE OF REVENUE: General Fund

ESTIMATED SALARY & BENEFIT COST: \$101,707

Justification for Position:

The addition of a 3rd full-time Fire Department employee will further increase our ability to provide paramedic level ambulance service. As we continue to see a decrease in recruiting paid-on call, this will continue to be a problem in the future. In our community, the City staff acknowledges with a growing and aging community, it will be imperative to provide an advanced life support (paramedic level) service and the demands of our services will increase.

Hiring a Firefighter/Paramedic will provide paramedic coverage 1/3 of the year, again including holidays and weekends when the City needs additional help.

This position is a specialized position, which would require that this position be held by a Paramedic, with the requirement to obtain Firefighter certifications.

CITY OF POLK CITY
5 YEAR STAFFING PLAN

DEPARTMENT: Police Department

POSITION: Full-Time Police Officer

PROPOSED FISCAL YEAR FOR NEW HIRE: FY24-25 July 1, 2024-June 30, 2025

SOURCE OF REVENUE: General Fund

ESTIMATED SALARY & BENEFIT COST: \$109,879

Justification for Position:

The addition of a 9th full-time officer will assist the department in continuing to provide a service to the Polk City community that they have developed an expectation for. This position would also allow for additional shift relief and coverage in the evenings and at night. There is an opportunity to further reduce overtime costs by adding this staff position, and that would be provided in the future.

In FY25 it is estimated that the population of Polk City will be 6,316. This 9th position will put the Police Department staffing at 1.42 per 1,000 population. This position will really help us to continue to narrow the gap for coverage across the Des Moines metro, with an average of 1.52 police officer per 1,000 population.

CITY OF POLK CITY

5 YEAR STAFFING PLAN

DEPARTMENT: Police Department

POSITION: Full Time Police Support Clerk

PROPOSED FISCAL YEAR FOR NEW HIRE: FY24-25 July 1, 2024-June 30, 2025

SOURCE OF REVENUE: General Fund

ESTIMATED SALARY & BENEFIT COST: \$75,651; Additional Budget amount \$42,349

Justification for Position:

In 2017, the Police Department hired a part-time Police Support Clerk to assist with administrative duties in the Police Department. As Polk City has grown over the past few years the Police Department has also seen an expansion in calls for service, arrests, and other violent crimes. With these increases and with any case, it is crucial to the Court System and other departments such as the Iowa Department of Transportation that we are able to respond to any and all requests in a timely manner.

Currently, in 2020, maintaining the Police Support Clerk as a part-time position is acceptable but as we continue to grow, and the department becomes busier each year, the need to expand this position to a full-time position will be necessary.

In FY24-25 the Police Department will need the Police Support Clerk full-time to keep up with the quantity of work that will need to be handled. This position will also provide assistance to the code enforcement officer.

5 and 10-Year Staffing Plan	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30	Pct Inc
Administration	4.00	4.00	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00	25%
Police Officers	7.00	8.00	8.00	8.00	9.00	9.00	10.00	10.00	11.00	11.00	57%
Police Administrative Staff	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	100%
Fire Department	1.00	2.00	3.00	4.00	4.00	5.00	5.00	6.00	6.00	7.00	600%
Library	3.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00	4.00	33%
Parks and Recreation	1.00	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	100%
Public Works	7.00	7.00	8.00	8.00	8.00	9.00	9.00	10.00	10.00	11.00	57%
Community Development/Engineering	-	-	-	-	-	-	-	-	-	-	0%
Human Resources	-	-	-	-	-	-	-	-	-	-	0%
IT	-	-	-	-	-	-	-	-	-	-	0%
Marketing and Communications	-	-	-	-	-	-	-	-	-	-	0%
Total	23.00	25.00	27.00	28.00	30.00	34.00	36.00	38.00	39.00	41.00	78%
Population	5,700	5,848	6,000	6,156	6,316	6,481	6,649	6,822	6,999	7,181	
Employees per 1,000 Residents	4.0	4.3	4.5	4.5	4.7	5.2	5.4	5.6	5.6	5.7	

DM Metro community comparison

		<u>Polk City</u>	<u>Adel</u>	<u>Bondurant</u>	<u>Carlisle</u>	<u>Grimes</u>	<u>Norwalk</u>	<u>Perry</u>	<u>Pleasant Hill</u>	<u>Windsor Heights</u>
Population		5,700	5,000	6,958	4,332	15,202	13,000	7,700	10,070	4,809
POLICE		7	10		8		18	13	20	13
POLICE ADMIN STAFF			1		1		1	7	2	1
FIRE & EMS		1	0	11	1	13	6		2	7
FIRE & EMS ADMIN STAFF										
PUBLIC WORKS		7	6	7	6	15	15	10	10	7
WATER UTILITY								9		
LIBRARY		3	2	4	3	4	4	4	3	
PARKS & REC		1	3	1	1	2	5	6	6	2
GOLF COURSE										
ADMINISTRATION		4	4	6	4	11	6	3	6	3
COMM. DEVELOPMENT/ENGINEERING						8		2	7	
BUILDING DEPT.			1				9	2	2	
CODE ENFORCEMENT										
GARBAGE COLLECTION								3		
Electric Utility					5					
CEMETERY								1		
Total FTE:		23	27	29	29	53	64	60	58	33
# of FTE per 1,000 population		4.04	5.40	4.17	6.69	3.49	4.92	7.79	5.76	6.86

DM Metro community comparison

		<u>Polk City</u>	<u>Altoona</u>	<u>Ankeny</u>	<u>Clive</u>	<u>Indianola</u>	<u>Johnston</u>	<u>Urbandale</u>	<u>Waukee</u>	<u>West Des Moines</u>
<i>Population</i>		<u>5,700</u>	<u>19,500</u>	<u>68,000</u>	<u>17,506</u>	<u>15,800</u>	<u>22,040</u>	<u>46,000</u>	<u>26,000</u>	<u>71,863</u>
POLICE		7	39	64	28	21	34	54	28	94
POLICE ADMIN STAFF			2	20	3	3	2	9	3	3
Westcom										33
FIRE & EMS		1	18	70	20	14	20	52	15	124
FIRE & EMS ADMIN STAFF			2					1		
PUBLIC WORKS		7	10	61	33	19	25	33	39	66
WATER UTILITY								17		
LIBRARY		3	4	23	4	4	7	10	9	20
PARKS & REC		1	6	27	18	10	13	19	8	
GOLF COURSE				8					1	
ADMINISTRATION		4	26	25	14	18	9	17	16	50
COMM. DEVELOPMENT/ENGINEERING			14	8	8			13		44
BUILDING DEPT.				9		3		7	9	
CODE ENFORCEMENT				16				5		
GARBAGE COLLECTION								6		
Electric Utility						15				
Fibers/Telecom						7				
CEMETERY										
Total FTE:		23	121	331	128	114	110	243	128	434
# of FTE per 1,000 population		4.04	6.21	4.87	7.31	7.22	4.99	4.78	4.92	6.04

State of Iowa-similar sized communities

		<u>Polk City</u>	<u>Dewitt</u>	<u>Eldridge</u>	<u>Independence</u>	<u>Sergeant Bluff</u>	<u>Winterset</u>
Population		5,700	5,389	6,700	6,200	5,127	5,700
POLICE		7	10	9	11	8	8
POLICE ADMIN.			1	1	1	1	1
FIRE		1			3	0	
PUBLIC WORKS		7	10	11	12	8	12
LIBRARY		3	1		3	1	5
PARKS & REC		1	3	2	5	2	3
ADMINISTRATION		4	5	5	4	6	4
BUILDING DEPT.		0	1	2	1	1	1
ELECTRICAL DEPT.		0		4		4	6
Airport					1		
Total FTE:		23	31	34	41	31	40
# of FTE per 1,000 population		4.04	5.75	5.07	6.61	6.05	7.02

State of Iowa-Similar sized communities 2025 and beyond

		<u>Polk City</u>	<u>Charles City</u>	<u>Creston</u>	<u>Hiawatha</u>	<u>Knoxville</u>	<u>Washington</u>
Population		5,700	7,600	7,968	8,000	7,168	7,309
POLICE		7	14	12	16	13	11
POLICE ADMIN.			1	4		2	1
FIRE		1	4	5	8	7	4
			6				
PUBLIC WORKS		7	16	12	5	12	15
WATER UTILITY					7		
LIBRARY		3	4	2	7	3	6
PARKS & REC		1	3	2	4	4	2
ADMINISTRATION		4	5	3	4	4	5
COMM. DEVELOPMENT/Building Dept			9	1	4	1	3
Cemetery						2	
Directors: Main Street, Chamber, Economic Development							3
Total FTE:		23	62	41	55	48	50
# of FTE per 1,000 population		4.04	8.16	5.15	6.88	6.70	6.84



City of Polk City, Iowa

City Council Agenda Communication

Date: May 23, 2022
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: New Hire Pay Rate Approval

BACKGROUND: We have the opportunity to hire a part-time Emergency Medical Technician that will be eligible to test for Paramedic certification in August 2022.

ALTERNATIVES: None

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

RECOMMENDATION: We plan to hire the Riley with the listed stipulation(s) and request approval of pay rate:

Riley Ballantyne, part-time Firefighter/EMT position at a part-time rate of \$16.75 per hour. Riley is a paramedic student at DMACC and has the desire to become Firefighter I certified. Riley became interested in working for Polk City FD after meeting Lieutenant Dunham while he was assisting with teaching her paramedic class. Riley is also interested in full-time employment. This offer is dependent on successful completion of the physical examination and successful completion of the Firefighter I certification within 6 months. We feel Riley will be an asset to the City of Polk City.

SITE PLAN AMENDMENT REVIEW

Date: May 18, 2022

Prepared by: Travis Thornburgh, P.E.

Kathleen Connor, Planner

Project: 302 S. 2nd Street

Project No.: 122.0541.01

GENERAL INFORMATION:

Applicant:	ACG Properties LLC. (Shane & Mandy Torres)
Requested Action:	Approval of Site Plan
Location	302 S. 2 nd Street
Size:	0.88 Acres
Zoning:	C-1(R) and R-2
Existing Land Use:	Vacant
Proposed Land Use:	Move Youth Community Center



BACKGROUND

In 2016, Lakeside Fellowship Church rezoned the portion of their property containing the church and parking lot to C-1(R) with use restricted to funeral homes. The vacant lot abutting W. Church Street retained its R-2 zoning. A Site Plan was approved for Fredregill Funeral Home on July 25, 2016 but the site work was never completed. The building had been vacant until purchased by ACG Properties earlier this year.

On behalf of ACG Properties, Shane and Mandy Torres obtained Council approval of amendment to the zoning restrictions for this property. The principal permitted use of the subject property is now restricted to only allow private clubs, lodges, youth centers, or veterans organizations, except those holding a beer permit or liquor license.

At this time, the applicant is requesting approval of a Site Plan Amendment for the Move Youth Community Center.

PROJECT DESCRIPTION:

The existing church building will be remodeled extensively for use as a youth community center. The plans for the approximately 3,608 sf main floor call for leveling the sanctuary floor for a lounge and game room. This floor will also include a library, kitchen/concession room, a cafeteria area, and

restrooms. The approximately 3,375 sf basement will contain a large open hall area, craft room, photo room, 2 meeting rooms, restrooms, storage and mechanical rooms. The approximately 659 sf third floor will include an office, stage media room, balcony, and bell tower.

Exterior to the building include a new 555 sf wood deck and pergola near the north entrance, new vertical siding to replace existing siding on the S. 3rd Street and E. Wood Street facades; with accent stone, horizontal siding, and new sign facing S. 3rd Street. Some of the windows will be replaced.

Site improvements include addition of a 5' sidewalk along S. 3rd Street, including ADA ramps at the intersections. On site sidewalks will be added, including addition of a bicycle rack. The parking lot will be striped and a trench drain added across the driveway entrance to collect runoff from the parking lot.

Three honey locust will be planted west of the parking lot. A row of Spartan Junipers and black wrought iron fence will be added to buffer the entry, deck, and garden from the neighboring home. Shrubs will be planted adjacent to the parking lot along S. 3rd Street for headlight screening and along W. Wood Street to help define the center parking stalls.

The planned hours of operation for the Youth Community Center are from 3:00 pm – 9:00 pm on Tuesday through Thursday, from 11:00 am – 11:00 pm on Saturday, and from 1:00pm to 5:00 pm on Sunday. The center will be closed on Monday and Friday.

ISSUES:

The Site Plan submittal includes the recommended Traffic Memo prepared by McClure Engineering covering estimated peak hour trip generation, evaluation of safe pedestrian and bicycle traffic to/from the site/ and evaluation of parent drop-off/pick up operations and associated vehicle queuing.

The developer has indicated the Move Youth Community Center will be for teens rather than elementary/middle school children. As a result, children will not be walking or biking from West Elementary or NP Intermediate School to the center. With teens potentially walking or biking to the site from their homes after school, the need generated by this site for a sidewalk on the east side of S. 3rd Street between the square and the center is less of a concern than if the center served younger children. However, the need for this sidewalk, providing a connection to the square and to the existing crosswalk at W. VanDorn Street, should be monitored and may become necessary in the future.

Similar to prior uses of this property, the applicant is requesting that ten of the existing head-in parking stalls on S. 2nd Street be allowed to count toward their parking requirement, thus allowing the existing reconfigured parking lot to serve this use. The developer will be responsible for the initial stripping of these stalls. The Right-of-Way Permit application covering the Move Youth Center's use of these stalls has been prepared by staff and signed by the applicant.

The Record of Lot Tie Agreement for all parcels owned by ACG Properties LLC has been signed by the property owner and will need to be recorded prior to issuance of a Building Permit.

REVIEW COMMENTS: Pursuant to staff's review of Submittal #3, we offer the following:

1. Since this facility will be used after dark on a regular basis, two "Shepherd's Hook" parking lot lights are proposed. Provide a photometric plan, including height and bulb wattage of the fixtures, for review of the location and quantity of fixtures. Revise site plan if necessary to address this issue.

RECOMMENDATION:

Based on the foregoing, P&Z and staff recommend City Council approval of the Site Plan for 302 S. 2nd Street for the Move Youth Community Center and Record of Lot Tie Agreement, subject to:

1. The outstanding review comment shall be satisfactorily addressed and approved by City Engineer prior to final approval of this Site Plan or issuance of a Building Permit for the remodeling project.
2. Provision of a recorded copy of the Record of Lot Tie agreement to the City Clerk prior to issuance of a Building Permit.
3. Approval of the Right-of-way Permit by the Public Works Director prior to issuance of a Building Permit.
4. No temporary or permanent Certificate of Occupancy will be issued for the building until all site plan elements are complete, including site plantings, or an Agreement to Complete with surety is supplied to the City.
5. Payment in full of all fees to the City of Polk City.

RESOLUTION NO. 2022-66

**A RESOLUTION APPROVING THE SITE PLAN FOR
THE MOVE YOUTH CENTER**

WHEREAS, ACG Properties LLC., submitted a Site Plan for The Move Youth Center located at 302 S. 2nd Street; and

WHEREAS, on May 16, 2022 the Polk City Planning & Zoning Commission met and recommended approval of the Site Plan, subject to completion of the City Engineer's review comments and recommendations being satisfactorily addressed; and

WHEREAS, the City Engineer has reviewed the Site Plan and accompanying documents including Record of Lot Tie Agreement and recommends Council approval subject to City Engineering approval of the Photometric Plan, including revisions to the fixture layout if needed, prior to final approval or issuance of a Building Permit for the remodeling project.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, City Engineer and deems it appropriate to approve the Site Plan for The Move Youth Center including Record of Lot Tie Agreement subject to the City Engineering approval of the Photometric Plan, including revisions to the fixture layout if needed, prior to final approval or issuance of a Building Permit for the remodeling project.

PASSED AND APPROVED the 23rd day May 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

INDEX OF SHEETS	
NO.	DESCRIPTION
1	COVER SHEET
2	SITE PLAN

POLK CITY, IOWA

ACG PROPERTIES LLC
CONTACT: SHANE TORRES
302 S 2ND STREET
POLK CITY, IA 50226
EMAIL: SHANETORRES@REMAX.NET
PH: (515) 984-0222

CIVIL DESIGN ADVANTAGE
4121 NW URBANDALE DRIVE
URBANDALE, IA 50322
CONTACT: ERIN OLLENDIKE
EMAIL: ERINO@CDA-ENG.COM
PH. (515) 369-4400

CIVIL DESIGN ADVANTAGE, LLC
4121 NW URBANDALE DRIVE
URBANDALE, IA 50322
CONTACT: CHARLIE MCGLOTHLEN
EMAIL: CHARLIE@CDA-ENG.COM
PH. (515) 369-4400

302 S. 2ND STREET

NOVEMBER 03, 2021

1. BURY BOLT @ HYDRANT NW CORNER S. 3RD STREET & W. WOOD STREET.
ELEVATION=903.83
2. BURY BOLT @ HYDRANT 150' +/- S. WOLF CREEK DRIVE & EAST ROW 3RD STREET.
ELEVATION=864.58

FIRST SUBMITTAL: 04/13/2022
SECOND SUBMITTAL: 05/06/2022
THIRD SUBMITTAL: 05/11/2022

C-1: RESTRICTED TO ALLOW CIVIC PRIVATE CLUBS, LODGES, YOUTH CENTERS, OR VETERANS ORGANIZATIONS, EXCEPT THOSE HOLDING A BEER PERMIT OR LIQUOR LICENSE, ONLY AS PRINCIPAL PERMITTED USES.

R-2; ONE- AND TWO-FAMILY RESIDENTIAL

AREA: 0.88 ACRES (38,406 SF)
PROPOSED USE: YOUTH COMMUNITY CENTER

HOURS OF OPERATION:
TUESDAY-THURSDAY: 3:00 PM - 9:00 PM
SATURDAY: 11:00 AM - 11:00 PM
SUNDAY: 1:00 PM - 5:00 PM

SETBACKS:
FRONT: NONE
SIDE: NONE *EXCEPT 20 FEET WHERE ADJACENT
TO "R" RESIDENTIAL DISTRICTS
REAR: NONE *EXCEPT 20 FEET WHERE ADJACENT
TO "R" RESIDENTIAL DISTRICTS

OPEN SPACE CALCULATION:

TOTAL SITE:	=	38,406 (0.88 AC.)
BUILDING	-	4,694 SF
PARKING AREAS	-	4,543 SF
DRIVEWAYS	-	3,826 SF
<u>SIDEWALK / BIKE RACKS</u>	-	<u>1,601 SF</u>
OPEN SPACE PROVIDED	=	23,742 SF (62%)

REQUIRED PARKING:
SOCIAL OR FRATERNAL CLUBS AND LODGES,
ASSEMBLY ROOMS, COMMUNITY ROOMS, UNION
HALLS AND SIMILAR USES: 1 SPACE PER 300 SF

555 SF OF NEW DECK
3,375 SF BASEMENT
3,608 SF FIRST FLOOR
659 SF BALCONY
8,197 SF OF BUILDING GROSS AREA

$$8,197 / 300 = 28 \text{ SPACES}$$

TOTAL PARKING PROVIDED:
33 SPACES

TOTAL REQUIRED:
2% OF TOTAL PROVIDED
(26-50 SPACES PROVIDED) = 2 SPACES
ADA SPACES PROVIDED = 2 SPACES

1. ALL TRASH SHALL BE STORED INSIDE THE BUILDING OR GARAGE. NO DUMPSTERS SHALL BE INSTALLED ON SITE UNLESS LOCATED WITHIN AN APPROVED TRASH ENCLOSURE. NO TRASH ENCLOSURE SHALL BE INSTALLED ON SITE WITHOUT PRIOR APPROVAL OF THE CITY MANAGER.
2. A RAPID ENTRY LOCK BOX SHALL BE INSTALLED IN A LOCATION APPROVED BY THE FIRE CHIEF.
3. CONNECT TO EXISTING INTAKE (ST-EX1) SHALL BE CORE DRILLED.

ANTICIPATED START DATE = SPRING 2022
ANTICIPATED FINISH DATE = SUMMER 2022

ANY UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY AND RECORDS OBTAINED BY THIS SURVEYOR. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL THE UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION SHOWN.

NO.	DESCRIPTION
1	COVER SHEET
2	SITE PLAN

LOTS 1 AND 2 IN BLOCK 17, IN THE TOWN OF POLK CITY, POLK COUNTY, IOWA

AND

ALL OF THE 16.5 FOOT WIDE NORTH AND SOUTH ALLEY RUNNING IN A NORTHEASTERLY AND SOUTHWESTERLY DIRECTION IN THE CENTER OF BLOCK 17, TOWN OF POLK CITY (FORMERLY DESCRIBED AS POLK CITY ADDITION), NOW INCLUDED IN AND FORMING A PART OF THE TOWN OF POLK CITY, IOWA, EXCEPT THE EASTERLY 8.00 FEET OF A NORTHEAST AND SOUTHWEST ALLEY LYING ADJACENT TO LOT 4 IN BLOCK 17, THE EASTERLY 8.00 FEET OF SAID NORTHEAST TO SOUTHWEST ALLEY IN BLOCK 17 EXTENDED 8.00 FEET NORTHEAST OF THE NORTHEASTERLY LINE OF SAID LOT 4.

AND

THE 16.5 FOOT WIDE ALLEY BETWEEN LOTS 1 AND 4 OF BLOCK 17, TOWN OF POLK CITY (FORMERLY DESCRIBED AS POLK CITY ADDITION), NOW INCLUDED IN AND FORMING A PART OF THE TOWN OF POLK CITY, POLK COUNTY, IOWA, EXCEPT THE SOUTHERLY 8.00 FEET OF A NORTHWEST TO SOUTHEAST ALLEY IN SAID BLOCK 17 LYING ADJACENT TO SAID LOT 4.

AND

THE 16.5 FOOT WIDE EAST AND WEST ALLEY IN THE CENTER OF LOT 17, BETWEEN LOTS 2 AND 3 OF BLOCK 17, TOWN OF POLK CITY (FORMERLY DESCRIBED AS POLK CITY ADDITION), NOW INCLUDED IN AND FORMING A PART OF THE TOWN OF POLK CITY, IOWA.

AND

THAT PART OF THE SOUTHEASTERLY HALF OF S 3RD STREET LYING SOUTHWESTERLY OF THE CENTERLINE OF W WOOD STREET AND NORTHEASTERLY OF THE NORTHWESTERLY EXTENSION OF THE NORTHEASTERLY LINE OF LOT 3, BLOCK 17, TOWN OF POLK CITY, POLK COUNTY, IOWA

AND

THAT PART OF THE NORTHWESTERLY HALF OF S 2ND STREET LYING SOUTHWESTERLY OF THE CENTERLINE OF W WOOD STREET AND NORTHEASTERLY OF THE SOUTHEASTERLY EXTENSION OF THE SOUTHWESTERLY LINE OF THE NORTHEASTERLY 8.00 FEET OF THE VACATED ALLEY ADJACENT TO THE SOUTHWESTERLY LINE OF THE LOT 1, BLOCK 17, TOWN OF POLK CITY, POLK COUNTY, IOWA

AND

THAT PART OF THE SOUTHWESTERLY HALF OF W WOOD STREET LYING SOUTHEASTERLY OF S 3RD STREET AND
NORTHWESTERLY OF S 2ND STREET

CONTAINING 0.88 ACRES (38,406 SQUARE FEET).



4121 NW URBANDALE DRIVE, URBANDALE, IA 50322

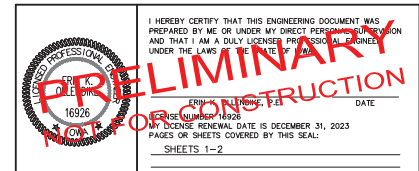
PH: (515) 369-4400

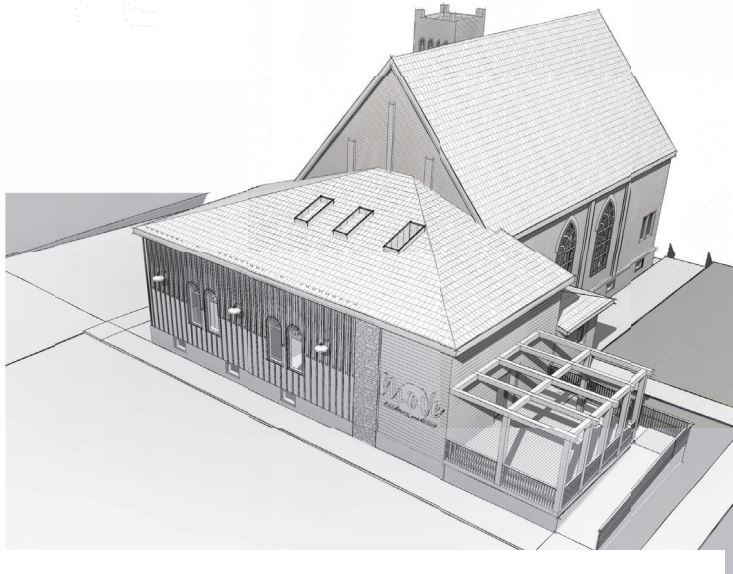
PROJECT NO. 2012.698

PROPOSED	EXISTING
PROPERTY BOUNDARY	SANITARY MANHOLE
SECTION LINE	WATER VALVE BOX
CENTER LINE	FIRE HYDRANT
RIGHT OF WAY	WATER CURB STOP
BUILDING SETBACK	WELL
PERMANENT EASEMENT	STORM SEWER MANHOLE
TEMPORARY EASEMENT	STORM SEWER SINGLE INTAKE
TYPE SW-501 STORM INTAKE	STORM SEWER DOUBLE INTAKE
TYPE SW-502 STORM INTAKE	FLARED END SECTION
TYPE SW-503 STORM INTAKE	DECIDUOUS TREE
TYPE SW-505 STORM INTAKE	CONIFEROUS TREE
TYPE SW-506 STORM INTAKE	DECIDUOUS SHRUB
TYPE SW-512 STORM INTAKE	CONIFEROUS SHRUB
TYPE SW-513 STORM INTAKE	ELECTRIC POWER POLE
TYPE SW-401 STORM MANHOLE	GUY ANCHOR
TYPE SW-402 STORM MANHOLE	STREET LIGHT
FLARED END SECTION	POWER POLE W/ TRANSFORMER
TYPE SW-301 SANITARY MANHOLE	UTILITY POLE W/ LIGHT
STORM/SANITARY CLEANOUT	ELECTRIC BOX
WATER VALVE	ELECTRIC TRANSFORMER
FIRE HYDRANT ASSEMBLY	ELECTRIC MANHOLE OR VAULT
SIGN	TRAFFIC SIGN
DETECTABLE WARNING PANEL	TELEPHONE JUNCTION BOX
WATER CURB STOP	TELEPHONE MANHOLE/VAULT
SANITARY SEWER	TELEPHONE POLE
SANITARY SERVICE	GAS VALVE BOX
STORM SEWER	CABLE TV JUNCTION BOX
STORM SERVICE	CABLE TV MANHOLE/VAULT
WATERMAIN WITH SIZE	MAIL BOX
WATER SERVICE	BENCHMARK
SAWCUT (FULL DEPTH)	SOIL BORING
SILT FENCE	UNDERGROUND TV CABLE
USE AS CONSTRUCTED	GAS MAIN
	FIBER OPTIC
	UNDERGROUND TELEPHONE
	OVERHEAD ELECTRIC
	UNDERGROUND ELECTRIC
	FIELD TILE
	SANITARY SEWER W/ SIZE
	STORM SEWER W/ SIZE
	WATER MAIN W/ SIZE

ALL CONSTRUCTION MATERIALS, DUMPSTERS, DETACHED TRAILERS OR SIMILAR ITEMS ARE PROHIBITED ON PUBLIC STREETS OR WITHIN THE PUBLIC R.O.W.

THE 2022 EDITION OF THE SUDAS STANDARD SPECIFICATIONS, THE PUBLIC RIGHTS-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG) AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.





PREPARED BY:



SHYFT COLLECTIVE
1300 WALNUT ST SUITE 100
DES MOINES, IA 50309
SHYFTCOLLECTIVE.COM

PROJECT INFORMATION

GENERAL INFORMATION	
PROJECT SITE ADDRESS	302 S 2ND ST POLK CITY, IA 50226
OWNER INFORMATION	ACG PROPERTIES LLC 905 W BRIDGE RD POLK CITY, IA 50266

INDEX OF DRAWINGS

01- GENERAL	DRAWING INDEX PROJECT INFO
G001	EXTERIOR RENDERINGS
G003	LIFE SAFETY PLAN
01- GENERAL: 3	
02- SITE	SITE PLAN
1.1	
02- SITE: 1	
03- STRUCTURAL	STRUCTURAL
03- STRUCTURAL: 1	
04- ARCHITECTURAL	BASEMENT PLAN
A100	FIRST FLOOR PLAN
A101	BALCONY PLAN
A102	EXTERIOR ELEVATIONS
A200	DECK DETAILS
A300	
04- ARCHITECTURAL: 5	

GENERAL PROJECT NOTES

- PRIOR TO AND DURING WORK, VERIFY ALL FIELD CONDITIONS AND DIMENSIONS.
- DO NOT SCALE FROM THE DRAWINGS. THE ARCHITECT SHALL BE NOTIFIED OF ANY CONFLICTS IN DIMENSIONING.
- ALL WORK AND MATERIALS SHALL CONFORM TO THE REQUIREMENTS OF ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES AND ORDINANCES.
- PROVIDE ALL REQUIRED BLOCKING, FURRING AND BACKING FOR ANY WALL MOUNTED FIXTURES, SHELVING AND ACCESSORIES.
- ALL EQUIPMENT AND SYSTEMS ARE TO BE COMPLETED AND DELIVERED IN FULL WORKING ORDER FURNISHED WITH ANY REASONABLY ASSUMED COMPONENT, ACCESSORY, OR ANCILLARY PARTS AND PIECES WHICH IS REQUIRED TO MAKE THE EQUIPMENT OR SYSTEM FULLY FUNCTIONAL AND RESIDENTIAL CODE COMPLIANT, REGARDLESS IF THE DRAWINGS DO NOT SHOW THE COMPONENT, ACCESSORY OR ANCILLARY PARTS AND PIECES.



I hereby certify that the portion of the technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly registered architect under the laws of the State of Iowa.

NAME MUNTZ, ZANE
Printed or typed name
Date 10/26/2021

Signature
05/30/2023
Registration expires
Date issued 10/26/2021

GENERAL AND ARCHITECTURAL SERIES
Pages or sheets covered by this seal

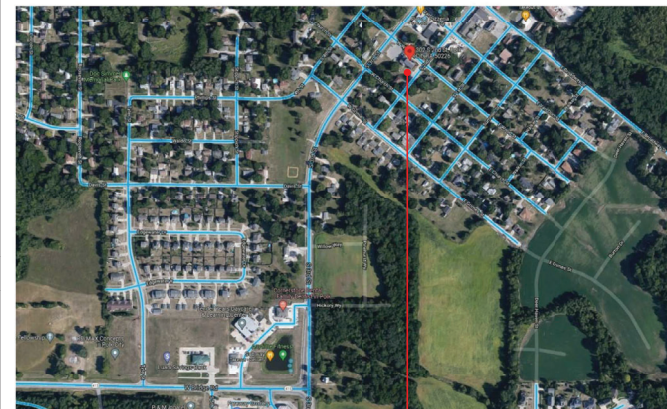
SYMBOLS LEGEND

DOOR TYPE TAG 	ROOM TAGS ROOM NAME AREA EXTERIOR ELEVATION SPOT ELEVATION 	SECTION DETAIL / FLOOR PLAN CALLOUT 	INTERIOR ELEVATION VIEW TITLE VIEW NAME 1/8" = 1'-0"	CEILING TAG CODED NOTE / ACCESSORY TAG NORTH ARROW
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MATERIALS LEGEND

ALUMINUM	EARTH	INSULATION - RIGID
ACOUSTIC CEILING	GLASS - LARGE SCALE	PLYWOOD
BRICK	GLASS - SMALL SCALE	STEEL
CONCRETE	GRANULAR FILL	WOOD - ROUGH FRAMING
CONCRETE MASONRY	GYPSUM BOARD	WOOD - ROUGH BLOCKING
CONCRETE (SURFACE)	INSULATION - BATT	WOOD - FINISHED

VICINITY MAP



1300 Walnut St, Suite 100
Des Moines, IA 50309
www.shyftcollective.com

Date
Issue/Revision/Submission
No.

POLK CITY COMMUNITY CENTER

302 S. 2ND ST

POLK CITY, IA 50226

Project Number 221-110
Date 05/02/2022
Drawn By jwb
Checked By jwb

DRAWING INDEX
PROJECT INFO

G001

3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

L

K

J

H

G

F



E

D

C

B



A

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SHYFT
Collective

1300 Walnut St, Suite 100
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Date

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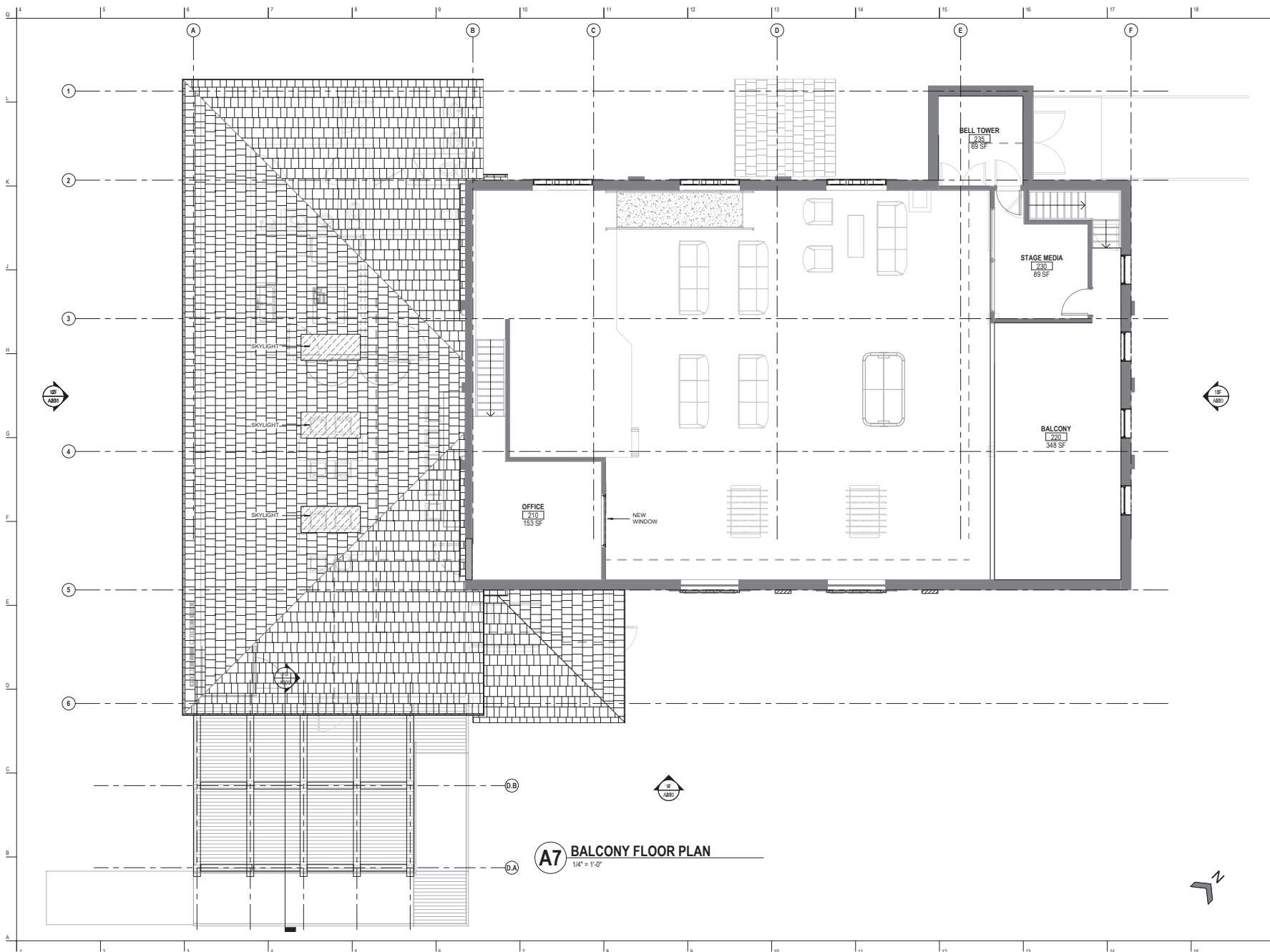
Drawn By jwb

Checked By jwb

**EXTERIOR
RENDERINGS**

G002





A7 BALCONY FLOOR PLAN
1/4" = 1'-0"

Date
Issue/Revision/Submission
No.

POLK CITY COMMUNITY CENTER

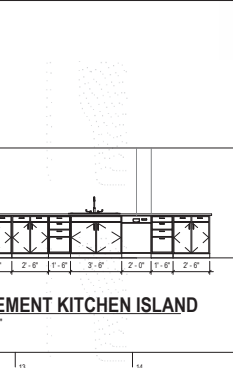
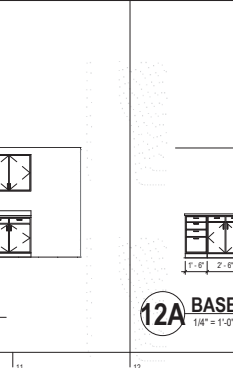
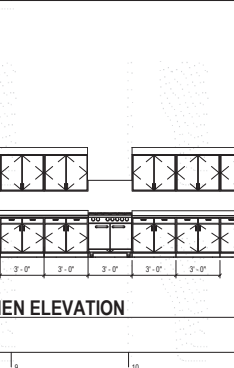
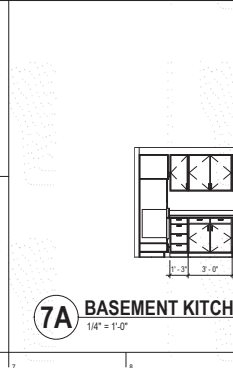
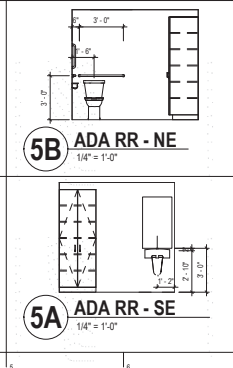
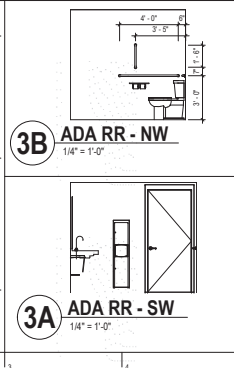
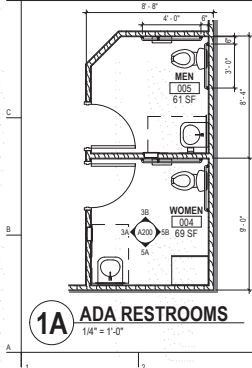
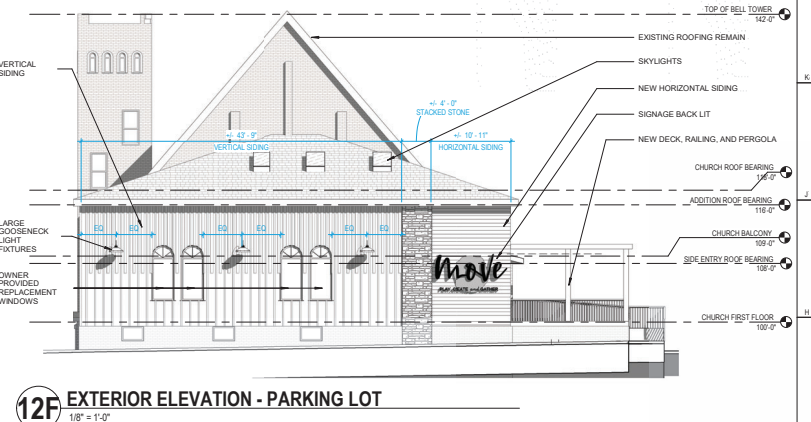
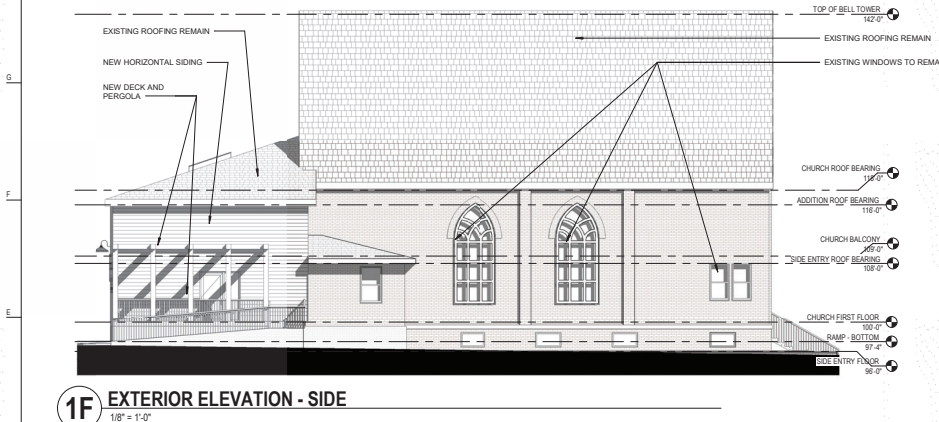
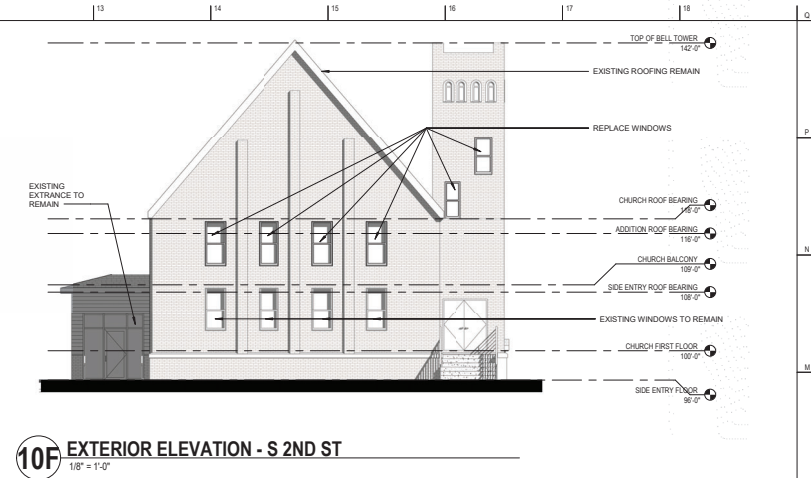
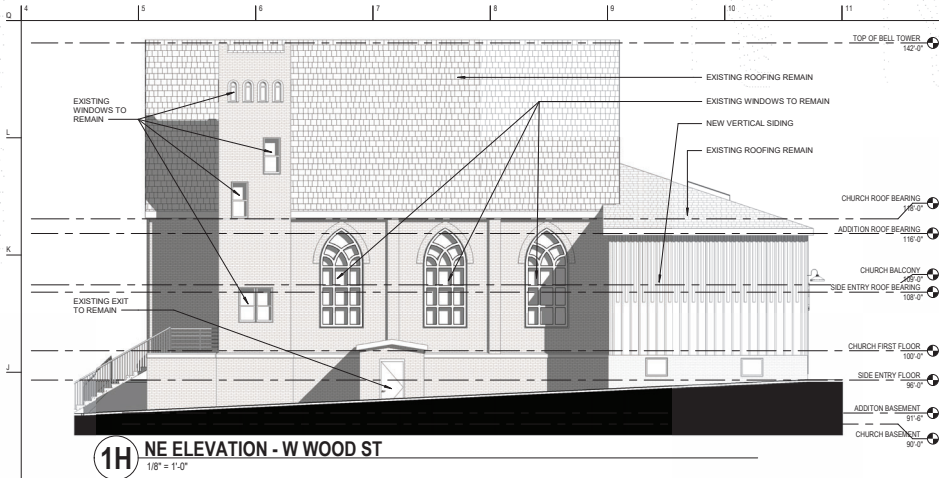
302 S. 2ND ST

POLK CITY, IA 50226

Project Number 221-110
Date 05/02/2022
Drawn By jwb
Checked By jwb

BALCONY PLAN

A102



1G SECTION - DECK
1/4" = 1'-0"



DATE 05/04/22 TIME 1:00 PM PROJECT 2022000537

TO City of Polk City
 Shane Torres, ACG Properties LLC

FROM Lisa VanDenBerg, McClure

SUBJECT Youth Community Center

INTRODUCTION

This memorandum is to address the traffic-related concerns in conjunction with the Site Plan. These concerns were listed as items needing documentation by a traffic review. These items were specified by the City Traffic Engineer representative as:

1. Estimated peak hour trip generation.
2. Evaluation of safe pedestrian and bicycle traffic to/from the site.
3. Evaluation of parent drop-off/ pick-up operations and associated vehicle queuing.

The site plan consists of an existing building of 4,139 sf per floor (first story and basement) and 659 sf loft space for a total 8,937 square feet (sf) of potentially useable space. A 555-sf outdoor deck is being added to the entrance near the parking lot. This building is located at the corner of S 3rd Street and W Wood Street in the City of Polk City.

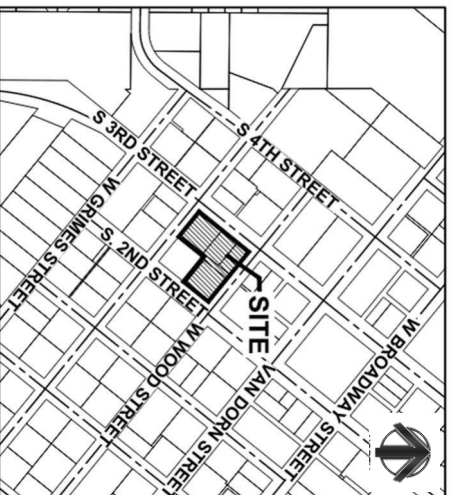


Figure 1 – Location Map

TRIP GENERATION AND DISTRIBUTION

The Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition was used to estimate the daily weekday AM and PM peak hour trip volumes for the site. The best fit land use for the site is Land Use 495, Recreational Community Center. The resulting total trips were 11 inbound

trips and 6 outbound trips in the AM peak hour and 11 inbound trips and 12 outbound trips in the PM peak hour. This is far less than the 100 peak hour trips needed to trigger a full Traffic Impact Study. Trip generation is shown in **Table 1**.

Table 1 – Trip Generation

Polk City Community Youth Center				AM Peak				PM Peak						
Area #	Code	Use	Unit of Measure	Number	Avg Rate	Enter	Exit	Avg Rate	Enter	Exit				
1	495	Recreational Community Center	1000 ² GFA	9.0	1.91	66%	11	34%	6	2.50	47%	11	53%	12
		Trip Ends					11		6			11		12
		Pass-By Trips					0		0			0		0
		New Trips					11		6			11		12

The “MOVE” community center’s primary purpose will be a game lounge geared toward the community’s teens and young adults. This is not meant for younger children, who require a high degree of supervision, and is not meant to be in place of after-school care. Thus, foot traffic would not be walking/biking from the elementary or the intermediate school. Students from the Allenman school location would be expected to be dropped by a parent or walk to the location from their residence after being bused there. If MOVE were ever to expand to a younger age group, then shuttle service would be arranged for the younger children. Long-range plans could include an after-school program that includes transportation. This is not a top priority and when it will happen is unknown.

The main area of the center will feature table games (pool, ping pong, etc) while the front area will have seating and tables. Lower-level areas will be for a craft room, a photo studio and two small meeting rooms. Initial hours of operations will be limited to a few days per week with possible expansion of additional days in the future. Hours of operations will normally be after school with no morning operations.

PEDESTRIAN AND BICYCLE TRAFFIC

Understanding the needs and characteristics of pedestrian and bicycle traffic that affect their ability for travel is an important consideration when determining the sufficiency of facilities. The overall planning of pedestrian and bicycle facilities typically occurs at a city-wide level. In the case of a very small development or re-use of an existing facility, often the existing accommodations are sufficient. **Figure 2** shows the existing accommodations with sidewalk along the west side of S 3rd Street.

Pedestrian crossings throughout the city are generally unmarked with the exception of certain intersections on S 3rd Street at the town square. This area of town has existed without sidewalk on the side roads. Newer areas of town are installing sidewalk as new development occurs. With low volumes of vehicular traffic on the existing side roads south of the town center, pedestrians and bicycles are expected to share the roadway, as the addition of sidewalk or multi-use trail would be cost prohibitive and often unfeasible. New 5-foot-wide sidewalk is planned to be installed along the property frontage of S 3rd Street as can be seen in the site plan. Appropriate ramp crossings will be provided at both W Church Street and W Wood Street. A sidewalk connection from the planned sidewalk along the east side of S 3rd Street and the planned on-site bike parking area is not possible as acceptable grades cannot be provided.

Although the city may desire to have sidewalk on the east side of S 3rd Street between the Youth Center and the town square, it would not be economically viable for such a low trip generation site

to provide this level of service for this specific land use. If any walkers and bicyclists were to come from the town center, they could easily use a less busy side street such as S 2nd to get to the youth center. Any sidewalk beyond the property lines should be part of a larger city-wide plan to provide pedestrian features for the community and improved access to community areas.

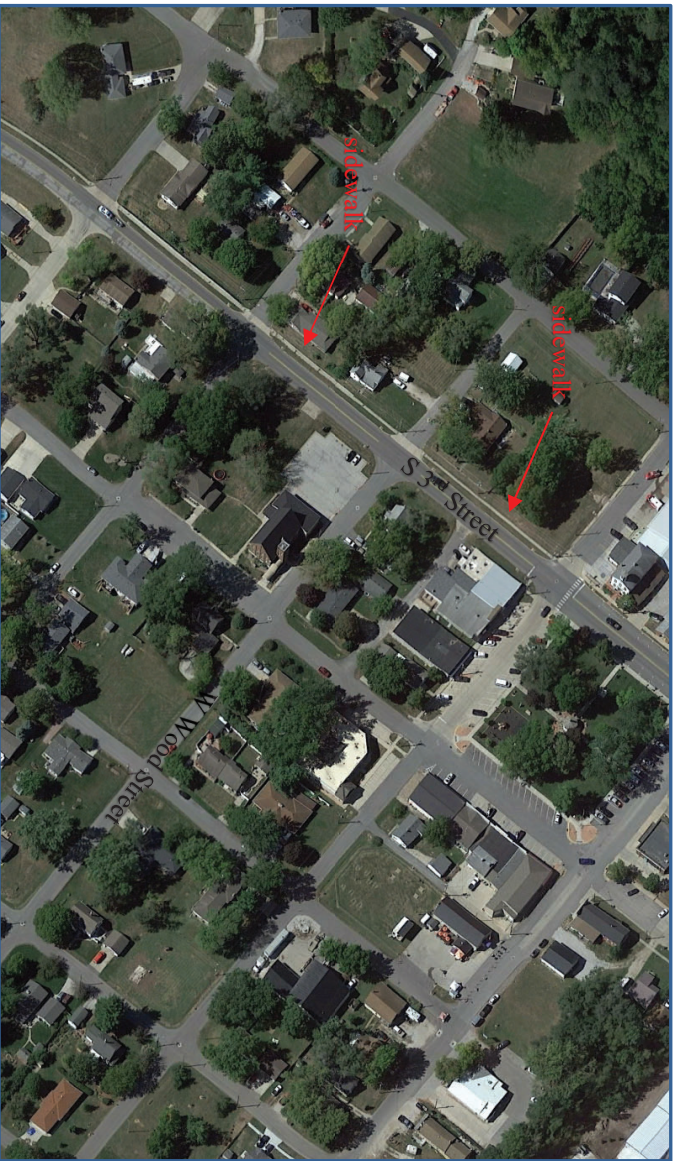


Figure 2 – Existing Sidewalk

Crash history was evaluated over the 5-year period from January 2017 through December 2021. Only two crashes occurred during this 5-year period. One crash was a single-vehicle motorcycle crash where the vehicle lost control. The other crash was a two-vehicle rear-end crash. Neither crash involved an injury and only property damage occurred. No pedestrian and no bicycles were involved in either crash.

PARENT DROP-OFF/ PICK-UP OPERATIONS

The current site plan will be able to accommodate on-site storage of vehicles dropping off and picking up. Alternatively, there is parking available such that parents can choose to wait in a parking lot space and not be in queue. **Figure 3** shows the striping/parking lot layout with access drives. If vehicles enter the drive nearest S 3rd Street and pull up near the ADA parking spaces to drop-off, then there would be approximately 75 feet or 3-4 car lengths of storage on-site. Given the relatively small number of people using the facility at one time, problems are not anticipated. If drop-off/ pick-up were to become an issue, a plan could be developed instructing parents where and how to enter, exit, and queue.

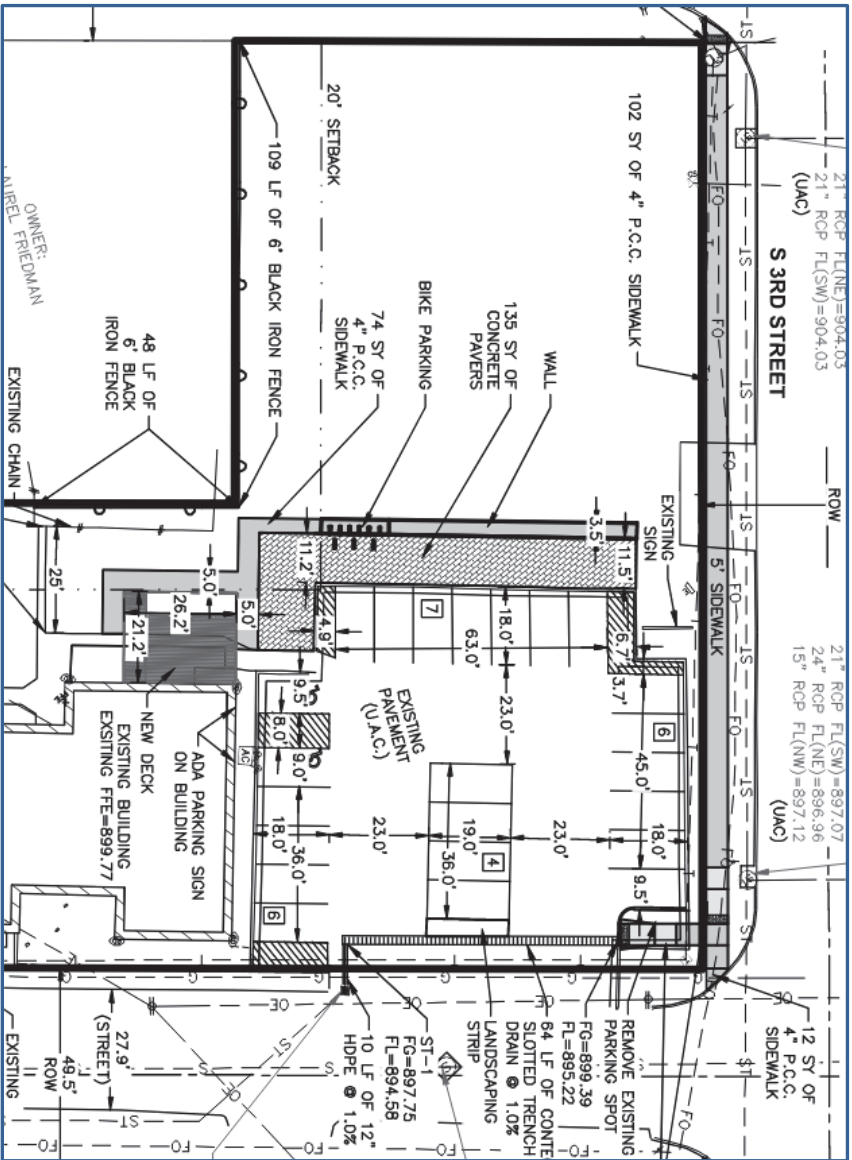


Figure 3 – Parking Lot and Access Drives

CONCLUSION

With low projected volumes, no significant impact is expected as a result of the site.

Crash Detail Report

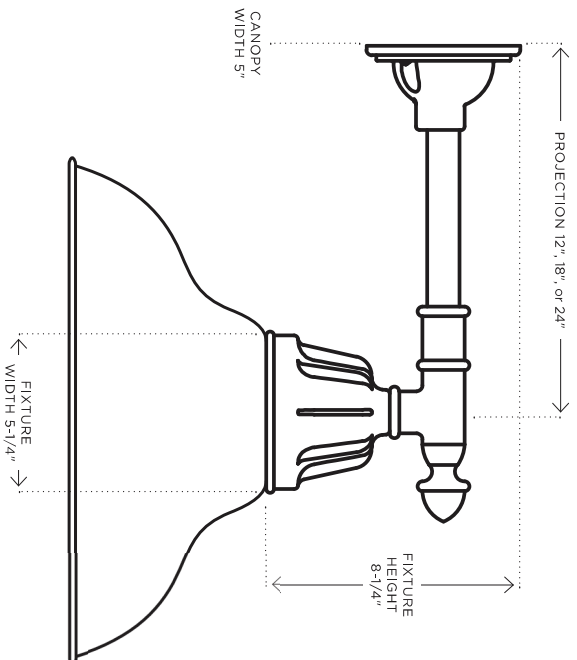
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County: Polk		City: Polk City			
Major Cause: Lost control					
Roadway Type: Feature: Non-junction/no special feature					
Severity:: Property Damage Only		Manner of Crash: Non-collision (single vehicle)			
Fatalities: 0		Surface Conditions: Wet			
Major Injuries: 0		Light Conditions: Daylight			
Minor Injuries: 0		Weather Conditions: Snow			
Possible Injuries: 0		Drug/Alc Involved: None Indicated			
Severity:: Property Damage Only		Property Damage: \$2,000		Number of Vehicles: 1	
Unit 1 Init Trav Dir: South Veh Action: Movement essentially straight Configuration: Motorcycle Driver Age: 22 Driver Gender: M Driver Cond: Apparently normal Driver Contr 1: Lost control Driver Contr 2: Not reported Fixed Object: None (no fixed object struck)		Unit		Unit	
20211223387		01/25/2021 13:35		W WOOD ST AND S 3RD ST	
County: Polk		City: Polk City			
Major Cause: Followed too close					
Roadway Type: Intersection: Four-way intersection					
Severity:: Property Damage Only		Manner of Crash: Rear-end (front to rear)			
Fatalities: 0		Surface Conditions: Snow			
Major Injuries: 0		Light Conditions: Daylight			
Minor Injuries: 0		Weather Conditions: Blowing snow			
Possible Injuries: 0		Drug/Alc Involved: None Indicated			
Severity:: Property Damage Only		Property Damage: \$2,000		Number of Vehicles: 2	
Unit 1 Init Trav Dir: South Veh Action: Turning left Configuration: Four-tire light truck (pick-up) Driver Age: 15 Driver Gender: M Driver Cond: Apparently normal Driver Contr 1: Operator inexperience Driver Contr 2: Not reported Fixed Object: None (no fixed object struck)		Unit 2		Unit	
Init Trav Dir: South Veh Action: Turning left Configuration: Four-tire light truck (pick-up) Driver Age: 15 Driver Gender: M Driver Cond: Apparently normal Driver Contr 1: Operator inexperience Driver Contr 2: Not reported Fixed Object: None (no fixed object struck)		Init Trav Dir: South Veh Action: Movement essentially straight Configuration: Four-tire light truck (pick-up) Driver Age: 15 Driver Gender: M Driver Cond: Apparently normal Driver Contr 1: Operator inexperience Driver Contr 2: Not reported Fixed Object: None (no fixed object struck)			

CARSON STRAIGHT ARM

WAREHOUSE WALL FIXTURE

AVAILABLE SIZES: A6562 - 12"PROJ, 18"PROJ, 24"PROJ

Bulbs used with this fixture shall not exceed 150 watt for incandescent bulbs and 28 watt for LED.



DETAILS

UL RATING: Wet

NUMBER OF SOCKETS: 1

MAX WATTAGE: 300W

AVAILABLE SOCKET TYPES: Standard incandescent or GU24

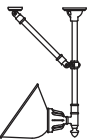
NUMBER OF AVAILABLE COMBINATIONS: 2,000+

NUMBER OF ARM SUPPORT OPTIONS: 5 available for 18" & 24" projection sizes

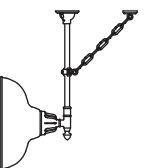
SHADE SHOWN: B1700 - 16" Deep Dome Warehouse in Tomato

AVAILABLE FIXTURE FINISH: Carbon

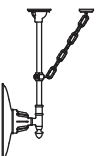
ARM SUPPORT OPTIONS (18" & 24" PROJECTIONS ONLY)



SINGLE ARM SUPPORT
A0882



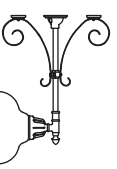
SINGLE CHAIN
SUPPORT
A1110



DOUBLE CHAIN
SUPPORT
A1201



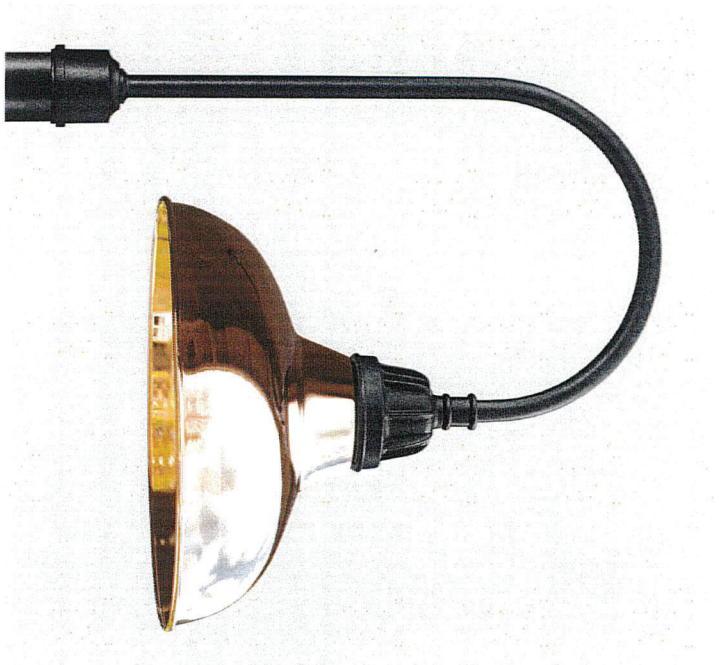
SINGLE SCROLL
SUPPORT
A0009



DOUBLE SCROLL
SUPPORT
A0301



REJUVENATION



Carson 20" Shepherd's Hook Post Light

Copper
Item #A0791

<http://www.rejuvenation.com/s/18oxg>

Specification	Detail
Item #	A0791
Overall Width	20"
Overall Height	27-1/2"
Projection	26-1/4"
Socket Count	1
Max Wattage	300w per socket
UL Location Rating	Wet
Shade Only Diameter	20"
Arm Only Projection	14-1/2"
Arm Pipe Diameter	1-1/16"
Wire Length	6" lead wire

Price as shown* : \$749.00

* Shipping and handling fees apply



City of Polk City, Iowa

City Council Agenda Communication

Date: May 23, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Resolution awarding General Obligation Corporate Purpose Bonds, Series 2022

BACKGROUND: On Monday, the City will be selling General Obligation Corporate Purpose bonds and awarding contract to the best bidder. The city will not know the bid results until Monday. Those will be shared at Monday's meeting, with a recommendation of the lowest bidder made by PFM Financial Advisors. The City Council will finalize the loan proceedings process on June 13, 2022, when the City Council takes action on the loan agreement.

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

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

ALTERNATIVES: Do not award the sale of bonds

FINANCIAL CONSIDERATIONS: The financial considerations for the sale of the bonds are \$4,500,000 plus interest.

RECOMMENDATION: It is my recommendation that the Council award sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2022 to the low bidder.

MINUTES TO RECEIVE BIDS AND
SELL BONDS

511493-7

Polk City, Iowa

May 23, 2022

The City Council of the City of Polk City, Iowa, met on May 23, 2022, at _____ o'clock
____.m., at the _____, Polk City, Iowa.

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

Present: _____

Absent: _____.

This being the time and place fixed by the City Council for the consideration of bids for
the purchase of the City's General Obligation Corporate Purpose Bonds, Series 2022, the Mayor
announced that bids had been received and canvassed on behalf of the City at the time and place
fixed therefor.

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

Name and Address of Bidder

Final Bid (interest cost)

(Attached bid tabulation)

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

Ayes: _____

Nays: _____.

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

• • • •

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

Mayor

Attest:

City Clerk

RESOLUTION NO. 2022-67

Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2022

WHEREAS, the City of Polk City (the “City”), in Polk County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a loan agreement (the “Fire Station Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$700,000, for the purpose of paying the costs, to that extent, of undertaking the remodeling of a municipal fire station, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of March 28, 2022, no petition had been filed with the City asking that the question of entering into the Fire Station Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a loan agreement (the “Police Station Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$650,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the costs, to that extent, of acquiring land to serve as the site for a new municipal police station, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of March 28, 2022, no petition had been filed with the City asking that the question of entering into the Police Station Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a loan agreement (the “Trails Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$500,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the costs, to that extent, of undertaking the construction of recreational trails, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of March 28, 2022, no petition had been filed with the City asking that the question of entering into the Trails Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a loan agreement (the “Urban Renewal Loan Agreement” and together with the Fire Station Loan Agreement, Police Station Loan Agreement, and the Trails Loan Agreement, the “Loan Agreements”) and to borrow money thereunder in a principal amount not to exceed \$2,650,000, pursuant to the provisions of Section 384.24A and Section 384.24.3(q) of the Code of Iowa, for the purpose of paying the costs, to that extent, of undertaking the City Hall Development Project, an urban renewal project in the Polk City Urban Renewal Area #2, authorized by action of the City Council on March 14, 2022 and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of March 28, 2022, no petition had been filed with the City asking that the question of entering into the Urban Renewal Loan Agreement be submitted to the registered voters of the City; and

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

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared to facilitate the sale of General Obligation Corporate Purpose Bonds, Series 2022 (the “Bonds”) to be issued in evidence of the obligation of the City under the Loan Agreement, and the City Council has made provision for the approval of the P.O.S. and has authorized its preparation and use by PFM Financial Advisors LLC, as municipal financial advisor to the City, and has otherwise made provision for the sale of the Bonds; and

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

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

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

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

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

Section 3. Further action with respect to the approval of the Loan Agreement and the issuance of the Bonds is hereby adjourned to the City Council meeting to be held on June 13, 2022.

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

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

Passed and approved May 23, 2022.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA

POLK COUNTY

CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, do hereby certify that as such City Clerk I have in my possession or have access to the complete corporate records of the City and of its City Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records in relation to the sale of General Obligation Corporate Purpose Bonds, Series 2022 of the City evidencing the City's obligation under a certain Loan Agreement and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this _____ day of _____, 2022.

City Clerk

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

May 18, 2022

Via Email

Chelsea Huisman
City Manager/City Hall
Polk City, Iowa

Re: General Obligation Corporate Purpose Bonds, Series 2022
Our File No. 511493-7

Dear Chelsea:

We have prepared and attach proceedings to be used at the May 23rd City Council meeting to report the bids received and to adopt the resolution approving the sale of General Obligation Corporate Purpose Bonds, Series 2022 (the “Bonds”) to the best bidder.

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

The proceedings attached include the following items:

1. Resolution awarding the sale of the Bonds and providing for the adjournment of action on the Loan Agreement to June 13, 2022 for adoption of the issuance resolution.
2. Attestation Certificate with respect to the validity of the transcript.

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

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

Best regards,

John P. Danos

Attachments

cc: Jenny Coffin
PFM Financial Advisors LLC
Diana VanVleet



City of Polk City, Iowa

City Council Agenda Communication

Date: May 23, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Resolution to approve participation in Central Iowa Water Works (CIWW)

BACKGROUND: On Monday the City Council will review a proposed resolution to participate in exploring the establishment of the metro-wide water regionalization, known as Central Iowa Water Works (CIWW). This resolution does not commit the City to participate, however, shows our support to exploring if participation is the right move for Polk City.

The City Council will have a financial presentation on Monday, May 23rd at 5pm with PFM Financial Advisors. This presentation will help answer questions the City Council and City staff have had throughout the learning process of joining CIWW. Most of the City's questions should be addressed in the work session, prior to the City Council meeting, when the City Council will review this proposed resolution.

ALTERNATIVES: Do not approve the resolution

FINANCIAL CONSIDERATIONS: None to approve this resolution. Participation in CIWW will have some start-up costs required of Polk City. Those costs and requirements will be outlined in a 28E agreement, which will be reviewed at a future meeting.

RECOMMENDATION: It is my recommendation that the Council approve the resolution.

CENTRAL IOWA WATER WORKS

REGIONAL MICRO GROUP

Report Out on Discussions, Outcomes and Considerations

Originally Issued April 2021

Revised November 2021

Ted Corrigan, Des Moines Water Works
Amy Kahler, Des Moines Water Works
Diane Munns, Des Moines Water Works
Sue Huppert, Des Moines Water Works
Dale Acheson, Urbandale Water Utility
John McCune, Urbandale Water Utility
Christina Murphy, West Des Moines Water Works
Jody Smith, West Des Moines Water Works

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HOW THIS DOCUMENT SHOULD BE USED

The concepts outlined in this document are strictly a culmination of the work of the individuals comprising the Micro Group and have not been formally or informally approved by any one of the associated Boards of Trustees. The distribution of this document does not imply support or approval of the concepts by the associated Boards of Trustees. This framework should not be considered an offer or proposal; rather, based on feedback and follow up discussions, it may be used as the basis for a proposal or negotiated 28E/28F agreement which all participating regional agencies, including city councils and the three utility Boards, would review and formally approve before any regional entity would exist. Use of the term “Consensus” within this document refers only to the individuals within the Micro Group as it relates to evaluating a full regionalization option.

The Micro Group hopes the information contained in this document will provide a common understanding of complex regional considerations as studied by the Micro Group and will, in turn, advance the dialogue surrounding regional governance of drinking water production in the Des Moines metro area and hopes decision makers will move the question forward with the sense of urgency necessary to ensure continued adequate supply of safe, affordable drinking water in Central Iowa.

BACKGROUND AND INTRODUCTION

Multi-year Process

In 2017, Des Moines Water Works (DMWW) began a multi-year process with partners from across the region, examining ways to increase cooperation, share decision-making, balance risk, and equitably distribute benefits across the region. A range of alternatives, from merging all retail and water production assets under a single entity to sharing costs and decision-making while maintaining separately governed entities, were considered. FCS Group, a national utility consulting firm, was retained by DMWW, Urbandale Water Utility and West Des Moines Water Works (WDMWW) to facilitate a process-- which included data gathering, analysis, and stakeholder workshops—that could serve as a basis for establishing a model for a regional water authority. The technical aspects of forming a regional entity, including board composition, and operating contracts, were identified. FCS Group also completed an in-depth financial analysis of the regional concept compared to the existing water supply model.

Initial FCS Group Model

The initial FCS Group financial analysis, completed in October 2018, showed significant benefit to regionalizing water production in Central Iowa. The FCS recommendations were based on 1) ownership of water production assets, 2) how the costs of adding water production capacity for economic growth could be attributed, and 3) how to calculate charges for water during peak demands. The formation of a new regional water authority was proposed. The proposed authority would purchase all the water production assets in the region. The new authority would raise money from Members, through the issuance of debt, and by implementing rate increases to wholesale customers to buy these assets.

The cost of becoming a Member of the new authority was too high for some, while others would have received significant financial benefits; consequently, there was a lack of consensual support for this regionalization model among the regional partners.

The Shared Governance Option

The DMWW Board considered alternatives to the initial FCS Group model with a continued commitment to three guiding principles developed during early regional discussions.

1. Collaborative decision-making focused on conserving and protecting the natural resource of water is in the best interest of the people of the region.
2. Drinking water should be produced and made available in a manner that is fair and equitable to every person, business, government entity, and organization in the region.
3. Shared risk should result in shared benefits. The wise management and conservation of water is beneficial to the entire region and, over the long-term, will result in lower regional costs.

DMWW recognizes there may be other or additional opinions or perspectives by the suburban communities on why shared governance is important.

In September 2019, the DMWW Board issued an alternative framework to the initial FCS model in the form of a Term Sheet. The Term Sheet was intended to further stimulate discussion of a regional model, and regional discussions were actively resumed.

Micro Group Discussions

The Term Sheet generated healthy discussion and a number of questions among regional partners. It became clear more detailed discussions were needed to answer all the questions. Those discussions began in early 2020 shortly before the outbreak of the COVID-19 pandemic. It quickly became difficult to coordinate the type of large group discussions needed to answer the detailed questions. In July of 2020, representatives for the three Board-managed water utilities determined that, in order to ensure continued progress, the best path forward was to address the outstanding questions in more frequent, small group meetings. These Micro Group meetings have occurred weekly, and sometimes as often as three times a week since late July 2020.

These discussions have covered all the questions assembled by the larger, regional group in February of 2020. In discussing the issues, the Micro Group has been attentive to considering diverse perspectives and interests of all regional partners—from producers to non-producers, fast growing to slow growing communities, etc.

The initial Micro Group Report was issued April of 2021. That report included a short list of open issues. WDMWW, UWU and DMWW exchanged letters through the summer of 2021 in attempt to resolve the remaining open issues. On September 17, 2021, the Micro Group met and came to consensus on the remaining open issues. This Outcomes document, as noted “Revised November 2021” has been updated to reflect those discussions.

REGIONAL CONCEPTUAL FRAMEWORK AS PRESENTED BY THE MICRO GROUP

CONCEPTUAL FRAMEWORK FOR REGIONALIZATION

The Micro Group discussions have resulted in revised concepts for a discussion framework. The discussion framework contains the following concepts.

1. **Creation of Central Iowa Water Works (CIWW).** A new intergovernmental entity, CIWW, will be established under Iowa Code Chapters 28E and 28F to allow regional partners to make efficient use of existing water infrastructure and cooperate, to their mutual advantage, in the management of water as a natural resource. This new entity would also have the responsibility to deliver safe and abundant drinking water to Members of CIWW.
2. **Participation.** All Central Iowa water utility systems would be invited to join CIWW as Founding Agency Members. Total Service Customers of any Member would be deemed to be part of their Member service provider so long as they remain a party to their existing 28E agreement. If a water utility system wishes to join CIWW after the Authority has been established, the terms, including cost, of Membership would be established by the CIWW board. Subsequently admitted Members should expect such terms to include greater initiation and buy-in costs than those established for founding Members.
3. **Exclusivity.** CIWW would have the exclusive right to purchase the full output of the Water Production and Supply Facilities of all its Members. All Members would exclusively contract with CIWW for their wholesale water supply.
4. **Operational Contracts.** CIWW would contract with Water Producing Members (e.g., DMWW and WDMWW) for the operation of existing water production assets for a minimum of 20 years.
5. **Regional Production Governance.** CIWW would have governance of production-related activities only, and Members would retain full governance of all matters related to their individual distribution and storage systems, including setting local water rates.
6. **Board Composition.** CIWW would be governed by a Board consisting of one representative from each of the Founding Agencies. Agencies serving an area with a population in excess of 100,000 would be represented by one additional representative.
7. **Ownership.** CIWW would purchase, by a date certain, designated Water Production and Supply Facilities from all its Water Producing Members to effectuate asset transfer. Until acting on asset transfer, asset owners would continue to own, maintain, and finance improvements to their respective Water Production and Supply Facilities.
8. **Governance and Scope.** The CIWW Board would provide oversight and governance for managing water production and wholesale distribution to its Members, wholesale rate setting, and long-range planning. All financing and management issues related to water production would require approval from the CIWW board.

9. **Future Water Production Expansion.** The Micro Group came to a consensus that 9% of expansion costs would be shared by all Member Agencies proportioned based on maximum day demand in recognition of the fact that all Members benefit from source, treatment, and transmission expansion projects through efficiency gains, new technology implementation, and redundancy/resiliency created. The remaining 91% of the cost of expanding water production assets in the region would be shared among the Members of the CIWW proportionally based on each Member's forecasted incremental maximum day demand (i.e., projected future growth).
10. **Upfront Capital Contribution.** Upon entering into CIWW, each Member would be required to contribute towards the entity's start-up fund. Each Member would be asked to contribute a proportionate share of the start-up fund based on annual consumption over the preceding 5-year period as a pro-rata share of total consumption. The initial start-up fund is projected to be approximately \$2,000,000 in total, with contributions allocated among the Members.

MEMBERSHIP

All Central Iowa water utility systems will be invited to participate either as founding Members on equal terms, or as subsequently admitted Members on terms to be established by the CIWW Board.

Subsequently admitted Members should expect such terms to include greater initiation and buy-in costs than those established for founding Members.

Total Service Customers of any Member are deemed to be part of their Member service provider so long as they remain a party to their existing 28E agreement.

The existing Wholesale Water Service Master Agreement (“Master Agreement”) among DMWW and its wholesale customers dated June 10, 2005, which makes provision for purchased capacity will terminate among the founding Members as of the Operational Commencement Date of CIWW. The Master Agreement will otherwise remain in full force and effect for other DMWW wholesale customers that are not founding Members, and DMWW shall retain the right to set rates and provide service to those wholesale customers that are not Members of CIWW.

GOVERNANCE AND BOARD COMPOSITION

The initial Term Sheet issued by DMWW in September of 2019 included a Board composition proposal of at least 5 persons and not more than 9 persons. Two seats allocated to DMWW and one seat allocated to other entities over 25,000 in population with one or two additional at large seats.

The Micro Group discussed alternatives to this approach, reaching a Consensus on a proposed CIWW Board consisting of one Board Representative representing each of the Members, with members in excess of 100,000 population (as determined by the last Federal Census) entitled to one total additional representative (for DMWW a total of two representatives).

Each Member Agency retains the right to provide water service under existing Total Service Agreements, and the entity served under such agreements shall, for all purposes of CIWW, be considered part of the Member Agency providing total service and will be represented by that Member Agency's CIWW Board Member(s). Except in instances where a prospective Total Service customer cannot be reasonably directly served by the Regional Authority (i.e., due to geographical proximity), prospective Total Service contracts for any Member will be deemed to be for operation of the prospective community's local water system only, with wholesale water supply provided by the Regional Authority.

Board Representatives shall be appointed by the Member entity being represented. In the case of a member that is a city, the appointment would be made by the mayor of the city, subject to approval of its City Council. In the case of board-governed members, the appointment would be made by resolution of its governing body. Total Service Customers of any Member are deemed to be represented on the CIWW board by the Member so long as they remain a party to their existing 28E.

Board Representatives will serve at the pleasure of their Member Agency.

Each Board Representative will have one (1) vote and, except as provided for optional weighted voting, a majority vote cast by Board Members then duly appointed and acting will decide matters before the Board.

Provided representatives of two (2) or more entities request a weighted vote, the Board will, at their next regularly scheduled meeting, hold a weighted vote on the following actions/items:

- Annual budget or an amendment to an approved annual budget
- Setting wholesale rates
- Adoption or modification of a capital plan or a long-range plan
- Issuance of debt
- Accepting additional governmental entities to the Water Authority
- Employing, engaging, retaining, or terminating the Director of the Authority
- Removal of a Board Member for just cause

On the above weighted vote actions/items, a majority vote of the CIWW Board would decide those matters.

Weighted votes shall be determined based on each Member Agency's annual consumption over the preceding 5-year period as a pro-rata share of total consumption and shall be calculated and adjusted annually. See a draft presentation of weighted voting percentages in **Appendix E**.

The Board will hold regular meetings, suggested to be monthly, and one regular meeting each year will be designated as the Annual Meeting at which officers will be elected.

Board Representatives will elect officers from among their Membership, including Chair, Vice Chair and Secretary. CIWW's first Chair shall not be a representative of Des Moines Water Works.

The Board shall establish committees including:

1. Executive Committee
2. Long Range Planning and Capital Improvements Committee
3. Finance & Audit Committee
4. Nominating Committee
5. Operating/Technical Committee

Committee Membership and Responsibilities

Executive Committee. An Executive Committee is established for the purposes, among other things, of reviewing and advising on policy issues at the request of the Executive Director and making recommendations to the Executive Director, and of making recommendations to the Board regarding the appointment of the Executive Director and thereafter periodically reviewing the performance of the Director.

The Executive Committee shall be chaired by the Board Chair, and shall be comprised of the current Chair, the most recently presiding Chair prior to the current Chair who remains a current Member of the Board, and for the first three years, a representative of the three Members governed by independent utility boards, unless those Members are already represented on the Committee, and up to one additional Member selected at-large so long as membership of the Executive Committee does not equal or exceed the number constituting a quorum for the full board. After the first three years, the Executive Committee shall be comprised of the current chair, the most recently presiding Chair prior to the current Chair who remains a current Member of the Board, and up to four (4) of the largest Members as measured by annual consumption over the preceding 5-year period as a pro rata share of total consumption, unless those Members are already represented on the Committee. At no time shall the membership of the Executive Committee equal or exceed quorum for the full board.

The Executive Committee shall meet at the call of the Chair or at the request of the Executive Director to fulfill its purposes as set forth herein and such other duties as may be assigned to the Executive Committee by resolution of the Board. The Executive Director of the Regional Authority and the General Manager(s) of Member contract operators shall all be provided advance notice of, and an Agenda for, meetings of the Executive Committee.

Long Range Planning and Capital Improvements Committee. A Long Range Planning and Capital Improvements Committee shall be chaired by a representative elected by the voting Members of the Committee. The Committee shall be comprised of one individual appointed by each Member (not necessarily the representative of the Regional Board) who shall be an individual familiar with the current and long-range drinking water requirements of the entity and with regional assets/infrastructure. Each Member may also appoint an alternate to its representative. The Committee shall include the Executive Director or his/her designee who shall not be a voting Member of the Committee. The Committee shall meet in accordance with a meeting schedule approved by the Committee, at the call of the Chair or at

the direction of the Board, to provide technical advice or recommendation to the Board, including but not limited to: (i) planning for modifications, or additions to, source water and water treatment facilities and timeline(s) for potential construction, and (ii) such other duties requiring technical, or business expertise as may be assigned by Resolution of the Board.

Finance & Audit Committee. A Finance & Audit Committee is hereby established for the purposes, among other things, of reviewing issues/items referred to it by the Board and making recommendations to the Board on, but not limited to, the following: (i) finances, budgets, and budget amendments of the Regional Authority, (ii) audits of Authority finances and Authority records, (iii) rates for sale of potable water, and (iv) such other duties as may be assigned by Resolution of the Board.

Members of the Finance & Audit Committee shall be appointed annually by the Board Chair after the Annual meeting of the Board in January. The Membership of the Committee shall not equal or exceed the number constituting a quorum for the full Board.

The Finance & Audit Committee shall include the Executive Director of the Authority or his/her designee and the contracted third-party financial advisor of the Authority, neither of which will be a voting Member of the Committee.

The Finance & Audit Committee shall meet in accordance with a meeting schedule approved by the Committee, at the call of the Chair or at the direction of the Board.

Nominating Committee. A Nominating Committee, consisting of at least three CIWW Board Members, shall be established for the purpose of selecting and offering nominations for election to each office of the Board at the annual meeting. Members of the Nominating Committee shall be appointed by the Chair at a regular Board meeting held at least three (3) months prior to the annual meeting. The Nominating Committee shall be chaired by a committee Member selected by the other Members of the Nominating Committee.

Operating/Technical Committee. A Technical Committee shall be chaired by a representative elected by the voting Members of the Technical Committee. The Technical Committee shall be comprised of one individual (not necessarily a representative of the Board) appointed by each Member who shall be an individual who is familiar with the Member's local distribution or business operations. Each Member may also appoint an alternate to its representative. The Technical Committee shall include the Executive Director of CIWW or his/her designee who shall not be a voting Member of the Committee. The Technical Committee shall meet in accordance with a meeting schedule approved by the Technical Committee, at the call of its chair or at the direction of the Board, to provide technical advice or recommendations to the Board, including but not limited to:

1. Determination of each Member's water consumption, including annual total consumption, maximum day demand, average day demand, average consumption over a specified number of years (e.g., 3 or 5 years), and weighted-average consumption over a specified number of years
2. Design flows for all capacity enhancements to be constructed by, or at the request and cost of, CIWW
3. Recommendations regarding capacity enhancements or other improvements proposed by one or more Members or proposed Members
4. The population served by each Member

5. Such other duties requiring technical, or business expertise as may be assigned by Resolution of the Board

Other Committees. The Board may, by resolution, designate two or more of its representatives to constitute a committee. Such committee shall, if authorized by resolution of the Board, provide advice and recommendations to the Board and/or act pursuant to the authority delegated by the Board resolution. The designation of such committee shall not operate to relieve the Board of any responsibility unless such responsibility is specifically delegated to the committee by Board resolution.

INITIAL CAPITAL CONTRIBUTIONS

Upon entering into CIWW, each Member will contribute towards the entity's start-up fund. Each Member will be asked to contribute a proportionate share of the start-up fund based on their population or demand. A total start-up requirement is yet to be finalized, but based on previous studies, is projected to be approximately \$2,000,000 in total, with contributions allocated among the Members. Assuming allocations are based on annual demand for illustration purposes, estimated contributions by Member are as follows:

Initial Start Up Contributions \$ 2,000,000 (tentative)

	% Allocation*	\$ Allocation
Altoona	4%	\$ 79,339
Ankeny	11%	224,721
Bondurant	1%	18,445
Clive	3%	64,204
DMWW	42%	841,422
Grimes	2%	49,870
Johnston	4%	75,334
Norwalk	2%	38,457
Polk City	1%	21,141
Urbandale	8%	155,383
Warren Water District	3%	57,731
Waukee	3%	66,933
WDMWW	12%	233,649
Xenia	4%	73,371
	100%	\$ 2,000,000

* For illustration purposes, allocation based on 2020 average annual demand

STAFFING AND ADVISORY SERVICE PROVIDERS

The Micro Group discussed the need for CIWW to initially employ or engage an Executive Director who is independent of any of the entities that are Members of the new Regional Authority. The Executive Director could be an individual or a firm. The Executive Director would be selected after the CIWW Board has been seated, but prior to the Operational Commencement Date. Additionally, the Micro Group discussed the need for the Executive Director to facilitate input from a specific committee or ad hoc committee on the recommendation for external financial, legal, and engineering services via a Request for Qualifications (RFQ) or Request for Proposal process (RFP). The financial, legal, and engineering consultants will assist with tasks including accounting, budgeting, rate-setting, planning, and project management and will ensure transparency and objectivity in reviewing allocation of costs, confirming operating agreement stipulations are met, implementing long range planning, etc.

The Board may employ other staff and/or engage other consultants and advisors as it determines to be appropriate and may contract with third parties for all necessary or desirable services such as billing, payroll, board administrative support, etc.

OPERATING CONTRACTS FOR PRODUCERS

The Micro Group discussed the need for CIWW and each Water Producing Member to enter into an operating contract for operation of its respective Water Production and Supply Facility. The Micro Group reached a consensus that the preferred length of the initial Operating Contract is twenty (20) years. This length of contract provides stability and certainty for the employees of the Water Producing Members and allows time for the CIWW agreement to mature before changes are made.

For newly constructed water facilities (not including expansions of currently existing facilities), CIWW may or may not contract with a Water Producing Member and could consider having employees that are directed by the Regional Authority.

ASSET TRANSFER CONSIDERATIONS

The Micro Group discussed the need for each Water Producing Member to grant to CIWW the right to acquire full ownership of their respective Water Production and Supply Facilities within five years after the Operational Commencement Date.

Rather than compensate asset and purchased capacity owners through rate credits over time, an approach contemplated in prior discussions, the Micro Group supports an up-front asset transfer calculation that credits each Water Producing Member with its net book value of assets and each Member Agency for its unamortized book value in DMWW's Core Network. The true-up then determines unused or "reserve" capacity for each Member and assigns a dollar value to each Member Agency's reserve capacity. This calculation also provides for each Member's initial assigned capacity (in MGD) in CIWW. See **Appendix D** for a DRAFT upfront asset transfer calculation. Note this calculation will need to be updated for production-related asset additions or construction-in-progress, and maximum day demands up to the time of transfer; therefore, amounts shown are not final.

Each Water Producing Member shall continue to own, maintain, and operate its respective Water Production and Supply Facilities, until the asset transfer option is exercised by CIWW, and shall have the right and obligation to invest in maintaining such facilities to maintain their current operational capacity. The Regional Authority shall be responsible for planning, decision making, and funding relating to the expansion of, or significant investment to, existing treatment facilities even if prior to the Asset Transfer Date. Such expansion of, or significant investment to, existing facilities prior to the Asset Transfer Date may cause the limited transfer of the affected asset(s) to the Regional Authority.

The Micro Group reviewed general principles that will be used to determine which Water Production and Supply Facilities will be transferred via asset transfer and which will not be included in asset transfer. In general, source water and water treatment facilities necessary to produce drinking water will be included in asset transfer. Regional drinking water transmission, storage and pumping facilities, including aquifer storage and recovery (ASR) facilities, which deliver drinking water to more than one Member will also be included. Storage and pumping facilities that primarily serve Des Moines retail or Total Service customers but will also continue to serve CIWW on a limited basis, will remain DMWW assets; however, a percentage of the O&M costs for these storage facilities equal to an agreed upon percentage of use by CIWW will be billed by DMWW to CIWW on an annual basis. ASR facilities, elevated storage, and booster stations located within a Member's own local water distribution system will not be included in asset transfer (e.g., Ankeny ASRs). Further discussion is needed to understand how the O&M costs of some regional transmission, storage and pumping facilities will be covered.

In instances where real estate is shared use between Water Production and Supply Facilities and non-water supply purposes (e.g., parks, other city functions) or is owned by a separate party altogether, designated source, treatment, transmission, storage and pumping facilities will be transferred and dedicated for the use and benefit of CIWW, but the underlying real estate will remain with the original owner. The owner will grant CIWW an easement. A long-term lease agreement or 28E agreement may need to be executed to satisfy bonding requirements.

See **Appendix A** for a listing of Water Production and Supply Facilities and whether, or to what extent, they are considered for asset transfer.

DEPRECIATION

The Micro Group discussed and affirmed that a standard useful lives and depreciation schedule should be adopted for assets of Water Producing Members of the Regional Authority.

Net book value (that is, original cost minus accumulated depreciation) has been used in the regional financial model to determine joint capital cost components of the rates and is also used in the upfront asset transfer calculation to determine the cash settlement by Member for asset transfer. See **Appendix D, Exhibit 2** for a draft upfront asset transfer calculation.

The Micro Group is supportive of adopting DMWW's useful lives schedule used for financial reporting for existing assets of each Water Producing Member. For assets subsequently constructed or acquired by the region, the regional board/staff would assign the appropriate useful life.

INITIAL CAPACITY AND GROWTH-RELATED COSTS

Initial Capacity

The September 2019 Term Sheet issued by DMWW contemplated that each Member that purchased capacity in the DMWW system would receive consideration for its Purchased Capacity in the DMWW system. This consideration is reflected in the upfront asset transfer calculation in **Appendix D**. Because Purchased Capacity owners will be compensated for their capacity in the DMWW system and capacity is effectively “reset,” each Member will be assigned an initial capacity based on historic use which would serve as the Agency’s baseline demand for future planning purposes.

Growth Related Costs

DMWW’s Phase 3 Regional Financial Model allocates growth capital based on the projected increase in Maximum Daily Demand over the next 5-year period. DMWW’s September 2019 Term Sheet outlined that funding for regional growth-related improvements would be the responsibility of the communities requiring the growth based on each community’s pro rata share of maximum day growth. A counter argument has been made that expansion projects benefit all Members, even those not growing. Examples of benefits to all may include redundancy in facilities and technological advances resulting in operational efficiencies. Under this premise that growth benefits all communities, it has been argued that all Members should share in a portion of expansion projects (commonly referred to as “benefit-pays-for-benefit”). The Micro Group agrees that all Members benefit, to some extent, from growth.

PFM Financial Advisors LLC prepared an analysis that quantifies the financial impact of adjusting the allocation of expansion costs under a regional model. PFM’s analysis considered 5 independent cost allocation scenarios representing a “benefit percentage” (i.e., 0%, 5%, 10%, 15% and 20%) and blended these independent benefit scenarios with each community’s prorated share of demand (using average day or maximum day). Under the 0% benefit scenario, the analysis assumes that all expansion costs are allocated based only on each community’s pro rata share of growth over the next five years. For the 5% scenario, the analysis assumes 5% of expansion project costs are assigned to all Members based on their prorated share of average or maximum day demand, and the remaining 95% of expansion costs are assigned to Members based on their prorated share of growth, and so on for the remaining scenarios.

In comparing the approaches, the relative impact to any Member is approximately one percent (1%) or less for each 5% “benefit” increment. **Appendix C** illustrates the analysis and the incremental changes based on these independent scenarios.

The Micro Group came to a consensus that 9% of expansion costs should be shared by all Member Agencies proportioned based on maximum day demand in recognition of the fact that all Members benefit from source, treatment, and transmission expansion projects through efficiency gains, new technology implementation, and redundancy/resiliency created. The remaining 91% of the cost of expanding water production assets in the region would be shared among the Members of the CIWW proportionally based on each Member’s forecasted incremental maximum day demand (i.e., projected future growth).

MAXIMUM DAY/PEAK DEMAND CONSIDERATIONS

Four key elements of maximum day demand and peaking were discussed by the Micro Group:

- 1) **Growth Capital** – The capital costs each Member would be responsible for to meet their projected growth in terms of Maximum day (discussed in the previous section “Initial Member Capacity and Growth-Related Costs”), and any reconciliation that would occur if communities exceed their allotted capacity.

The Micro Group came to a consensus that 9% of expansion costs should be shared by all Member Agencies proportioned based on maximum day demand in recognition of the fact that all Members benefit from source, treatment, and transmission expansion projects through efficiency gains, new technology implementation, and redundancy/resiliency created. The remaining 91% of the cost of expanding water production assets in the region would be shared among the Members of the CIWW proportionally based on each Member’s forecasted incremental maximum day demand (i.e., projected future growth).

- 2) **Peaking Surcharge** - Whether a surcharge or penalty should apply if communities exceed a set maximum peaking factor (e.g., 2.5). The September 2019 Term Sheet issued by DMWW proposed Members exceeding a peak ratio of 2.5 would be subject to a surcharge. In lieu of this approach, Urbandale Water Utility and WDMWW proposed setting a future goal for Members to reach a benchmark and allow the regional board to set an ultimate peaking factor and determine the appropriate penalty when Members exceed this peaking threshold set by the regional board. It was suggested that setting a future goal (as opposed to a surcharge or penalty) would allow higher-peaking communities more time to consider what their strategy will be to achieve the goal.

The Micro Group came to a consensus that initially no surcharge or penalty would apply based on a maximum peaking factor such as 2.5 times average day. It was agreed that peaking is something that should be considered by the regional board going forward in an effort to cost effectively manage available water resources and optimize water infrastructure.

It was noted and agreed upon that the surcharge for peaking should not be confused with any reconciliation payments from communities whose usage exceeds their projected growth.

- 3) **Allocation of Capital Costs**– Whether the Regional Authority should allocate capital costs using maximum day units or an allocation between average day and maximum day units. Allocation of costs to maximum day may be appropriate because water systems are designed to meet maximum day demand. On the other hand, an allocation between average day and maximum day units recognizes not all water system assets are sized for maximum day demand (i.e., buildings, vehicle fleet, water source, etc.). Also, source and treatment components are used on a regular basis, not just to meet maximum demand, which supports a more blended approach. It should be noted that DMWW has historically used a blended approach in their cost of service study for capital costs. Either approach is considered consistent with principles outlined in AWWA’s M1 manual.

The Micro Group came to a consensus that capital costs should be allocated based on both average day and maximum day.

- 4) **Allocation of Fixed O&M Costs** - Whether the Regional Authority should allocate fixed O&M costs to average day units only or an allocation between average day and maximum day units. The Base Extra Capacity cost allocation methodology outlined in AWWA's M1 manual and used currently by DMWW and most other large wholesale water providers assigns O&M costs based on both average day and maximum day demand units. The Micro Group expressed support for following an industry-accepted methodology in assigning costs.

The Micro Group came to a consensus that O&M costs should be allocated based on both average day and maximum day.

Due to the financial implications to Member Agencies related to the elements of maximum day and peaking principles, the Micro Group agrees the framework above should not be subject to significant modification without a 90% vote of the CIWW Board for a period of 10 years subsequent to execution of the 28E/28F.

PRODUCTION COST ALLOCATION METHODOLOGY

The Micro Group reviewed a comparison of WDMWW and DMWW O&M fixed and variable production costs that would be proposed to be borne by the regional utility. Efforts were coordinated between DMWW and WDMWW to ensure the methodologies between the two producer utilities are consistent. The analysis shows that, using consistent methodologies for 2016 and 2020, O&M production costs stated as a cost per thousand gallons are closely aligned between those two utilities, with DMWW's allocated 2020 cost per thousand gallons of \$1.72 being slightly lower than WDMWW's allocated cost of \$1.83.

Final allocation of production costs may warrant further discussion, and allocation of costs for other Water Producing Members will be evaluated. See **Appendix B** for DMWW's Preliminary Breakdown of Cost by Type/Relationship to Regional Entity and WDMWW's Draft Allocation of Costs.

RATE OF RETURN

A rate of return is used generally in rate-making analyses under the utility-basis approach to identify capital costs for a utility.

The FCS Regional Financial model uses a rate of return assumption of 6%. FCS chose this rate of return for modeling because this is the rate of return DMWW has used in recent years for its annual cost of service study.

The Micro Group discussed that there should be a basis for the rate of return used, and studied several options common in the water industry:

1. **Benchmark Rate with Margin**

One common and simple approach is to use an industry standard benchmark rate, like prime rate or Bond Buyer index, plus a margin. The margin could be a fixed percentage (e.g., prime rate plus 2%) or a multiplier (e.g., prime rate times 1.25).

Definitions:

Prime Rate - The federal funds overnight rate is the basis for the prime rate. The prime rate is the interest rate that commercial banks charge corporate customers with the lowest credit risk, and prime serves as the starting point for most other interest rates.

As of 3/18/2021, the prime rate is 3.25%.

Bond Buyer Index - Created by the Chicago Board of Trade and published by *The Bond Buyer*, the Bond Buyer Index is a daily index of municipal bond prices. There are several versions of this index, such as the prices of 20 or 40 recently issued general obligation and revenue municipal bonds, or recently issued revenue bonds only.

As of 3/18/2021, the revenue bond buyer index was 2.76.

Calculations:

Calculated rate of returns using these benchmarks:

Prime Rate + 2% = 5.25% rate of return

Bond Buyer Index + 2% = 4.76% rate of return

It is recommended that if a benchmark is used, a “floor” or minimum rate of return be established, such as 5%.

2. **Weighted Average Cost of Capital**

More complex in its approach, another commonly used approach is the Weighted Average Cost of Capital. The cost of capital is calculated as a weighted average cost of capital (WACC) that takes into consideration the cost of equity and debt used by the entity as investment capital to finance the water utility assets. The formula is a simple weighted average, stated as:

$$WACC = K_e W_e + K_d W_d$$

WACC = weighted average cost of capital

Ke = cost of equity capital expressed as a percentage annual rate of return required

We = the relative amount of equity used in the overall capital structure

Kd = the cost of debt issued and outstanding expressed in an annual percentage rate

Wd = the relative amount of debt used in the overall capital structure

Therefore, to determine the WACC, the capital structure, interest cost on outstanding debts, and opportunity cost of the equity capital must be determined. Calculating the cost of equity is challenging due to the fact that local governments do not serve the investment community and do not provide returns to equity investors the same way that private enterprises would. Where costs of equity are easily determined for private enterprise by studying readily available market data, the equity costs of public utilities must be estimated by proxy. This means cost of equity is derived by comparing it to private utilities that are publicly traded in the markets and making a number of measured adjustments resulting in a reasonable estimate specific to the entity.

It was noted that DMWW's weighted average cost of capital is approximately 8% as shown below:

Component	Raw Cost	% of Capital Structure	Weighted Cost
Cost of Equity	8.4%	93%	7.8%
Cost of Debt	3.2%	7%	0.2%
Weighted Avg. Cost			8.0%

It should be noted that the calculation above is for DMWW and offered here for illustrative purposes only. While debt is a relatively small percentage of capital structure for DMWW, a regional utility would likely leverage debt to a greater extent. This would increase the weighting of the debt cost in the calculation, and at current market conditions, this would decrease the weighted average cost of capital compared to the 8% shown.

Regardless of the basis chosen, rate of return should be calculated periodically to account for changes in inputs. It should be noted that changing the rate too frequently, however, could result in rate volatility. A balance should be achieved, such as evaluating rate of return every five years with capital needs.

The Micro Group also discussed that it would be appropriate to agree on a fixed rate of return for existing assets since those costs have already been incurred and allow the Regional Authority to determine an appropriate approach and basis for rate of return on newly acquired assets.

LONG RANGE PLANNING

The Micro Group agrees it is important that all Member Agencies commit to revisiting the needs and timing for additional treated water for each Member Agency through a new comprehensive long-range plan where all Member Agencies participate in such planning and decision making of infrastructure needed to adequately serve customers of all Member Agencies within one year of the execution of the 28E/28F. CIWW will contract for, and adopt, a comprehensive, regional Long Range Plan which will guide regional investment in source, treatment, transmission, storage, and pumping facilities to meet drinking water needs of the Members over a planning horizon of not less than ten (10) years.

The Long Range Plan shall consider all factors relevant to the mission of CIWW, including: expected growth in water requirements of the Members; source water availability and quality; long range trends affecting source water supplies and allocations, including impacts of climate change, water treatment capacities and requirements, and the sufficiency of quantity to meet demands at reasonable cost; and all other matters as needed to assure the safety of drinking water supplies.

The Long Range Plan shall be updated on a regular basis as determined by the CIWW Board.

Each Member shall participate in, and support, the process of preparing and updating the Long Range Plan by making its data and information available to CIWW and to its consultants and contractors. Each Member shall supply its best estimates of its future water requirements and demand in support of CIWW's planning efforts within a reasonable time after requests.

In 2017, DMWW contracted for completion of the DMWW Long Range Plan (2017 LRP). The 2017 LRP used population, water use, and production statistics from all regional entities to project the necessary source, treatment, transmission, storage, and pumping needs for the Des Moines metropolitan region through the year 2040. In 2021, DMWW contracted for an update to the 2017 LRP considering five additional years of project and demand data. Other Water Producing Members have completed similar Long Range Plans and Needs Assessments. Initially, these Long Range Plans and Needs Assessments will guide capital investment by the Water Producing Members.

The Regional Authority will maintain a sufficient reserve capacity (e.g., 10% of total capacity).

WATER SHORTAGE PLANNING

The group discussed the need for CIWW to adopt a universal water shortage plan in the case of drought, mechanical failure, or other adversity that would jeopardize water production in the region. In 2013, DMWW developed and approved a water shortage plan, which was presented and supported by Central Iowa Regional Drinking Water Commission (CIRDWC). Since 2013, with little variance, wholesale customers have adopted and implemented the plan.

STANDARD OF CARE

The group discussed that CIWW should establish standards of care provisions, which should be part of the 28E forming CIWW. Standards of care related to adequate planning, meeting drinking water standards, complying with water supply operations obligations, and other factors will be considered.

The Micro Group agrees Member Agencies must commit to supporting and adequately and timely funding recommendations identified in a needs assessment or facility plan conducted by a qualified licensed professional engineer. Such needs assessment shall identify and address infrastructure improvements necessary to maintain the reliability of shared water production to meet all federal and state drinking water requirements and standards.

Members will be expected to make their best efforts to meet these standards of care laid out in the 28E agreement.

CIWW 28E AGREEMENT

The outcomes described in this Micro Group Report will be used to inform the development of the CENTRAL IOWA WATER WORKS 28E/28F AGREEMENT. The 28E/28F agreement will serve as the offer for participation in Regional Governance of water production in the Des Moines metro area and will further detail the structure and operation of the proposed regional entity.

Subsequent amendments to the 28E/28F will be subject to a significantly higher weighted vote (e.g., 75% or higher) of the CIWW Board.

SUMMARY OF OPEN ISSUES AS OF ORIGINAL PUBLICATION IN APRIL 2021

The following is a summary of issues for which the Micro Group had not reached consensus when the Outcomes Report was originally published in April of 2021. Consensus was reached among the Micro Group members on each of these issues in November of 2021 as outlined below and as noted throughout this revised document. This page is intended only to provide historical context.

Summary of Open Issues as of April 2021, with subsequent November revisions noted:

1. How weighted voting will be determined (for example, based on population or a consumption-based measurement such as total annual consumption or maximum day demand).

The Micro Group came to a consensus that weighted votes would be weighted based on each Member Agency's annual consumption over the preceding 5-year period as a pro-rata share of total consumption and shall be calculated and adjusted annually. See a draft presentation of weighted voting percentages in **Appendix E**. (November 2021)

2. What percentage of expansion costs, if any, are considered to benefit all Members and should therefore be based on average or maximum day demand, rather than growth projections.

The Micro Group came to a consensus that 9% of expansion costs should be shared by all Member Agencies proportioned based on maximum day demand in recognition of the fact that all Members benefit from source, treatment, and transmission projects through efficiency gains, new technology implementation, and redundancy/resiliency created. The remaining 91% of the cost of expanding water production assets in the region would be shared among the Members of the CIWW proportionally based on each Member's forecasted incremental maximum day demand (i.e., projected future growth). (November 2021)

3. Whether or when a surcharge or penalty should apply if communities exceed a set maximum peaking factor (e.g., 2.5).

The Micro Group came to a consensus that initially no surcharge or penalty would apply based on a maximum peaking factor such as 2.5 times average day. It was agreed that peaking is something that should be considered by the regional board in an effort to cost effectively manage available water resources and optimize infrastructure. (November 2021)

4. Whether the Regional Authority should allocate capital costs to maximum day units only or an allocation between average day and maximum day units.

The Micro Group came to a consensus that capital costs should be allocated based on both average day and maximum day. (November 2021)

5. How assets will be valued for transfer and how Member Agencies and purchased capacity owners in DMWW's Core Network will be compensated for their assets transferred to CIWW.

Rather than compensate asset and purchased capacity owners through rate credits over time, an approach contemplated in prior discussions, the Micro Group supports an up-front asset transfer calculation that credits each Water Producing Member with its net book value of assets and credits each Member Agency for its unamortized book value in DMWW's Core Network. The true-up then determines unused or "reserve" capacity for each Member and assigns a dollar value to each Member Agency's reserve capacity. This calculation also provides for each Member's initial assigned capacity (in MGD) in CIWW. See **Appendix D** for a DRAFT upfront asset transfer calculation. Note this calculation will need to be updated for production-related asset additions or construction-in-progress, and maximum day demands up to the time of transfer; therefore, amounts shown are not final.

APPENDIX A

LISTING OF WATER PRODUCTION AND SUPPLY FACILITIES

Function*	Facility Name / Asset Description	Owner	Comments
MTR	Wholesale Meters	DMWW	
SOS	Fleur Infiltration Gallery	DMWW	Easement***
SOS	Raccoon River Intake	DMWW	Easement***
SOS	Des Moines River Intake	DMWW	Easement***
SOS	Saylorville Lake Storage Contract	DMWW	Assignment**
SOS	Maffitt Raw Water - Collector Wells	DMWW	Easement***
SOS	Maffitt Reservoir	DMWW	Easement***
SOS	Chain of Lakes	DMWW	Easement***
OS	Saylorville Raw Water - Collector Wells	DMWW	Easement***
SOS	AC Ward Jordan Aquifer Wells	WDMWW	Easement***
SOS	AC Ward Alluvial Aquifer Wells	WDMWW	Easement***
SOS	Altoona Jordan Aquifer Wells	Altoona	
OS	Polk City Alluvial Aquifer Wells	Polk City	
SOS	Urbandale Raw Water Quarries	Urbandale	Easement***
SOS	AC Ward Wells and Equipment	WDMWW	Easement***
STO	Army Post Road ASR Well	DMWW	Existing agreement
STO	LP Moon ASR Well	DMWW	
STO	McMullen ASR Well	DMWW	
STO	Ankeny ASR Wells	Ankeny	Excluded
STO	Waukee ASR Well	Waukee	Excluded
STO	98th Street Tower	WDMWW	Existing agreement
STO	Joint East Side Tower	DMWW	Existing agreement
STO	Tenny Standpipe	DMWW	
STO	Wilchinski Standpipes	DMWW	Exclude****
BPS	LP Moon Booster & Storage	DMWW	
BPS	Polk Co. Booster & Storage	DMWW	
BPS	Nollen Booster & Standpipe	DMWW	Excluded****
BPS	Hazen Booster & Storage	DMWW	Excluded****
BPS	Joint SW Booster Station	DMWW	
BPS	Polk City Booster Station	DMWW	
BPS	Urbandale Booster Station	Urbandale	Excluded
BPS	Waukee Booster Station	Waukee	Excluded
BPS	Norwalk Booster Station	Norwalk	Excluded
BPS	Airport Booster Station	DMWW	Excluded
TMT	Fleur WTP	DMWW	Easement***
TMT	Fleur Laboratory	DMWW	Process Analysis Only
TMT	McMullen WTP	DMWW	Easement***

TMT	Saylorville WTP	DMWW	
TMT	AC Ward WTP	WDMWW	Easement***
TMT	Altoona WTP	Altoona	Easement***
TMT	Polk City WTP	Polk City	Easement***
TRN	Core Network Transmission Mains (706,450 LF)*****	DMWW	

**MTR = Meters; BPS = Booster/Pumping Station; SOS = Sources of Supply; STO = Storage; TMT = Treatment Facilities; TRN= Transmission Lines*

******It is not clear that DMWWs rights to water storage in Saylorville Reservoir are transferable.

*******Facilities transferred for the use and benefit of the Regional Authority but Real Estate to remain with the original owner in cases where facilities are on land that is either owned by a separate party altogether or dedicated to a non-utility purpose (e.g., parks, other city functions).

******** Storage and pumping facilities that primarily serve Des Moines retail or DMWW total service customers would remain DMWW assets but a percentage of the O&M costs for these storage facilities equal to an agreed upon percentage of use by the Regional Authority, would be billed by DMWW to the Regional Authority on an annual basis.

APPENDIX B

BREAKDOWN OF PRELIMINARY DMWW COST BY COST TYPE/RELATIONSHIP TO REGIONAL ENTITY

Related to Region	Cost Breakdown	Breakdown Type	% related to Region
Yes	ASR Maintenance	100% Region	100.00%
	DMWW Park (excluding venues)	100% Region	100.00%
	Engineering - WP	100% Region	100.00%
	Storage/Booster Maintenance	100% Region	100.00%
	WP - Administration	100% Region	100.00%
	WP - Chemicals	100% Region	100.00%
	WP - Energy	100% Region	100.00%
	WP - Laboratory & Research	100% Region	100.00%
	WP - Lime Residuals	100% Region	100.00%
	WP - Source of Supply	100% Region	100.00%
	WP - Treatment Maintenance	100% Region	100.00%
Allocated	Corporate Insurance - Property	Assets	93.10%
	Corporate Insurance - Work Comp	Employees	48.57%
	Customer Service-Related Expenses	Accounts	0.06%
	Engineering Related Expenses	Capital Exposure	52.02%
	Facility Maintenance	Buildings	83.33%
	Finance Related Expenses	Consumption	51.36%
	Fleet Maintenance	Vehicle	31.00%
	HR Related Expenses	Employees	48.57%
	Information Technology Related Exp	Consumption	51.36%
	OCEO Related Expenses	Consumption	51.36%
	Security/EOC Related Expenses	Consumption	51.36%
	WD - Operations	Water Mains	30.18%
No	Botanical Center	No Allocation	0.00%
	Corporate Insurance - General Liability	No Allocation	0.00%
	Direct Customer Service	No Allocation	0.00%
	Engineering - Direct	No Allocation	0.00%
	WD - Direct Maintenance	No Allocation	0.00%
	WD - Hydrant Operations	No Allocation	0.00%

DRAFT Allocation of Costs – West Des Moines Water Works

Using FY 2019 as model

10-30-20

Labor

Administration

General Manager – 50%

Customer Service and Finance

Finance Manager – 25%

Accountant -30%

Secretary - 25%

Business Relations Manager – 5% (remaining is included in costs for basic service charge)

IT Director – 25%

Engineering

Engineering Manager – Project dependent (~10-15%)

Engineer – Project dependent (~10-15%)

Water Production

Water Production Manager – 70%

Water Production Supervisor – 90%

Plant Operator -80%

Maintenance Technician –80%

Plant Utility Worker -80%

Press Operator - 90%

Plant Secretary – 40%

Customer Service Representatives, Meter Technician, Distribution Specialists, Distribution Supervisor, Distribution Manager – 0%

Other Costs

Water Treatment Plant Operation and Maintenance

Payroll and Employee Benefits

Salaries and Wages - *Proportioned using numbers above*

Overtime – *proportioned using numbers above*

Water Works' Share - FICA– *proportioned using numbers above*

Water Works' Share - IPERS moved to Pension Expense in 2015– *proportioned using numbers above*

Accrued Sick Leave Expense – *proportioned using numbers above*

"Water Works' Share Deferred Compensation"– *proportioned using numbers above*

Group Health and Life Insurance– *proportioned using numbers above*

Allowances– *proportioned using numbers above*

Mileage – *100% regional (very minor here)*

Commodities and Services

Consulting Fees – IDNR/Water quality testing – *100% regional cost*
IDNR and Water Quality Testing"

Consulting Fees – Safety - – *100% regional cost (these costs are divided among our divisions)*

Data Processing - Maintenance and Consulting Fees – *proportioned using numbers above*

IDNR Operation Permit – *100% regional cost*

Property and Other Insurance – *Treatment Plant and Source Water Portions Only (confirming this is currently split out)*

Maintenance -Buildings and Structures - – *100% regional cost (pump stations and towers maintenance are billed in distribution)*

Maintenance -Equipment– *100% regional cost*

Maintenance-Generators– *100% regional cost*

Maintenance-Vehicles - *Proportioned using numbers above*

Communication - *Proportioned using numbers above*

Continuing Education and Travel -- *Proportioned using numbers above*

Electricity – *Not currently split, could sub meter or subtract out percentage for distribution, engineering, and admin (needs more evaluation)*

Natural Gas - *Not currently split, could sub meter or subtract out percentage for distribution, engineering, and admin (needs more evaluation)*

Stormwater Fees-City of WDM – *Now \$0 unless they won't honor the agreement with regionalization*

Depreciation – *100% regional cost*

Maintenance – Grounds – *current all ground maintenance goes here but serves same complex as distribution and administration, could calculate percentage on square feet.*

Purchased Water - (Elm Street, 88th & University, Westside O&M, 92 & University, 88th Street, Maffitt Lake Dr., Alluvion, Osmium) - *100% WDMWW cost*

Purchased Water -Westside O & M - - *100% WDMWW cost*

Purchased Water -Grand & Glen Oaks -- *100% WDMWW cost*

Minor Equipment - *Proportioned using numbers above*

Miscellaneous Commodities - *Proportioned using numbers above*

Vehicles and Equipment - Fuel - *Proportioned using numbers above*

Water Treatment Chemicals and Laboratory Supplies

Lime Residuals Removal (Lagoons) – *100% regional cost*

Lime Residuals Hauling (Press) – *100% regional cost*

Lime– *100% regional cost*

Soda Ash– *100% regional cost*

Coagulant– *100% regional cost*

Carbon Dioxide– *100% regional cost*

Salt– *100% regional cost*

Hypo-Chlorite– *100% regional cost*

Other Chemicals– *100% regional cost*

Laboratory Supplies– *100% regional cost*

Engineering

%time on projects for region

I.e. 10% of Engineering Project Manager

10% of Salary and benefits + some fixed overhead cost per employee?

Finance

50% Salary and benefits Finance Manager + some fixed overhead cost per employee

50% Salary and benefits Accountant + Some fixed overhead cost per employee

5% Salary and benefits Business Relations Manager + some fixed overhead cost per employee

25% Salary and benefits Secretary + Some fixed overhead cost per employee

25% Salary and benefits IT Director + Some fixed overhead cost per employee

Administration

Salaries and Trustees - *Remove trustees' stipend and use percentage above for GM comp*

Employee Fitness Incentive Program – *proportioned using numbers above*

Water Works' Share - FICA– *proportioned using numbers above*

Accrued Sick Leave Expense– *proportioned using numbers above*

Other Post-Employment Benefits Expense– *proportioned using numbers above*

GASB 68 Pension Expense- excess over IPERS employer contributions–
proportioned using numbers above

Water Works' Share -Deferred Compensation– *proportioned using numbers above*

Group Health and Life Insurance– *proportioned using numbers above*

Allowances– *proportioned using numbers above*

Mileage– *proportioned using numbers above*

Employee Recognition Program – *proportioned using numbers above*

Commodities and Services

Economic Development Contribution

Advertising and Legal Publications – mostly related to board actions. Some proportion

Consulting Fees – *project specific, could be 100%, could be 0%, could be proportional to the numbers above*

Engineering, Accounting and Legal

Consulting Fees -Data Processing – *proportioned using numbers above*

Dues and Memberships – *proportioned using numbers above*

Postage and Shipping – *proportioned using numbers above*

Maintenance – Building – *proportioned using numbers above*

Communication -- *proportioned using numbers above*

Continuing Education and Travel – *proportioned using numbers above*

Electricity – *proportioned using numbers above*

Natural Gas – *proportioned using numbers above*

Maintenance – Grounds – *proportioned using numbers above*

Miscellaneous Commodities – *proportioned using numbers above*

Vehicles and Equipment - Fuel -\$0

Office Supplies – *proportioned using numbers above*

Raccoon River Reimbursement to City of WDM – *100% WDMWW*

APPENDIX C

Growth Pays for Growth vs. Benefit Pays for Benefit

Exhibit 1: Allocation Assumptions

Consistent with Phase 3 Regional Projection Model Prepared by FCS Group updated in Fall 2019

2020 Growth Needs (5 years)			Average Daily Demand (ADD)			Max Day Demand (MDD)		
	2020	% Allocation		2020	% Allocation		2020	% Allocation
Des Moines	0.821	7.114%	Des Moines	21.60	34.729%	Des Moines	43.20	33.439%
Berwick	0.013	0.116%	Berwick	0.07	0.119%	Berwick	0.13	0.103%
Bondurant	0.580	5.027%	Bondurant	0.72	1.158%	Bondurant	1.44	1.115%
Clive	0.250	2.167%	Clive	1.80	2.894%	Clive	4.50	3.484%
Cumming	0.040	0.346%	Cumming	0.07	0.115%	Cumming	0.13	0.099%
Johnston	0.690	5.981%	Johnston	2.84	4.560%	Johnston	7.09	5.489%
Norwalk	0.400	3.467%	Norwalk	1.00	1.608%	Norwalk	1.90	1.471%
Pleasant Hill	0.110	0.954%	Pleasant Hill	1.47	2.369%	Pleasant Hill	2.45	1.893%
Polk County	0.178	1.546%	Polk County	1.46	2.344%	Polk County	2.62	2.032%
Runnells	0.012	0.102%	Runnells	0.07	0.105%	Runnells	0.12	0.091%
Warren County	-	0.000%	Warren County	0.02	0.039%	Warren County	0.04	0.033%
Warren Rural	0.188	1.628%	Warren Rural	1.75	2.814%	Warren Rural	3.52	2.726%
Windsor Heights	0.004	0.035%	Windsor Heights	0.45	0.716%	Windsor Heights	0.89	0.689%
Xenia	0.786	6.814%	Xenia	1.59	2.564%	Xenia	2.87	2.222%
Altoona	0.840	7.279%	Altoona	2.30	3.701%	Altoona	4.20	3.250%
Ankeny	2.100	18.204%	Ankeny	7.02	11.288%	Ankeny	13.93	10.786%
Grimes	0.870	7.541%	Grimes	1.85	2.975%	Grimes	3.14	2.431%
Polk City	0.147	1.274%	Polk City	0.60	0.965%	Polk City	1.26	0.975%
Urbandale	1.167	10.118%	Urbandale	4.63	7.452%	Urbandale	11.22	8.682%
Waukee	0.680	5.891%	Waukee	2.25	3.621%	Waukee	5.63	4.359%
WDMWW	1.661	14.397%	WDMWW	8.62	13.865%	WDMWW	18.90	14.631%
Total	11.537	100.000%	Total	62.19	100.000%	Total	129.18	100.000%
Total Service	0.357	3.098%	Total Service	3.61	5.807%	Total Service	6.38	4.940%
Des Moines (with)	1.178	10.212%	Des Moines (with)	25.21	40.536%	Des Moines (with)	49.58	38.379%

Exhibit 2: Allocations % Considered for Discussion

Expansion Allocation (% of Average Day Demand Included)						Change to Allocation vs 100% Growth				
	0%	5%	10%	15%	20%	5%	10%	15%	20%	
Des Moines	7.114%	8.495%	9.876%	11.256%	12.637%	1.381%	2.762%	4.142%	5.523%	Des Moines
Berwick	0.116%	0.116%	0.116%	0.116%	0.117%	0.000%	0.000%	0.000%	0.001%	Berwick
Bondurant	5.027%	4.834%	4.640%	4.447%	4.253%	-0.193%	-0.387%	-0.580%	-0.774%	Bondurant
Clive	2.167%	2.203%	2.240%	2.276%	2.312%	0.036%	0.073%	0.109%	0.145%	Clive
Cumming	0.346%	0.334%	0.323%	0.311%	0.300%	-0.012%	-0.023%	-0.035%	-0.046%	Cumming
Johnston	5.981%	5.910%	5.839%	5.768%	5.697%	-0.071%	-0.142%	-0.213%	-0.284%	Johnston
Norwalk	3.467%	3.374%	3.281%	3.188%	3.095%	-0.093%	-0.186%	-0.279%	-0.372%	Norwalk
Pleasant Hill	0.954%	1.025%	1.096%	1.166%	1.237%	0.071%	0.142%	0.212%	0.283%	Pleasant Hill
Polk County	1.546%	1.586%	1.626%	1.666%	1.706%	0.040%	0.080%	0.120%	0.160%	Polk County
Runnells	0.102%	0.102%	0.102%	0.102%	0.103%	0.000%	0.000%	0.000%	0.001%	Runnells
Warren County	0.000%	0.002%	0.004%	0.006%	0.008%	0.002%	0.004%	0.006%	0.008%	Warren County
Warren Rural	1.628%	1.687%	1.747%	1.806%	1.865%	0.059%	0.119%	0.178%	0.237%	Warren Rural
Windsor Heights	0.035%	0.069%	0.103%	0.137%	0.171%	0.034%	0.068%	0.102%	0.136%	Windsor Heights
Xenia	6.814%	6.602%	6.389%	6.177%	5.964%	-0.212%	-0.425%	-0.637%	-0.850%	Xenia
Altoona	7.279%	7.100%	6.921%	6.742%	6.563%	-0.179%	-0.358%	-0.537%	-0.716%	Altoona
Ankeny	18.203%	17.856%	17.511%	17.166%	16.819%	-0.347%	-0.692%	-1.037%	-1.384%	Ankeny
Grimes	7.541%	7.313%	7.084%	6.856%	6.628%	-0.228%	-0.457%	-0.685%	-0.913%	Grimes
Polk City	1.274%	1.259%	1.243%	1.228%	1.212%	-0.015%	-0.031%	-0.046%	-0.062%	Polk City
Urbandale	10.118%	9.985%	9.851%	9.718%	9.585%	-0.133%	-0.267%	-0.400%	-0.533%	Urbandale
Waukee	5.891%	5.778%	5.664%	5.551%	5.437%	-0.113%	-0.227%	-0.340%	-0.454%	Waukee
WDMWW	14.397%	14.370%	14.344%	14.317%	14.291%	-0.027%	-0.053%	-0.080%	-0.106%	WDMWW
Total	100.000%	100.000%	100.000%	100.000%	100.000%	0.000%	0.000%	0.000%	0.000%	Total
Total Service	3.099%	3.234%	3.370%	3.504%	3.642%	0.135%	0.271%	0.405%	0.543%	Total Service
Des Moines (with)	10.213%	11.729%	13.246%	14.760%	16.279%	1.516%	3.033%	4.547%	6.066%	Des Moines (with)

Growth Pays for Growth vs. Benefit Pays for Benefit

Exhibit 3: Financing Assumptions for \$191 Million of Project Costs

Example Water Revenue Bonds, Series 2021

SOURCES & USES				DEBT SERVICE SCHEDULE					
SOURCES				Date	Principal	Coupon	Interest	Debt Service	Annual Debt Service
Par Amount of Bonds	208,885,000.00			12/1/2021			4,177,700	4,177,700	
Accrued Interest	0.00			6/1/2022	7,015,000	4.000%	4,177,700	11,192,700	15,370,400
Other Monies	0.00			12/1/2022			4,037,400	4,037,400	
Total Sources	208,885,000.00			6/1/2023	7,295,000	4.000%	4,037,400	11,332,400	15,369,800
USES				12/1/2023			3,891,500	3,891,500	
Deposit to Construction Account	191,000,000.00			6/1/2024	7,585,000	4.000%	3,891,500	11,476,500	15,368,000
Deposit to Reserve Account	15,372,200.00			12/1/2024			3,739,800	3,739,800	
Capitalized Interest Account	0.00			6/1/2025	7,890,000	4.000%	3,739,800	11,629,800	15,369,600
Municipal Bond Insurance	0.00			12/1/2025			3,582,000	3,582,000	
Underwriters' Discount (\$10.00 per bond)	2,088,850.00			6/1/2026	8,205,000	4.000%	3,582,000	11,787,000	15,369,000
Costs of Issuance	420,000.00			12/1/2026			3,417,900	3,417,900	
Accrued Interest	0.00			6/1/2027	8,535,000	4.000%	3,417,900	11,952,900	15,370,800
Rounding Amount	3,950.00			12/1/2027			3,247,200	3,247,200	
Total Uses	208,885,000.00			6/1/2028	8,875,000	4.000%	3,247,200	12,122,200	15,369,400
ASSUMPTIONS				12/1/2028			3,069,700	3,069,700	
Dated Date	6/1/2021			6/1/2029	9,230,000	4.000%	3,069,700	12,299,700	15,369,400
Delivery Date	6/1/2021			12/1/2029			2,885,100	2,885,100	
First Interest Date	12/1/2021			6/1/2030	9,600,000	4.000%	2,885,100	12,485,100	15,370,200
First Principal Date	6/1/2022			12/1/2030			2,693,100	2,693,100	
Last Principal Date	6/1/2041			6/1/2031	9,985,000	4.000%	2,693,100	12,678,100	15,371,200
				12/1/2031			2,493,400	2,493,400	
				6/1/2032	10,385,000	4.000%	2,493,400	12,878,400	15,371,800
				12/1/2032			2,285,700	2,285,700	
				6/1/2033	10,800,000	4.000%	2,285,700	13,085,700	15,371,400
				12/1/2033			2,069,700	2,069,700	
				6/1/2034	11,230,000	4.000%	2,069,700	13,299,700	15,369,400
				12/1/2034			1,845,100	1,845,100	
				6/1/2035	11,680,000	4.000%	1,845,100	13,525,100	15,370,200
				12/1/2035			1,611,500	1,611,500	
				6/1/2036	12,145,000	4.000%	1,611,500	13,756,500	15,368,000
				12/1/2036			1,368,600	1,368,600	
				6/1/2037	12,635,000	4.000%	1,368,600	14,003,600	15,372,200
				12/1/2037			1,115,900	1,115,900	
				6/1/2038	13,140,000	4.000%	1,115,900	14,255,900	15,371,800
				12/1/2038			853,100	853,100	
				6/1/2039	13,665,000	4.000%	853,100	14,518,100	15,371,200
				12/1/2039			579,800	579,800	
				6/1/2040	14,210,000	4.000%	579,800	14,789,800	15,369,600
				12/1/2040			295,600	295,600	
				6/1/2041	14,780,000	4.000%	295,600	15,075,600	15,371,200
					208,885,000		98,519,600	307,404,600	307,404,600
				Scale: Revenues Bonds 4% Coupons - Estimated					
Arbitrage Yield	4.00000%								
TIC	4.11293%								
AIC	4.13583%								
Average Life	11.79 Years								
Average Debt Service	Project Proceeds	Allocation							
\$6,609,199	\$108,870,000	43% Core							
\$8,761,031	\$82,130,000	57% Expansion							
\$15,370,230	\$191,000,000	100% Total							

Growth Pays for Growth vs. Benefit Pays for Benefit

Exhibit 4 - Annual Cost Allocation

Expansion Allocation (% of Average Day Demand Included)						Change to Allocation vs 100% Growth				
	0%	5%	10%	15%	20%		5%	10%	15%	20%
Des Moines	\$623,260	\$744,250	\$865,239	\$986,142	\$1,107,132	Des Moines	\$120,990	\$241,980	\$362,882	\$483,872
Berwick	\$10,163	\$10,163	\$10,163	\$10,163	\$10,250	Berwick	\$0	\$0	\$0	\$88
Bondurant	\$440,417	\$423,508	\$406,512	\$389,603	\$372,607	Bondurant	-\$16,909	-\$33,905	-\$50,814	-\$67,810
Clive	\$189,852	\$193,006	\$196,247	\$199,401	\$202,555	Clive	\$3,154	\$6,396	\$9,550	\$12,703
Cumming	\$30,313	\$29,262	\$28,298	\$27,247	\$26,283	Cumming	-\$1,051	-\$2,015	-\$3,066	-\$4,030
Johnston	\$523,997	\$517,777	\$511,557	\$505,336	\$499,116	Johnston	-\$6,220	-\$12,441	-\$18,661	-\$24,881
Norwalk	\$303,745	\$295,597	\$287,449	\$279,302	\$271,154	Norwalk	-\$8,148	-\$16,296	-\$24,443	-\$32,591
Pleasant Hill	\$83,580	\$89,801	\$96,021	\$102,154	\$108,374	Pleasant Hill	\$6,220	\$12,441	\$18,573	\$24,794
Polk County	\$135,446	\$138,950	\$142,454	\$145,959	\$149,463	Polk County	\$3,504	\$7,009	\$10,513	\$14,018
Runnells	\$8,936	\$8,936	\$8,936	\$8,936	\$9,024	Runnells	\$0	\$0	\$0	\$88
Warren County	\$0	\$175	\$350	\$526	\$701	Warren County	\$175	\$350	\$526	\$701
Warren Rural	\$142,630	\$147,799	\$153,055	\$158,224	\$163,393	Warren Rural	\$5,169	\$10,426	\$15,595	\$20,764
Windsor Heights	\$3,066	\$6,045	\$9,024	\$12,003	\$14,981	Windsor Heights	\$2,979	\$5,958	\$8,936	\$11,915
Xenia	\$596,977	\$578,403	\$559,742	\$541,169	\$522,508	Xenia	-\$18,573	-\$37,234	-\$55,808	-\$74,469
Altoona	\$637,715	\$622,033	\$606,351	\$590,669	\$574,986	Altoona	-\$15,682	-\$31,364	-\$47,047	-\$62,729
Ankeny	\$1,594,770	\$1,564,370	\$1,534,144	\$1,503,919	\$1,473,518	Ankeny	-\$30,401	-\$60,626	-\$90,852	-\$121,253
Grimes	\$660,669	\$640,694	\$620,631	\$600,656	\$580,681	Grimes	-\$19,975	-\$40,038	-\$60,013	-\$79,988
Polk City	\$111,616	\$110,301	\$108,900	\$107,585	\$106,184	Polk City	-\$1,314	-\$2,716	-\$4,030	-\$5,432
Urbandale	\$886,441	\$874,789	\$863,049	\$851,397	\$839,745	Urbandale	-\$11,652	-\$23,392	-\$35,044	-\$46,696
Waukee	\$516,112	\$506,212	\$496,225	\$486,325	\$476,337	Waukee	-\$9,900	-\$19,888	-\$29,788	-\$39,775
WDMWW	\$1,261,326	\$1,258,960	\$1,256,682	\$1,254,317	\$1,252,039	WDMWW	-\$2,365	-\$4,643	-\$7,009	-\$9,287
Total	\$8,761,031	\$8,761,031	\$8,761,031	\$8,761,031	\$8,761,031	Total	\$0	\$0	\$0	\$0
Total Service	\$271,504	\$283,332	\$295,247	\$306,987	\$319,077	Total Service	\$11,827	\$23,742	\$35,482	\$47,572
Des Moines (with)	\$894,764	\$1,027,581	\$1,160,486	\$1,293,128	\$1,426,208	Des Moines (with)	\$132,817	\$265,722	\$398,364	\$531,444

APPENDIX D

Exhibit 1 - DRAFT Upfront Asset Transfer Calculation – Net Book Value of Purchased Capacity

Table 1: Detail of Purchased Capacity Transactions (from DMWW)

	1996		2003 Conversion		2005		2006		2008		TOTAL			
	Purchases (MGD)	Value (\$1/GPD)	Conversion (MGD)	Value (\$1.5/GPD)	Purchases (MGD)	Value (\$1.90/GPD)	Purchase (MGD)	Value (\$1.95/GPD)	Purchase (MGD)	Value (\$2.1/GPD)	Capacity	Value	LTD Amortization	Net Book Value
Des Moines		\$0		\$0		\$0								
Bondurant	0.7000	\$700,000		\$0	0.5	\$950,000					1.2000	\$1,650,000	\$701,250	\$948,750
Clive		\$0	0.9800	\$1,470,000	6	\$11,400,000					6.9800	\$12,870,000	\$5,469,750	\$7,400,250
Johnston		\$0		\$0		\$0					0.0000	\$0	\$0	\$0
Norwalk	1.9300	\$1,930,000		\$0	0.02	\$38,000	0.005	\$9,750	0.01	\$21,000	1.9650	\$1,998,750	\$849,469	\$1,149,281
Warren Rural	3.2464	\$3,246,400		\$0		\$0					3.2464	\$3,246,400	\$1,379,720	\$1,866,680
Xenia	2.5946	\$2,594,560	0.2300	\$345,000	0.125	\$237,500					2.9496	\$3,177,060	\$1,350,251	\$1,826,810
Altoona		\$0		\$0	1	\$1,900,000					1.0000	\$1,900,000	\$807,500	\$1,092,500
Ankeny		\$0	2.2800	\$3,420,000	6	\$11,400,000					8.2800	\$14,820,000	\$6,298,500	\$8,521,500
Grimes		\$0		\$0		\$0					0.0000	\$0	\$0	\$0
Polk City	0.2500	\$250,000		\$0	0.35	\$665,000					0.6000	\$915,000	\$388,875	\$526,125
Urbandale	7.0000	\$7,000,000	1.3000	\$1,950,000	7	\$13,300,000					15.3000	\$22,250,000	\$9,456,250	\$12,793,750
Waukee	1.0000	\$1,000,000	0.6942	\$1,041,300	2	\$3,800,000					3.6942	\$5,841,300	\$2,482,553	\$3,358,748
WDMWW	6.3230	\$6,323,000	0.6500	\$975,000	2	\$3,800,000					8.9730	\$11,098,000	\$4,716,650	\$6,381,350
Totals	23.04396	\$23,043,960	6.1342	\$9,201,300	24.995	\$47,490,500	0.005	\$9,750	0.01	\$21,000	54.1882	\$79,766,510		

All purchases assumed to amortize over 40 years from 2005 when Purchased Capacity Agreements were "reset."

APPENDIX D

Exhibit 2 - DRAFT Upfront Asset Transfer Calculation – Net Position by Member Agency

Organization	Book Value Assigned			Capacity Assigned			Capacity Used			Value of Reserve Capacity		Assignment of Reserve Capacity				Net Position	Initial Capacity in Regional Entity
	Unamortized Net Value in DMW/W Assets	NBV of Other Owned Capacity	Total Value of Owned & Purchased Capacity	MGD Capacity In DMW/W (MGD)	Other Owned Capacity	Total Owned Capacity (MGD)	Total MDD (5 yr avg MGD)	Weighted Avg. Cost of Used Capacity (\$/MGD)	Total Cost of Used Capacity	Book Value Surplus (Deficit) of Reserve Capacity	Reserve Capacity (Deficit) MGD	% of Regional Growth Outlook in MDD	Allocation of Reserve Capacity (MGD)	Avg. Unit Cost of Capacity	Purchase of Additional Reserve Capacity		
Des Moines	\$111,803,570		\$111,803,570	64.81	-	64.81	(42.4166)	\$1,324,952	(\$56,199,968)	\$55,603,602	22.40	9.0%	(2.87)	\$1,345,272	(\$3,860,266)	\$51,743,335	45.29
Bondurant	\$948,750		\$948,750	1.20	-	1.20	(0.7860)	\$1,324,952	(\$1,041,412)	(\$92,662)	0.41	4.1%	(1.31)	\$1,345,272	(\$1,758,566)	(\$1,851,228)	2.09
Clive	\$7,400,250		\$7,400,250	6.98	-	6.98	(3.9320)	\$1,324,952	(\$5,209,712)	\$2,190,538	3.05	1.2%	(0.38)	\$1,345,272	(\$514,702)	\$1,675,836	4.31
Johnston	\$0		\$0	0.00	-	-	(4.8380)	\$1,324,952	(\$6,410,119)	(\$6,410,119)	(4.84)	4.7%	(1.50)	\$1,345,272	(\$2,015,917)	(\$8,426,036)	6.34
Norwalk	\$1,149,281		\$1,149,281	1.97	-	1.97	(1.7460)	\$1,324,952	(\$2,313,367)	(\$1,164,085)	0.22	5.1%	(1.63)	\$1,345,272	(\$2,187,484)	(\$3,351,570)	3.37
Warren Rural	\$1,866,680		\$1,866,680	3.25	-	3.25	(2.6360)	\$1,324,952	(\$3,492,574)	(\$1,625,894)	0.61	1.2%	(0.38)	\$1,345,272	(\$514,702)	(\$2,140,596)	3.02
Xenia	\$1,826,810		\$1,826,810	2.95	-	2.95	(3.3220)	\$1,324,952	(\$4,401,491)	(\$2,574,682)	(0.37)	8.1%	(2.58)	\$1,345,272	(\$3,474,240)	(\$6,048,922)	5.90
Altoona	\$1,092,500	\$6,000,969	\$7,093,469	1.00	4.00	5.00	(4.3960)	\$1,465,184	(\$6,440,950)	\$652,519	0.60	8.0%	(2.55)	\$1,345,272	(\$3,431,348)	(\$2,778,829)	6.95
Ankeny	\$8,521,500		\$8,521,500	8.28	-	8.28	(8.4120)	\$1,324,952	(\$11,145,498)	(\$2,623,998)	(0.13)	18.0%	(5.74)	\$1,345,272	(\$7,720,533)	(\$10,344,531)	14.15
Grimes	\$0	\$8,194,000	\$8,194,000	0.00	3.20	3.20	(3.1840)	\$2,560,625	(\$8,153,030)	\$40,970	0.02	10.6%	(3.38)	\$1,345,272	(\$4,546,536)	(\$4,505,566)	6.56
Polk City	\$526,125	\$0	\$526,125	0.60	0.30	0.90	(1.1840)	883,301	(\$1,045,829)	(\$519,704)	(0.28)	1.3%	(0.41)	\$1,345,272	(\$557,594)	(\$1,077,298)	1.60
Urbandale	\$12,793,750		\$12,793,750	15.30	-	15.30	(9.8320)	\$1,324,952	(\$13,026,930)	(\$233,180)	5.47	10.4%	(3.32)	\$1,345,272	(\$4,460,752)	(\$4,693,932)	13.15
Waukee	\$3,358,748		\$3,358,748	3.69	-	3.69	(3.5860)	\$1,324,952	(\$4,751,279)	(\$1,392,531)	0.11	9.0%	(2.87)	\$1,345,272	(\$3,860,266)	(\$5,252,798)	6.46
WDMW/W	\$6,381,350	\$14,964,242	\$21,345,592	8.97	10.00	18.97	(14.3460)	\$1,415,343	(\$20,304,516)	\$1,041,076	4.63	9.3%	(2.97)	\$1,345,272	(\$3,988,942)	(\$2,947,866)	17.31
TOTAL	\$157,669,313	\$29,159,211	\$186,828,524	119.0		136.5	(104.6166)		(\$143,936,674)	\$42,891,850	31.88	100.0%	(31.88)		(\$42,891,850)	(\$0)	136.50

(Note 1) \$1,345,272 Avg. Cost of Reserve Capacity/MGD

APPENDIX E
DRAFT

Weighted Voting
5-Year Pro Rata Annual Consumption Percentages
2016 - 2020 Consumption Data

	Consumption
Altoona	4%
Ankeny	11%
Bondurant	1%
Clive	4%
DMWW	39%
Grimes	3%
Johnston	4%
Norwalk	2%
Polk City	1%
Urbandale	8%
Warren	3%
Waukee	3%
West Des Moines	14%
Xenia	4%
	<hr/>
	100%

GLOSSARY

Asset Transfer Date

The date at which all production-related assets of Water Producing Members transfer to CIWW.

Board of Trustees

The regional governing body of CIWW comprised of one or two representatives for each Member.

Board Trustee (or Trustee)

An individual, selected by each Member, to serve on the regional Board of Trustees of CIWW.

Central Iowa Water Works (CIWW)

The name of the regional production entity formed to provide wholesale water service to Members. Also called **Regional Authority**.

Consensus

As used in this document, consensus implies agreement among individuals comprising the Micro Group. It should not be construed in any way to imply formal or informal agreement by the governing boards of the Micro Group Members.

Founding Agency Members

An original participating entity to the regional water authority, involved in the initial set up of CIWW.

Member(s)

A city or board-governed entity party to the 28E Agreement forming the Regional Authority.

Micro Group

An ad hoc group of board and staff representatives from the board-governed utilities of Des Moines Water Works, West Des Moines Water Works, and Urbandale Water Utility, formed to study certain issues and questions related to the formation of a regional water production utility. The opinions expressed by the Micro Group solely reflect those of the individuals participating, and in no way should be interpreted to reflect the views of their associated governing boards.

Operating Contract

The contract entered into by CIWW and Water Producing Members outlining the terms and responsibilities of the Water Producing Members and CIWW.

Operational Commencement Date

The date on which the operations of the Regional Authority begin, which is subsequent to the effective date.

Regional Authority

The regional production entity formed to provide wholesale water service to Members. Also called **Central Iowa Water Works** or **CIWW**.

Total Service Customer

Communities or entities served under 28E Agreement by another entity, such as Des Moines Water Works, for the operation and maintenance of that community/entity's water system.

Water Producing Members

Members of the regional utility owning water production and supply facilities and serving as municipal water suppliers to wholesale and/or retail customers.

Water Production and Supply Facility

Source, treatment, and transmission assets used to provide water supply to wholesale or retail customers.

RESOLUTION NO. 2022-68

A RESOLUTION AUTHORIZING POLK CITY TO PARTICIPATE IN CENTRAL IOWA WATER WORKS FOUNDING

WHEREAS, the City of Polk City, Iowa considers it desirable to explore establishing, with other water utilities and governmental entities, a shared regional system of drinking water supply production facilities under regional governance to meet all of its existing and future needs for safe, reliable, abundant, and reasonably priced drinking water to be distributed to its customers; and

WHEREAS, certain existing water supply utilities in Central Iowa have defined a framework for the organization of a new regional water authority as a separate public entity created under Chapter 28E and Chapter 28F, Iowa Code, to be known as the "Central Iowa Water Works" (CIWW) to act as a regional water wholesale production and supply authority under terms and conditions as set forth in the Regionalization Outcomes Document as issued in April, 2021 and revised in November, 2021 attached hereto as Exhibit A (the "Outcomes Document"); and

WHEREAS, the City of Polk City, Iowa desires to participate as a founding agency of the Central Iowa Water Works (CIWW) as described in the Outcomes Document, subject to certain terms and contingencies.

NOW, THEREFORE IT IS HEREBY RESOLVED, that the City of Polk City, Iowa shall be, and agrees to become, a founding agency of the Central Iowa Water Works (CIWW) on the terms as generally described in the Outcomes Document, **subject to the following**:

- A. Participation as a founding agency shall be subject to the preparation of a form of Agreement under Chapter 28E and Chapter 28F of the Iowa Code that is in all material respects consistent with the Outcomes Document and acceptable in form and substance to the City of Polk City, Iowa, and its counsel; and
- B. Participation as a founding agency shall be contingent upon, and shall be effective only if, water supply agencies representing a "critical mass", defined as a substantial majority of the average total annual water consumption of the Des Moines Metropolitan Area, execute this CIWW Founding Resolution by March 31, 2022; and
- C. Participation as a founding agency shall be contingent upon the execution, delivery, and filing with the Iowa Secretary of State of a 28E-28F Agreement by the requisite agencies meeting condition B above on or before September 30, 2022.

DATED this 23rd day of May 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

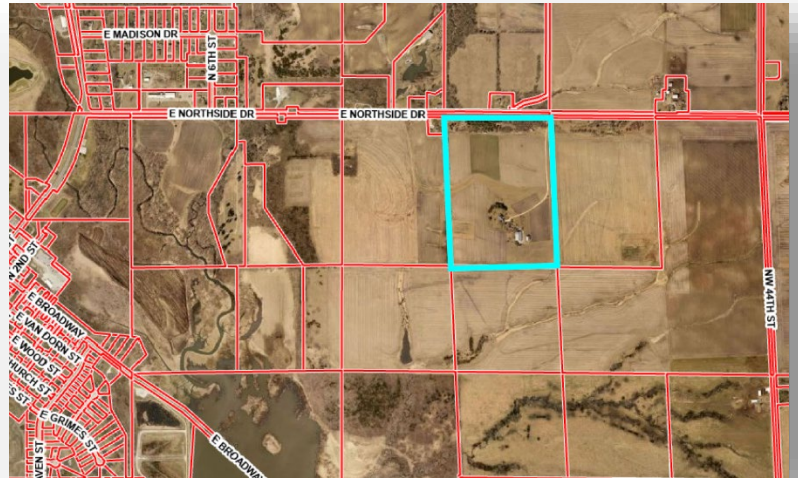
REZONING PETITION REVIEW

Date: March 29, 2022
Subject Property: Schlife/DeVries property

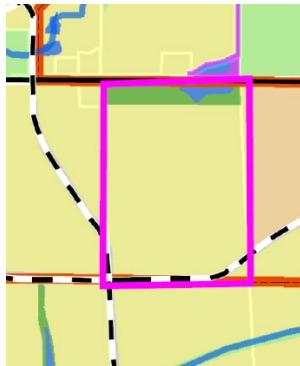
Prepared by: Kathleen Connor
Project No.: 122.0207.01

GENERAL INFORMATION:

Thomas Schlife and Mary DeVries are the owners of 56.14 acres at 1716 E. Northside Drive, highlighted in cyan on the right. They have submitted a signed *Petition to Rezone* their property from A-1 Agricultural to R-1 Single Family Detached Residential. Owners of 95% of the 250' buffer surrounding the proposed zoning boundary have consented to the rezoning. The date of the public hearing for this this rezoning will be set after P&Z forwards their recommendation to City Council.



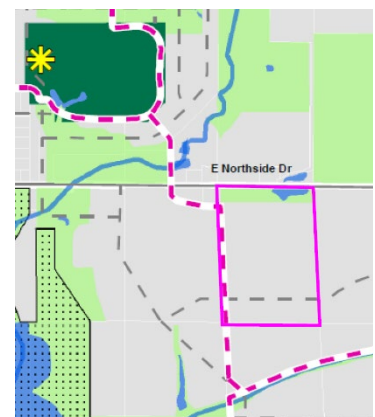
COMPREHENSIVE PLAN:



The 2016 Comprehensive Plan designated the Schlife/DeVries property, outlined in magenta on the left, primarily for low density residential use. There is also a strip designated for park land on the north side of this property, fronting on E. Northside Drive.

Since the time the 2016 Comprehensive Plan was prepared, the City has acquired land for a 57-acre park in Big Creek Commons. City staff has indicated there is no need for a second park so close to the large regional park. Instead a 20' buffer will be required immediately adjacent to E. Northside Drive across the frontage of this property.

The Parks and Trails Map, excerpted on the right, has been amended to show the regional park in Big Creek Commons. The recreational trail was amended to run from the regional park, across E. Northside Drive via an easement in Big Creek Commons, along the west side of this property, and eventually extending south where it will connect to the Antler Ridge subdivision on the south side of E. Southside Drive.



RECOMMENDATION REGARDING THE PROPOSED REZONINGS:

The Planning & Zoning Commission may proceed with one of the following options regarding the four proposed rezonings at their meeting:

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

ORDINANCE NO. 2022-1500

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 57.66ACRES LOCATED 1716 E NORTHSIDE DRIVE, POLK CITY, IOWA, FROM ZONING CLASSIFICATION OF A-1 AGRICULTURAL TO R-1 SINGLE FAMILY DETACHED RESIDENTIAL

WHEREAS, on the 18th day of April 2022, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

THE NE ¼ OF THE NW FRACTIONAL ¼ SECTION 6-80-24 IN THE CITY OF POLK CITY, POLK COUNTY, IOWA.
ALL CONTAINING 57.66 ACRES, MORE OR LESS

be considered for rezoning 57.66 acres from Agricultural (A-1) to Single Family Detached Residential (R-1); and

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

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

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from Agricultural (A-1) to Single Family Detached Residential (R-1).

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ of _____ 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

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



City of Polk City, Iowa

City Council Agenda Communication

Date: May 23, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: 2nd Reading of Water Rate Ordinance

BACKGROUND: On Monday, the City Council will have the 2nd reading for an ordinance related to water rates. The City is proposing a 3% increase to water rates, effective June 2022 (bill due July 1, 2022). The new rates are as follows:

Service Availability Charge	\$9.65 (minimum bill)
Usage Charge	\$6.45 per 1,000 gallons
Irrigation usage charge	\$11.02 (minimum bill) & per 1,000 gallons

Over the last 2 years, the City has had to significantly increase water & sewer rates to Polk City residents. Because the City Council has increased rates the last few years, the City is capable of not raising rates as significantly for July 1st. This increase will provide for adequate water operations and allows the City to prepare to move forward on a number of projects. An evaluation of water rates will continue to be made on a year-to year basis.

ALTERNATIVES: Do not approve the 2nd reading of the proposed Ordinance

FINANCIAL CONSIDERATIONS: 3% revenue increase

RECOMMENDATION: It is my recommendation that the Council approve the 2nd reading of an Ordinance related to water rates for next fiscal year. At the previous City Council meeting, I had made a request to waive the 3rd reading. We do not need to do that and I would recommend the 3rd and final reading take place at the June 13th City Council meeting.

ORDINANCE NO. 2022-1600

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

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

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

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

<u>Gallons Used per Month</u>	<u>Rate</u>
Service Availability Charge	\$9.65 (minimum bill)
Usage Charge	\$6.45 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	\$11.02 (minimum bill)

Section 2. The new water rates will start with meter reads in the month of June 2022, payable in July 2022.

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

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

PASSED AND APPROVED this ____ day of _____ 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:



City of Polk City, Iowa

City Council Agenda Communication

Date: May 23, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: 2nd Reading of Sewer Rate Ordinance

BACKGROUND: For the City Council's consideration on Monday, will be an ordinance related to sewer rates. The City is proposing a 2% increase to sewer rates, effective June 2022 (bill due July 1, 2022). The proposed rates are as follows:

Service availability charge	\$18.80 (minimum bill)
Usage charge	\$12.45 per 1,000 gallons of water used

ALTERNATIVES: Do not approve the 2nd reading of the proposed Ordinance

FINANCIAL CONSIDERATIONS: 2% revenue increase

RECOMMENDATION: It is my recommendation that the Council approve the 2nd reading of an Ordinance related to sewer rates for next fiscal year. The third and final reading of the Ordinance will take place at the June 13, 2022 City Council meeting.

CITY OF POLK CITY, IOWA

Ordinance No. 2022-1700

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

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

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

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

1. Service Availability Charge. A service availability charge of \$18.80 per month (minimum bill).
2. Usage Charge. A usage charge of \$12.45 per each 1,000 gallons of water used.

Section 2. The new Sanitary Sewer rates will start with meter reads in the month of June 2022, payable in July 2022.

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 _____ 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First reading:

Second reading:

Third reading:

Publication Date by posting: