

Agenda -Notice of Meeting

Polk City | City Council

May 8, 2023 | 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@polkcityvia.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

Rob Sarchet | Pro Tem

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

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearings:

a. Public Hearing on proposed Development Agreement

i. Resolution 2023-60 approving Development Agreement with Antler Ridge, LLC for the Development of Sanitary Sewer Project

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

6. Consent Items

a. City Council Meeting Minutes for April 24, 2023

b. Claims listing May 8, 2023

c. Twelve months Liquor License for Kum & Go #135 effective July 1, 2023

d. City Hall closed for RAGBRAI on July 26, 2023

e. Resolution 2023-61 setting Public Hearing on an amendment to the FY 22/23 City Budget

f. Twelve-month Tobacco permit for Kwik Star #1089 effective July 1, 2023

g. FY 23/24 budgeted Trailer purchase for Public Works in the amount of \$17,375

h. Block Party May 26 from 5:30 pm-10 pm in the 600-800 block of Pelican Drive

i. FY 23/24 budgeted Public Works Pickup Truck purchase in the amount of \$125,147

j. Receive and file the May 1, 2023 Library Board Meeting Minutes

k. Receive and file the April 2023 Library Director Report

l. Acknowledge Library Policy – Reconsideration of Materials

m. Acknowledge Library Policy – Collection Development

n. FY 23/24 budgeted purchase for water meters in bulk in the amount of \$99,400

o. Receive and file the April 2023 Parks & Recreation Department Report

p. Receive and file the April 2023 Fire Department Report

q. Twelve-month Tobacco permit for Fareway Stores, Inc. #137 effective July 1, 2023

r. Receive and file the April 2023 Water Report

- s. Set pay for new Police Officer, Craig Garrison at \$26.21/hr pending completion of MMPI evaluation and pre-employment physical, and upon completion of the academy he will move to \$28.55/hr
- t. Resolution 2023-62 approving the Application for Partial Payment No. 3 for the Fire Station Remodel Project in the amount of \$43,700
- u. Twelve-month Tobacco permit for Casey's #1144 effective July 1, 2023

7. Business Items

- a. Second Reading of Ordinance 2023-8000 consolidating the current U-1 to GF zoning districts into a new GF-1 zoning district
- b. Third Reading of Ordinance 2023-6000 amending Chapter 157 Site Plan
- c. Snyder & Associates March 2023 Engineering Services Invoice in the amount of \$43,153.25

8. Mayor Proclamations:

National Police Week May 14-20, 2023

Emergency Medical Services (EMS) Week May 21-27, 2023

National Public Works Week May 21-27, 2023

9. Reports & Particulars

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

10. Adjournment

--next meeting date May 22, 2023



City of Polk City, Iowa City Council Agenda Communication

Date: May 8, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing & Resolution on Proposed Development Agreement with Antler Ridge, LLC

BACKGROUND: On Monday the City Council will hold a public hearing for a development agreement with Antler Ridge LLC for upsizing a sanitary sewer main through the development.

City staff have been working with Antler Ridge LLC (Previously the Snetselaar subdivision) to upsize the sanitary sewer main through the subdivision. The upsizing of the main from 8" to 15" will allow for future extension of the trunk sewer to service south of Highway 415. In October 2022, the City Council approved the construction drawings for Antler Ridge LLC contingent on a development agreement for the sanitary sewer. We have been negotiating the terms of the development agreement since that time.

The proposed terms of the development agreement include:

1. Payment of \$450,000 out of the sanitary sewer fund
2. A credit for \$112,500 for the East Southside Drive trunk sanitary sewer connection fee

ALTERNATIVES: Do not approve

FINANCIAL CONSIDERATIONS: The financial considerations for this development agreement are a total of \$562,500; \$450,000 cash and \$112,500 credit. The upsizing of this sanitary sewer trunk is important to the future service area south of Highway 415. It is also a less expensive alternative to a possible future lift station in this service area.

It is important to note this upsizing will not service south of Highway 415. This project will only serve north of Highway 415. The City Council will further need to prioritize the southern half of 415, as outlined in Snyder's recent sanitary sewer study.

RECOMMENDATION: It is my recommendation that the Council approve the development agreement for Antler Ridge upsizing of sanitary sewer.

RESOLUTION NO. 2023-60

**RESOLUTION APPROVING DEVELOPMENT
AGREEMENT WITH ANTLER RIDGE, LLC FOR THE
DEVELOPMENT OF THE SANITARY SEWER PROJECT**

WHEREAS, Antler Ridge, LLC is the owner of certain real property located in the City of Polk City (the “Property”); and

WHEREAS, Antler Ridge, LLC desires to undertake the development of a residential subdivision on the Property and the construction of certain public infrastructure improvements in connection therewith, including the installation of an over depth, upsized sanitary sewer (the “Sanitary Sewer Project”); and

WHEREAS, the City desires to provide an economic development grant (the “Grant”) to Antler Ridge, LLC to assist in paying the costs of the Sanitary Sewer Project; and

WHEREAS, in order to facilitate the construction of the Sanitary Sewer Project as assisted by the Grant, the City believes it to be in the best interest of the City to approve the Development Agreement by and between Antler Ridge, LLC and the City of Polk City, attached hereto as Exhibit “A”.

BE IT, THEREFORE, RESOLVED by the City of Polk City, Iowa, that the Development Agreement in the form attached hereto as Exhibit “A” is hereby approved.

BE IT FURTHER RESOLVED that the execution of the Development Agreement by the Mayor and City Clerk is hereby authorized, and the City staff is directed to do all things necessary to carry out the terms of said Agreement.

DATED this 4 day of May 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

DEVELOPMENT AGREEMENT

This Agreement is entered into between the City of Polk City, Iowa (the “City”) and Antler Ridge, LLC (the “Developer”) as of the ____ day of _____, 2023 (the “Commencement Date”).

WHEREAS, the Developer owns certain property in the City, and the Developer has proposed to undertake the development of a residential subdivision on such property and the construction of certain public infrastructure improvements in connection therewith including the installation of an over depth, upsized sanitary sewer (the “Sanitary Sewer Project”); and

WHEREAS, the City Council is willing to provide an economic development grant (the “Grant”) to the Developer in order to assist in paying the costs of the Sanitary Sewer Project; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

A. Developer’s Covenants:

1. Construction of Sanitary Sewer Project. The Developer agrees to cause the construction of the Sanitary Sewer Project in accordance with the timelines and specifications set forth in Exhibit A hereto. Prior to constructing the Sanitary Sewer Project, the Developer will submit copies of all engineering documents related to the proposed Sanitary Sewer Project to the City for review. The City may request reasonable changes in such documents, to ensure compliance with any applicable ordinances or regulations.

The City shall retain all rights to inspect each of the completed Sanitary Sewer Project for quality of work and full compliance with City Code. Nothing in this subsection shall be interpreted as limiting the City’s rights to not accept the work if the Sanitary Sewer, is not completed to the satisfaction of the City.

Upon completion of each of the Sanitary Sewer Project, provided that (i) such improvements are of the type ordinarily dedicated to the City; (ii) the City confirms to the Developer in writing that such completed improvements meet City requirements; and (iii) the City accepts such Sanitary Sewer Project, in accordance with State law, the Developer will provide the City with either a deed or permanent easement to the improvements and related right-of-way comprising the Sanitary Sewer Project, which shall thereafter be maintained by the City.

2. Economic Development Grant Disbursement Requests and Project Costs Documentation. The City agrees to reimburse the Developer for the extra cost of the Sanitary Sewer Project that is over and above a standard sanitary sewer required to serve this development. Based on cost opinions provided by Nilles Associates, Inc. the City’s cost share shall not exceed Four Hundred Fifty Thousand and No/100 Dollars (\$450,000.00). The Developer shall provide invoices with sufficient detail to substantiate actual construction costs and lien waivers to

demonstrate that contractors have been paid in full, provided that the reimbursement amount for each phase shall be pro-rated based on the length of the constructed sanitary sewer in relation to the entire length of the Sanitary Sewer Project..

The Developer agrees to make certain grant disbursement requests (each, a “Grant Disbursement Request”) to the City in accordance with this Section A.2. Each Grant Disbursement Request submitted under this Section A.2 shall be in the form attached hereto as Exhibit B.

Within thirty (30) days of completion of the Sanitary Sewer Project, the Developer agrees to submit a grant disbursement request (the “Sanitary Sewer Project Disbursement Request”) to the City.

Each Grant Disbursement Request shall be accompanied by documentation (the “Costs Documentation”) detailing the costs (the “Project Costs”) incurred in completion of the Sanitary Sewer Project, including invoices, and such other documentation as may reasonably be requested by the City, confirming that the Project Costs detailed in the Costs Documentation were in fact incurred in the construction of the Sanitary Sewer Project, and that such Project Costs are of an amount reasonably to have been expected with respect to such construction.

The Project Costs may include all costs relating to land acquisition, designing and constructing the Sanitary Sewer Project, landscaping and grading the Sanitary Sewer Project, interest expense and other costs of financing, and other reasonably related costs of carrying out the Sanitary Sewer Project.

3. East Southside Drive Sewer Connection Fee and Payment by Developer. The Developer is responsible for payment for the sanitary sewer connection fee for Lot 3 of Red Cedar Prairie Plat 1, to be paid at the time of final platting. This connection fee includes a fee in the amount of \$12,740 for the existing home on said lot and a fee in the amount of \$99,760 for new development on said lot.. However, the City agrees to credit the total amount of the East Southside Drive Sewer Connection fee in the amount of \$112,500 in consideration of the developer’s responsibility for design and construction of the Sanitary Sewer Project.

3. Future Southeast Trunk Sewer Connection Fee District The City intends to establish a connection fee to recover the above costs plus interest that will be shared by downstream properties on a per-acre basis. The preliminary estimate for the hook-up fee for Segment 1 only of the SE Trunk Sewer, which consists of all phases of the Antler Ridge Sanitary Sewer Project, to be paid by future developers of property within the Southeast Sanitary Sewer Service District is estimated to be approximately two thousand two hundred and No/100 Dollars (\$2,200.00) per acre. There shall be no connection fee for the Southeast Trunk Sewer attributed to the Antler Ridge subdivision as shown on the approved Preliminary Plat.

4. Default Provisions.

A. Events of Default. The following shall be “Events of Default” under this Agreement, and the term “Event of Default” shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

- 1) Failure by the Developer to complete construction of the Sanitary Sewer Project pursuant to the terms and conditions of this Agreement.
- 2) Failure by the Developer to observe or perform any other material covenant on its part, to be observed or performed hereunder.

B. Notice and Remedies. Whenever any event of default described in this Agreement occurs, the City shall provide written notice to the Developer describing the cause of the default and the steps that must be taken by the Developer in order to cure the default. The Developer shall have thirty (30) days after receipt of the notice to cure the default or to provide assurances satisfactory to City that the default will be cured as soon as reasonably possible. If the Developer fails to cure the default or provide assurances, the City shall then have the right to:

- 1) Pursue any action available to it, at law or in equity, in order to enforce the terms of this Agreement.
- 2) Withhold the Grant Disbursements provided for under Section B.2.

B. City's Covenants:

1. Review of Grant Disbursement Requests and Costs Documentation. The City public works and engineering personnel will review each Grant Disbursement Request upon receipt from the Developer. If the City staff determines that a Grant Disbursement Request satisfies the requirements of Section A.2 above, the City shall record a summary of the date, amount and nature of such costs (the "Accepted Projects Costs") on the Summary of Accepted Project Costs attached hereto as Exhibit C, and such summary shall be the official record of the Accepted Projects Costs for purposes of tallying the maximum amount of the Grant allowed to the Developer under this Agreement.

In the event that the City determines that a Grant Disbursement Request received from the Developer does not meet the requirements of Section A.2 above, the City shall notify the Developer within fifteen (15) days of such determination in order to allow an opportunity for the Developer to cure the noted deficiencies.

2. Economic Development Grant. The City hereby agrees to fund the Grant through a series of disbursements (the "Grant Disbursements" and, each, individually a "Grant Disbursement") to the Developer, in an aggregate maximum amount equal to the lesser of (i) the Accepted Project Costs, or (ii) Four Hundred Fifty Thousand and No/100 Dollars (\$450,000.00) provided the maximum reimbursement amount for each phase shall be pro-rated based on the length of the constructed sanitary sewer in relation to the entire length of the Sanitary Sewer Project., in accordance with this Section B..

Within thirty (30) days of receipt from the Developer of an acceptable Sanitary Sewer Project Disbursement Request, the City agrees to make a Grant Disbursement to the Developer in the amount of the Accepted Project Costs for such Sanitary Sewer Project.

C. Administrative Provisions:

1. Assignment. Neither party may cause this Agreement to be amended, assigned, assumed, sold or otherwise transferred without the prior written consent of the other party.

2. **Successors.** This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

3. **Term.** The term (the “Term”) of this Agreement shall commence on the Commencement Date and end on the date on which the last Grant Disbursement is made by the City to the Developer under Section B.2 above.

4. **Choice of Law.** This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the Developer have caused this Agreement to be signed in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF POLK CITY, IOWA

By: _____
Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk

ANTLER RIDGE, LLC

By: _____

Title: _____

EXHIBIT A
TIMELINE AND SPECIFICATIONS FOR SANITARY SEWER PROJECT

The Antler Ridge Sanitary Trunk Sewer project comprises the sanitary trunk sewer as shown on Preliminary Plat approved by City Council on September 26, 2022; beginning at its connection to the existing E. Southside Drive and terminating at the south plat boundary line between Lots 54 and 55 as shown on said plat. The Antler Ridge Sanitary Trunk Sewer does not include lateral sanitary sewers intended to serve individual lots within Antler Ridge or Holly Woods.

The construction of all phases of the sanitary sewer project shall be in conformance the City of Polk City's Subdivision Ordinance, Statewide Urban Standards and Specifications (SUDAS), the Preliminary Plat approved by City Council on September 26, 2022, all applicable City Code requirements, and applicable Construction Drawings.

PHASE 1: The Construction Drawings for Antler Ridge Phase 1 Sanitary Trunk Sewer were approved by City Council on October 24, 2022. The developer intends to start construction of the Phase 1 public improvements in May, 2023 and complete construction by December 31, 2023. The Construction Drawings as approved on October 24, 2022 require all sanitary trunk sewer to be surcharged with five (5) feet of soil for a minimum of six (6) months prior to paving. The City agrees to replace the surcharge loading requirement for the sanitary trunk sewer with enhanced soil compaction efforts that will maximize soil consolidation and minimize the chances of trench settlement, local soil failures, and local pavement failures. As recommended by the developer's geotechnical engineer, the developer shall be required to meet 98% compaction and an allowable moisture content of -0/+4% of a modified proctor (ASTM D1557) for all sanitary trunk sewer. Prior to construction, the developer shall submit revised construction drawings for review and approval by the City Engineer, noting the enhanced compaction requirements, or shall perform surcharge loading as noted in the previously approved construction drawings.

ADDITIONAL PHASES: The developer will be responsible for submitting construction drawings prepared by a professional engineer licensed in the State of Iowa for review and approval by the City Engineer for conformance with the approved Preliminary Plat, Subdivision Ordinance, SUDAS and applicable City Standards. Such construction drawings shall be approved by the City Council of the City of Polk City prior to commencing construction. The developer intends to start construction of the Phase 2 improvements in the spring of 2024. Phase 2 construction, along with the remaining phase(s) of the Antler Ridge Sanitary Trunk Sewer shall be completed and ready for Council acceptance by December 31, 2025. In accordance with the Preliminary Plat , all phases of the sanitary trunk sewer shall be surcharged with five (5) feet of soil for a minimum of six (6) months prior to paving unless otherwise recommended by the City Engineer and approved by City Council.

EXHIBIT B
FORM OF GRANT DISBURSEMENT REQUEST

Date submitted: _____

Submitted by: _____

Contact information: _____

Grant Amount Requested \$ _____

Index of Invoices/Statements Attached to substantive request:

I, the undersigned hereby certify that the costs shown on the documents referred in the index above are (i) legitimate costs reasonably incurred in the undertaking of the Sanitary Sewer Project; and (ii) distinct from and additional to all other costs previously associated with a prior grant request.

ANTLER RIDGE, LLC

By: _____

Title: _____

Reviewed and accepted by the City of Polk City, Iowa this _____ day of _____, 2022.

By: _____
City Manager

EXHIBIT C
SUMMARY OF ACCEPTED PROJECT COSTS

Date of Cost	Amount of Cost	Nature of Cost	Date Accepted by City

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. April 24, 2023
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., April 24, 2023. The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Mayor Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Sarchet, Vogel, Anderson | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Presentation** | Tree Board and Arbor League Representative: Ken Morse presented the Tree City USA Award to Mayor and City Council and provided an overview of the history of the Arbor Leagues volunteerism over the past 30 years.
5. **Public Comments** | Ken Morse, 1308 Westside Drive addressed Mayor and Council regarding proposed Ordinance 2023-5000 sharing his concern regarding the 4000sq maximum size accessory structures.
6. **Consent Items** |
 - a. City Council Meeting Minutes for April 10, 2023
 - b. City Council Work Session Meeting Minutes for April 10, 2023
 - c. Claims listing April 24, 2023
 - d. Receive and file the Board of Adjustment Meeting Minutes for April 13, 2023
 - e. Receive and file the P&Z Commission Meeting Minutes for April 17, 2023
 - f. Twelve months Liquor License for Fareway Stores effective June 17, 2023
 - g. Twelve months Liquor License for La Familia Restaurant effective April 24, 2023
 - h. Resolution 2023-54 approving 28E Agreement for Polk County Emergency Management Funding
 - i. Resolution 2023-55 approving 28E Agreement for the funding of Homeland Security Services
 - j. Receive and file the 2022 Annual Water Quality Report
 - k. Receive and file the March 2023 Water Department Report
 - l. Receive and file the March 2023 Police Department Report
 - m. March 2023 Finance Report
 - n. Resolution 2023-58 setting Public Hearing for Development Agreement
 - o. Set pay for new hire Part-Time Firefighter/Advanced EMT, Kristin Fox at a rate of \$18.50 per hour

MOTION: A motion was made by Anderson and seconded by Vogel to approve the consent agenda items
MOTION CARRIED UNANIMOUSLY
7. **Business Items**
 - a. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2023-56 approving Site Plan for On With Life
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-57 rescinding Resolution 2022-108, that awarded construction contract for the West Bridge Road Water Main Loop Project and accepting the new proposal in the amount of \$74,771 from the Underground Company, LTD to complete the work
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-59 approving the Plat of Survey for Parcel 2023-53 and Record of Lot Tie agreement
MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the First Reading of Ordinance 2023-7000 adding Chapter 11 RAGBRAI with amendment to remove second sentence in section 9.
MOTION CARRIED UNANIMOUSLY
- i. **MOTION:** A motion was made by Walters and seconded by Dvorak to waive the Second and Third Reading of Ordinance 2023-7000 adding Chapter 11 RAGBRAI
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the First Reading of Ordinance 2023-8000 consolidating the current U-1 and GF zoning districts into a new GF-1 zoning district
MOTION CARRIED UNANIMOUSLY
- f. **NO MOTION was made:** Second Reading of Ordinance 2023-5000 amending Chapter 165.06 Zoning Regulations, General Regulations
DIED FOR LACK OF MOTION
- g. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the Second Reading of Ordinance 2023-6000 amending Chapter 157 Site Plan
MOTION CARRIED UNANIMOUSLY

8. Mayor Proclamations

Mayor Karsjen, proclaimed National Municipal Clerk's Week April 30 – May 6, 2023

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

- Police Chief Siepker reported that Officer Aicher and K9 Officer Eudoris aided the Postal Inspectors to locate and remove three quarters of a pound of fentanyl from the streets.
- Parks & Recreation Director Thraen thanked everyone involved with the Earth Day celebration from the Friends of the Parks 5K to the Members of the Parks Commission Trash Bash events.
- City Council Member Sarchet called attention to Consent Agenda Item 6g, Mexican Restaurant opening soon.
- City Council Member Anderson said it is refreshing to see people taking an interest and attending City Council Meetings.
- City Council Member Vogel thanked the Tree Board and Arbor League representatives for 30+ years of taking care of the community and she thanked the Friends of the Park for all their hard work fundraising for the parks. She said she is excited to see the addition of the Pocket Park and feels it will be a cool feature added to the Square.
- Mayor Karsjen shared his excitement for how well attended the City Hall Groundbreaking Event was last week and applauded the Council and Staff for pushing forward and getting projects started in town. Mayor thanked Girl Scout Troop 873 for their hard work helping him pick up trash in the community.

10. Adjournment

MOTION: A motion was made by Anderson to adjourn at 6:48 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – May 8, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	\$ 45,040.00
ACTION REPROGRAPHICS	SIGNAGE FOR TRUCKS/BLDG	\$ 843.68
Amazon	BEAVER COSTUME	\$ 588.89
AMERICAN HOME SERVICES	CITY HALL FURNACE	\$ 205.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 87.34
AVESIS	CITY VISION INS	\$ 307.09
BAKER & TAYLOR	LIBRARY	\$ 1,377.08
BRICK LAW FIRM	ATTORNEY FEES	\$ 5,720.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 392.16
CAPITAL CITY EQUIPMENT CO.	SKID MAINTENANCE	\$ 385.06
CARROLL CONSTRUCTION SUPPLY	CONCRETE SUPPLY	\$ 888.52
CASSIE PERRAULT	MILLER PARK REFUND	\$ 75.00
CHRISTIAN BROTHERS AUTOMOTIVE	LOF	\$ 96.52
CITY LAUNDERING	DOOR MAT	\$ 167.32
CITY OF POLK CITY	UBASSISTANCE 2660001	\$ 77.94
Controlled Access of the Midwe	RECYCLING	\$ 346.00
Crystal Clear Water Co	PURCHASED WATER	\$ 37.22
D & K PRODUCTS	GRASS SEED	\$ 427.50
Delta Dental	CITY DENTAL INSURANCE	\$ 1,324.16
Des Moines Water Works	WATER	\$ 37,466.70
DORSEY & WHITNEY LLP	UR PLAN AMENDMENT/DA AGREEMENT	\$ 5,500.00
ELECTRONIC ENGINEERING CO.	SHARED ALARM	\$ 70.00
FENDER'S	SRP PROGRAM	\$ 100.00
Ferguson Waterworks	ANNUAL SOFTWARE FEE	\$ 3,010.00
Fire Service Training Bureau	CHANNEY FF1 TESTING	\$ 100.00
GALL'S INC.	CHIEF UNIFORM	\$ 189.48
GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 517.19
Gurnsey Electric Co	FIBER HOOKUP FROM WELLS TO PAN	\$ 8,982.52
HAWKINS INC	CHLORINE	\$ 363.71
Interstate Batteries	SIREN MAINTENANCE	\$ 1,217.70
KANSAS CITY LIFE INS. CO	CITY LIFE INSURANCE	\$ 1,145.36
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 139.00
KILLIAN'S CUSTOM METAL	ROOFING FOR SHOP	\$ 2,322.30
KIMBALL MIDWEST	FIELD PARKING PAINT	\$ 627.56
KINZLER CONSTRUCTION SERVICES	OVERHEAD DOOR REPAIR	\$ 881.50
LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$ 376.38
MCKINNEY TOWING	VEHICLE TOW	\$ 491.67
MERAKI MAMAS BOUTIK	SRP SHIRTS	\$ 380.00
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 50.43
METRO WASTE AUTHORITY	MONTHLY CURBIT FEE	\$ 9,115.20
MI-FIBER	CITY INTERNET	\$ 9.95
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 319.46
NICHOLS EQUIPMENT LLC	CONCRETE JOBS	\$ 1,418.00
ONESOURCE	PARKS & REC	\$ 44.45
PCC AMBULANCE BILLING	DECEMBER EMS	\$ 652.48
Perma-Bound	BOOKS	\$ 301.14
POMP'S	VEHICLE REPAIR	\$ 451.46
PORTABLE PRO, INC.	PORTABLE PRO	\$ 450.00
RACOM	EDACS	\$ 862.92
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 49,672.19
Safety Kleen Systems Inc	PARTS WASHER MAINTENANCE	\$ 155.10
SAGE HOMES IOWA	NO IRRIGATION METER	\$ 470.00
Sandry Fire Supply L.L.C.	GLOVES AND HOODS DNR GRANT	\$ 6,974.15
SBS SERVICES GROUP LLC	WEEKLY CLEANING	\$ 1,323.57
STEW HANSEN	25 LOF	\$ 98.65
TARGETSOLUTIONS LEARNING, LLC	TARGET SOLUTIONS	\$ 1,291.80
TOTAL QUALITY INC.	LAWNCARE	\$ 12,167.34
VICTOR STANLEY	TOWN SQUARE LITTER RECEPTACLES	\$ 8,153.00
ACCOUNTS PAYABLE TOTAL		\$ 171,208.84
GENERAL		\$ 95,795.88
ROAD USE		\$ 4,227.05
L.M.I		\$ 77.94
CAPITAL EQUIPMENT/VEHICLE		\$ 6,910.00
WATER		\$ 51,298.36
SEWER		\$ 3,784.41
SOLID WASTE/RECYCLING		\$ 9,115.20
TOTAL FUNDS		\$ 171,208.84



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Kum & Go LC	Kum & Go # 135	(515) 984-6959		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
303 W Broadway St		Polk City	Polk	50226
MAILING ADDRESS	CITY	STATE	ZIP	
1459 Grand Avenue	Des Moines	Iowa	50309	

Contact Person

NAME	PHONE	EMAIL
Jody Deiter	(515) 457-6249	licenses@kumandgo.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0001806	Class E Retail Alcohol License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
July 1, 2023	June 30, 2024	

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Tanner Krause	Des Moines	Iowa	50309	CEO	0.00	Yes
Brian Beckett	Des Moines	Iowa	50309	CFO	0.00	Yes
Reed Rainey	Des Moines	Iowa	50309	COO	0.00	Yes
Charles Campbell	Des Moines	Iowa	50309	Secretary	0.00	Yes
Krause Group LTD	Des Moines	Iowa	50309	Share holder	100.00	Yes
Jody Deiter						

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

RESOLUTION NO. 2023-61

**A RESOLUTION SETTING A PUBLIC HEARING ON AN AMENDMENT TO
THE FY 22/23 BUDGET FOR THE CITY OF POLK CITY, IOWA**

WHEREAS, the City Council of the City of Polk City, Iowa and City Staff have prepared an amendment to the Fiscal Year 2022-2023 City Budget; and

WHEREAS, it is necessary to hold a public hearing to review and approve an amendment to the budget.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby orders a public hearing and notice thereof to be held on May 22, 2023 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on the amendment to the FY 22/23 City Budget.

PASSED AND APPROVED the 8 day of May 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: May 8, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Set public hearing for FY23 budget amendment #2

BACKGROUND: On Monday, the City Council will set a public hearing for a budget amendment for the Fiscal Year 23 (July 1, 2022-June 30, 2023). The proposed amendment includes amending for \$302,000 in revenue, and \$350,600 in expenditures. The City plans to utilize some fund balance cash to offset the additional expenses proposed in the amendment. Explanation for each adjustment is as follows:

Revenue:

1. Amend for TIF revenue in the amount of \$42,000. We certified a higher amount than what was included in the budget, mainly due to the Deerhaven Urban Renewal Area.
2. Amend for grants for the Pocket Park project in the amount of \$20,000
3. Amend for donations for the Pocket Park project in the amount of \$20,000
4. Amend for State Revolving Loan in the amount of \$150,000 for financing for the water tower project
5. Amend for transfers in, totaling \$70,000

Expenses:

1. Amend for fire & rescue pay in the amount of \$20,000
2. Amend for fire overtime/shift pay in the amount of \$10,000
3. Amend for land purchase in the amount of \$110,000 for the land purchase from T&L Properties
4. Amend for principal/TIF bonds in the amount of \$48,000 for rebate payments
5. Amend for technology services in the amount of \$2,600
6. Amend for pocket park expenses in the amount of \$40,000
7. Amend for water tower planning expenses in the amount of \$50,000
8. Amend for transfers out, totaling \$70,000

ALTERNATIVES: Do not set the public hearing for the proposed budget amendment

FINANCIAL CONSIDERATIONS: The financial considerations for this amendment are additional expenditures in the amount of \$48,600. The largest, unplanned for expense is the City's purchase of the property behind the Polk City Pub building. For year ending, June 30, 2023, the City's General Fund will have a negative balance due to this purchase, however, the City Council is using reserves for the purchase.

RECOMMENDATION: It is my recommendation that the Council set the public hearing for budget amendment #2 for FY22-23 for Monday, May 22, 2023, at 6PM.

Budget Amendment:

<u>Revenue:</u>	<u>Account Number</u>	<u>Addition</u>	<u>New Budget Total</u>	<u>Miscellaneous Revenue</u>	<u>Transfers In</u>	<u>Other Financing Sources</u>	<u>TIF Revenues</u>		
Principal/TIF Bonds	125-599-6801	\$42,000.00	\$576,409.00	\$40,000.00	\$70,000.00	\$150,000.00	\$42,000.00		
Transfer In	135-910-4830	\$40,000.00	\$108,400.00						
Transfer In	200-910-4830	\$30,000.00	\$228,878.00						
Grants-Pocket Park Revenue	301-750-4440	\$20,000.00	\$20,000.00						
Donations-Pocket Park Revenue	301-750-7406	\$20,000.00	\$20,000.00						
State Revolving Loan	302-810-4450	\$150,000.00	\$150,000.00						
<u>Expenses:</u>				<u>Public Safety Total</u>	<u>Culture & Rec Total</u>	<u>General Government</u>	<u>Capital Projects</u>	<u>Transfer Out</u>	<u>TIF/Economic Development</u>
Pay/Fire & Rescue	001-150-6020	\$20,000.00	\$260,800.00	\$30,000.00	\$2,600.00	\$110,000.00	\$90,000.00	\$70,000.00	\$48,000.00
Overtime/Shift Pay	001-150-6040	\$10,000.00	\$40,000.00						
Land Purchase	001-650-6730	\$110,000.00	\$110,000.00						
Principal/TIF Bonds	125-599-6801	\$48,000.00	\$404,009.00						
Transfer Out	125-910-6910	\$40,000.00	\$218,400.00						
Technology Services-Library Libro app	167-410-6419	\$2,600.00	\$2,600.00						
Van Dorn Pocket Park	301-750-6799	\$40,000.00	\$40,000.00						
Water Tower Project	302-810-6799	\$50,000.00	\$150,000.00						
Transfer Out	600-910-6910	\$30,000.00	\$378,878.00						

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of POLK CITY
Fiscal Year July 1, 2022 - June 30, 2023

The City of POLK CITY will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2023

Meeting Date/Time: 5/22/2023 06:00 PM

Contact: Jenny Coffin

Phone: (515) 984-6233

Meeting Location: City Hall Council Chambers at 112 3rd Street in Polk City Iowa.

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	3,432,536	0	3,432,536
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	3,432,536	0	3,432,536
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	584,409	42,000	626,409
Other City Taxes	6	1,033,078	0	1,033,078
Licenses & Permits	7	479,499	0	479,499
Use of Money & Property	8	166,550	0	166,550
Intergovernmental	9	1,191,000	0	1,191,000
Charges for Service	10	4,471,400	0	4,471,400
Special Assessments	11	0	0	0
Miscellaneous	12	151,867	40,000	191,867
Other Financing Sources	13	2,825,750	150,000	2,975,750
Transfers In	14	1,762,278	70,000	1,832,278
Total Revenues & Other Sources	15	16,098,367	302,000	16,400,367
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	2,737,676	30,000	2,767,676
Public Works	17	615,518	0	615,518
Health and Social Services	18	2,000	0	2,000
Culture and Recreation	19	843,005	2,600	845,605
Community and Economic Development	20	416,009	48,000	464,009
General Government	21	601,185	110,000	711,185
Debt Service	22	932,930	0	932,930
Capital Projects	23	5,071,750	90,000	5,161,750
Total Government Activities Expenditures	24	11,220,073	280,600	11,500,673
Business Type/Enterprise	25	3,952,501	0	3,952,501
Total Gov Activities & Business Expenditures	26	15,172,574	280,600	15,453,174
Transfers Out	27	1,762,278	70,000	1,832,278
Total Expenditures/Transfers Out	28	16,934,852	350,600	17,285,452
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-836,485	-48,600	-885,085
Beginning Fund Balance July 1, 2022	30	8,989,974	0	8,989,974
Ending Fund Balance June 30, 2023	31	8,153,489	-48,600	8,104,889

Explanation of Changes: Polk City received unexpected Grants and Donations for a small Capital Project. The City's additional revenue and expenses incurred were the result of the planning necessary for a large capital project and a land purchase.

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2023 through June 30, 2024

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

Business Information:

KWIK STAR #1089

Trade name/Doing business as:

Physical location address: 1090 Parker Blvd Polk City, IA 50226

Mailing address: P.O. Box 2107 City: La Crosse State: WI ZIP: 54602

Business phone number: 515-984-6822

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP Kwik Trip, Inc.

Mailing address: P.O. Box 2107 City: La Crosse State: WI ZIP: 54602

Phone number: 608-791-7385 Fax number: 608-793-6120 Email: LicensingDept@kwiktrip.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): Scott P. Zietlow

Name (please print): _____

Signature: *Scott P. Zietlow*

Signature: _____

Date: 4/20/23

Date: _____

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

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

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

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

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



City of Polk City, Iowa

City Council Agenda Communication

Date: 05/02/2023
To: Mayor and Council
From: Mike Schulte
Subject: Budgeted Trailer Purchase-FY23/24

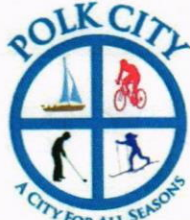
BACKGROUND: In the 23/24 budget, we allocated \$24,000 in funds to purchase a trailer in the public works department. Over the past several years we have been renting a trailer as needed, but as our uses grow it makes fiscal sense to own one. The trailer would also be helpful when we move skid loaders around town to different job sites. This would save wear and tear on our machines as well as us getting to the job site quicker.

The estimated delivery date of this trailer is 6 weeks.

ALTERNATIVES: Do not approve the purchase.

FINANCIAL CONSIDERATIONS: \$17,375.00

RECOMMENDATION: I would recommend that the Council approve the budgeted purchase of a Load Pro Trailer.



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

Permit # _____

Application Fee* \$50

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

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

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

Please check the following type of event:

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

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	<u>KURT HOHNSTRATER</u>
Contact Mailing Address:	<u>608 Pelican Drive; Polk City 50226</u>
Contact Phone number:	<u>515-423-4616</u>
Contact Email Address:	<u>kurt.hohnstrater@gmail.com</u>
Sponsor Organization: <small>*(if applicable)</small>	

Event Information:

Name of Event:	<u>Pelican Drive Block Party</u>	Requested event location:	<u>Pelican Drive 600 block to 800 block</u>
Event Date(s) & Time(s):	<u>5/26/2023 5:30-10pm</u>	Event Setup & Teardown: (dates & times)	<u>5/26/2023 5:30 → 10 pm</u>
Estimated Attendance:	<u>35 → 50</u>	Number of Vehicles:	<u>Ø</u>
Will Event Fee Be Charged?	<u>Y or N</u>	Event Fee Amount: (if applicable)	<u>NA</u>
Product Sales on Site:	<u>Y or N</u>	Amplified sounds: (a noise waiver may be required)	<u>Y or N</u>
Tent and/or canopy:	<u>Y or N</u> Qty. _____	Inflatables: (valid State of Iowa permit required)	<u>Y or N</u> Qty. _____
Access to water:	<u>Y or N</u> <u>houses</u>	Access to electricity:	<u>Y or N</u> <u>houses</u>
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	<u>Y or N</u>	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<u>Y or N</u> Qty. _____
Street Closure:	<u>Y or N</u> Qty. <u>2</u>	On Street Parking Closure:	<u>Y or N</u> Qty. _____

Event Description: (describe activities)
 Block Party for the 600, 700, & 800 block of Pelican Drive

Information about temporary structures: (stage, tables, inflatables, etc.; include location(s) on the site plan illustration)
 any structures (temp) will be located in driveways

Barricades Required:	Qty. <u>2</u>	Security on site:	Y or <input checked="" type="radio"/> N
Traffic Control:	Y or <input checked="" type="radio"/> N	Emergency Services:	Y or <input checked="" type="radio"/> N

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

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

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

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

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

Additional Remarks:

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

Signature and Title of Applicant: Kurt Hohnstrater

Date: 5 / 2 / 2023

✓ If Provided

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

OFFICIAL USE ONLY:
 Department approvals:
 Fire Chief: _____ Police Chief: _____
 Public Works Director: _____ City Manager: _____



City of Polk City, Iowa City Council Agenda Communication

Date: 05/02/2023
To: Mayor and Council
From: Mike Schulte
Subject: Budgeted Pickup Truck Purchases-FY23/24

BACKGROUND: In the 23/24 budget, we allocated \$125,000 in funds to purchase 2 replacement pickup trucks and equipment in the public works department. As you may recall, we have sold one of the trucks to be replaced and received \$15,200 for that one. When we receive our new trucks, we will sell unit 208. The existing trucks are on the equipment replacement schedule and due to be replaced.

Below are the quotes we received.

Dewey Dodge \$105,170
Woodhouse Chrysler Dodge Jeep Ram \$107,548

Equipment Needed.
Service Body \$14,011 (Hawkeye Truck Equipment)
Flat Bed \$5,966 (Hawkeye Truck Equipment)

The estimated delivery date of these trucks is 3-4 months, well beyond the 23/24 budget start date on July 1st, 2023.

ALTERNATIVES: Do not approve the purchase.

FINANCIAL CONSIDERATIONS: \$105,170 (Dewey Dodge)
\$19,977(Hawkeye Equipment)

RECOMMENDATION: I recommend that the Council approve the purchase of 2 Dodge Trucks from Dewey Dodge and equipment from Hawkeye Equipment as explained above.

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library
1500 W. Broadway, Polk City, IA
Monday, May 1, 2023 at 6:30 pm

I. Call to Order - Sara Olson called meeting to order at 6:34pm.

II. Approval of the Agenda

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve Meeting Agenda.

MOTION PASSED unanimously.

Board Members Present:	Rod Bergren, Angie Conley, Corey Hoodjer, Sara Olson
Board Members Absent:	Corey Hoodjer, Lisa England
Library Director Present:	Jamie Noack
City Council Liaison Present:	None
Guests Present:	None

III. Consent Items

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to remove March 2023 financial statement from the Consent Items.

MOTION PASSED unanimously.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve Consent Items

MOTION PASSED unanimously.

1. Approve the [April 2023 Board Minutes](#)
2. Approve March 2023 financial statements
 - a. March 2023 History
 - b. March 2023 Budget
 - c. March 2023 Revenue & Expenses

IV. Communication from the Public - None

V. Director's Report

Library Director's Report
April 2023

Library Statistics:

- April Circulation and library usage
 - April 2023 circulation of 3,956 was a decrease of 1,040 checkouts compared to March 2023 and an increase of 2 compared to April 2022. Spring break helped boost March checkouts.
 - 1,635 individuals visited the library in April. This is a decrease of 561 compared to March 2023. It is an increase of 71 visitors compared to April 2022.
 - Library Patrons saved \$36,118 in April by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).

- 43 passport applications were processed
 - 3 Notary appointments
 - Adventure passes were used saving patrons \$.
-
- 99 patrons are using the myLibro app.
 - The library received over \$1,500 in cash donations during Library Giving Day. Additionally, everything on our Amazon Wish List was purchased and donated.
 - The Friends of the Library had an activity at the Earth Day 5K event on April 22. We are grateful to Shawn Comer for letting us have the cookie decorating inside Papa's Pizzeria due to the inclement weather. Over 100 people visited the activity.
 - Director Noack will be on vacation May 12-20.
 - Most library programming is on hiatus during May as we prepare for our summer reading program.
 - The Summer Reading Kickoff will be held at the Polk City Farmer's Market from 4:00-7:00 pm on May 25.
 - We have 12 teens volunteering this summer.
 - Friends of the Library roundup at Fareway will be May 22-27

1. [April 2023 Stats](#)

LIBRARY -APRIL 2023 STATS SNAPSHOT	April 2022	April 2023	March 2023
Total Visitors	1,564	1,635	2,196
People Checking Out	314	373	413
Polk City Cardholders	280	326	358
Polk City Checkouts	2,704	2,475	3,317
Open Access Cardholders	14	19	26
Open Access Checkouts	154	150	224
Rural Cardholders	20	28	29
Rural Checkouts	223	203	238
Bridges E-book/Audiobook Checkouts	844	1,104	1,174
Outgoing ILL Books	26	24	43
Total Checkouts (incl. Bridges & Outgoing ILL)	3,954	3,956	4,996
Auto Renewals	520	584	636
Total Checkouts (adjusted for auto-renewal)	3,434	3,372	4,360
Incoming ILL Books	29	36	50
Reserves Placed	396	262	327
Materials Added	251	161	202
Materials Withdrawn	289	100	19

New Cards Issued	20	23	26
Computer Users	39	42	42
WiFi Users (on site)	276	341	407
AWE Station Usage	85	82	80
AWE Games Played	270	232	166
Adult Programs	33	27	36
Adult Program Attendance	237	211	289
Youth Programs	16	17	17
Youth Program Attendance	255	326	252
Tutoring	\$0	4	4
No. of Meeting Room Uses by Outside Groups	\$2	1	1
Patron Savings (physical materials only)	\$38,691	\$36,118	\$49,402
Passports	38	43	51
Blank Park Zoo Adventure Pass (\$44)	1		2
Science Center of Iowa Adventure Pass (\$44)	5		9
Botanical Gardens Adventure Pass (\$34)	2		4
Des Moines Children's Museum (\$36)	0		1
Reiman Gardens (\$34)	0		0
TOTAL ADVENTURE PASS SAVINGS	\$332		\$656
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Social Media Page Views (April 1-30)	377	330	548
Social Media Post Reach (April 1-30)	2,497	1,814	2,031
New Social Media Followers(April 1-30)	18	2	18
New Social Media Likes (April 1-30)	17	9	16
Website Views	2,890	2,666	3,197

VI. Liaison report - None

VII. Board Education: None

VIII. Agenda Items

1. Review Tier Standards-Section 5: Virtual Spaces – reviewed
2. Review [Personnel Policy](#) – reviewed
3. Review [Criminal Background Check Policy](#)– reviewed

4. Approve revisions to [Collection Development Policy](#)
MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve revisions to Collection Development Policy.
MOTION PASSED unanimously.
5. Approve revisions to [Reconsideration Policy](#)
MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve Reconsideration Policy.
MOTION PASSED unanimously.
6. Approve expanding summer morning hours for library pages to include the first 3 weeks in August.
MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve expanding summer morning hours for library pages to include the first 3 weeks in August.
MOTION PASSED unanimously.
7. Determine Evaluators for Library Director annual evaluation – Angie Conley and Lisa England.
8. Determine Board Education for June – Sara Olson will do board education

IX. Adjourn – Sara Olson adjourned meeting at 6:46pm.

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve Meeting Adjournment.
MOTION PASSED unanimously.

Next Meeting Monday, June 5, 2023

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

Library Director's Report April 2023

Library Statistics:

- April Circulation and library usage
 - April 2023 circulation of 3,956 was a decrease of 1,040 checkouts compared to March 2023 and an increase of 2 compared to April 2022. Spring break helped boost March checkouts.
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 - Library Patrons saved \$36,118 in April by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
 - 43 passport applications were processed
 - 3 Notary appointments
 - 14 Adventure passes were used saving patrons \$550.

- 99 patrons are using the myLibro app.
- The library received over \$1,500 in cash donations during Library Giving Day. Additionally, everything on our Amazon Wish List was purchased and donated.
- The Friends of the Library had an activity at the Earth Day 5K event on April 22. We are grateful to Shawn Comer for letting us have the cookie decorating inside Papa's Pizzeria due to the inclement weather. Over 100 people visited the activity.
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Open Access Cardholders	14	19	26
Open Access Checkouts	154	150	224
Rural Cardholders	20	28	29
Rural Checkouts	223	203	238
Bridges E-book/Audiobook Checkouts	844	1,104	1,174
Outgoing ILL Books	26	24	43
Total Checkouts (incl. Bridges & Outgoing ILL)	3,954	3,956	4,996
Auto Renewals	520	584	636
Total Checkouts (adjusted for auto-renewal)	3,434	3,372	4,360
Incoming ILL Books	29	36	50
Reserves Placed	396	262	327
Materials Added	251	161	202
Materials Withdrawn	289	100	19
New Cards Issued	20	23	26
Computer Users	39	42	42
WiFi Users (on site)	276	341	407
AWE Station Usage	85	82	80
AWE Games Played	270	232	166
Adult Programs	33	27	36
Adult Program Attendance	237	211	289
Youth Programs	16	17	17
Youth Program Attendance	255	326	252
Tutoring	\$0	4	4
No. of Meeting Room Uses by Outside Groups	\$2	1	1
Patron Savings (physical materials only)	\$38,691	\$36,118	\$49,402
Passports	38	43	51
Blank Park Zoo Adventure Pass (\$44)	1	3	2
Science Center of Iowa Adventure Pass (\$44)	5	4	9
Botanical Gardens Adventure Pass (\$34)	2	5	4
Des Moines Children's Museum (\$36)	0	2	1
Reiman Gardens (\$34)	0	0	0
TOTAL ADVENTURE PASS SAVINGS	\$332	\$550	\$656
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Social Media Page Views (April 1-30)	377	330	548
Social Media Post Reach (April 1-30)	2,497	1,814	2,031
New Social Media Followers(April 1-30)	18	2	18
New Social Media Likes (April 1-30)	17	9	16
Website Views	2,890	2,666	3,197

RECONSIDERATION OF MATERIALS

BACKGROUND:

A. Because of the rich diversity of human experience and opinion, it is inevitable that some of the materials contained in the library's collection will not be approved of or appreciated by all of the Library's patrons. The Library has a responsibility to serve the diverse needs and interests of the community.

B. The Library attempts to represent all sides of controversial issues. In no case does the Library take an official stand on any public issue. The function of the Library is to provide materials from which patrons can make choices, not to make choices for patrons.

POLICY:

A. The Board of Trustees of the Polk City Community Library welcomes all comments from current Polk City residents who are active cardholders regarding the Library's collection.

B. The Board of Trustees of the Polk City Community Library believes that no citizen has the right to prevent another citizen from reading a specific book or using specific materials by demanding the removal of such materials from the Library's collection.

C. The Board of Trustees of the Polk City Community Library shall establish a Reconsideration Committee to review all patron requests for items to be removed from the Library's collection. The Reconsideration Committee shall evaluate all items contested and determine the appropriateness of keeping that item in the Library's collection.

D. In the event that a library item is brought up for review, the Board of Trustees of the Polk City Community Library and the City of Polk City shall designate the Library Director as the official spokesperson regarding the review.

PROCEDURE:

A. Any current library patron residing in Polk City, Iowa who has read/viewed/listened to the material in its entirety and is questioning the appropriateness of material purchased by the Library shall first bring his/her concern(s) to the attention of the Library Director and present the reason(s) he/she feels the material is not appropriate for the Library's collection.

B. If, after discussing the matter with the Library Director, the patron remains dissatisfied with the decision made relative to the material in question, he/she may initiate the formal review process by completing the Library's Reconsideration Request Form.

C. After the Library's Reconsideration Request Form has been submitted to the Library Director, the Director shall notify the Board of Trustees, City Officials, the Iowa Library Association and the American Library Association Office of Intellectual Freedom that a formal review of materials has been requested.

D. The Reconsideration Committee shall then be convened in a reasonable timeframe to review the request and make recommendations concerning the appropriateness of the material in question.

E. The Reconsideration Committee shall consist of at least two board members, the director, two community members and one library professional whose job description includes collection development. The review committee shall select its own chairperson and adopt any rules necessary for conducting business and discussions. Copies of the material in question shall be distributed to the committee members prior to the first meeting.

1. Community members shall be appointed to the Reconsideration Committee for a term of 3 years with a list of willing alternates in the event an appointed member is unavailable at the time of a review.

F. The Reconsideration Committee's deliberations shall include:

1. A review/discussion of the patron's submitted Reconsideration Request Form.
2. A review/discussion of any professional appraisals/assessments of the material in question.
3. A personal presentation by the patron of his/her objections and concerns including a discussion as to why he/she believes the material is not appropriate for inclusion in the Library's collection.

G. The committee shall evaluate and consider all relevant information related to the matter and provide anyone with specific knowledge concerning the issue the opportunity to speak. The sole criteria for the Reconsideration Committee's final recommendation shall pertain to the appropriateness of the material for its intended use. The Reconsideration Committee shall submit a recommendation to the library Board of Trustees that consists of a summary of the viewpoints of committee members.

1. To take no removal action.
2. To remove all or part of the challenged material from the library's collection.
3. To limit the use of the challenged material.

H.. At the completion of the Reconsideration Committee's review, a vote of the Library Board of Trustees shall be taken to decide on one of the following outcomes:

1. To take no removal action.
2. To remove all or part of the challenged material from the library's collection.
3. To limit the use of the challenged material.

I. A written summary of the Reconsideration Committee's recommendation and the Board of Trustees decision including relevant supportive documentation shall be forwarded to the complainant and other interested parties.

J. The decision of the Library Board of Trustees shall be considered the final decision. If the item is retained, it shall be considered immune from future challenges for a period of 3 (three) years from the date of the decision. If the item is not retained, it may not be re-introduced to the collection for a period of 3 (three) years from the date of the decision.

Board approved February 2009

Revised March 10, 2015

Revised September 10, 2019

Reviewed November 1, 2021

Revised May 1, 2023

Board President

Date

**Polk City Community Library
Reconsideration Request Form**

Type of Material

Book Video Magazine Audio Recording Newspaper
Electronic Resource Other (please specify)_____

Title: _____

Author: _____

Publisher: _____

Request Initiated by: _____

Address: _____ City: _____

Telephone: _____

Email: _____

Library Card Number: _____

Complainant represents

- Self Only
- Organization (Name) _____
- Other (please specify) _____

Please answer each question in the space below. Use remainder of other side or additional pages as needed.

1. Have you read the Freedom To Read Statement and the Library Bill of Rights? (Copies are available.)
2. What concerns you about this item? Be specific: cite pages, passages, scenes, photos, informational content, overall themes, etc.
3. Did you read/view/listen to the entire work? If only parts, which parts?
4. What value is there in this work?
5. What do you think would result from exposure to this item?
6. What do you believe is the central theme of this work?
7. Are you aware of the judgment of professional critics of this item?
8. What would you like the library to do with this item?
9. In place of this item, what resources would you suggest to provide additional information and/or other viewpoints on this topic?

I. INTRODUCTION

Selection may be defined as choosing from available materials those items which satisfy the varied needs and interests of the community. As the foundation for its materials selection policy, the Board of Trustees of the Polk City Community Library adopts the Library Bill of Rights.

II. LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. A person's right to use a library should not be denied or abridged because of country of origin, age, background, or views.
5. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

III. PURPOSE OF THE POLICY

The purpose of the Polk City Community Library selection policy is to guide librarians and to inform the public about the principles upon which selections are made. This policy cannot replace the judgment of librarians, but stating goals will assist them in choosing from available materials. The responsibility of the library is to serve all the community, not to promote and above all, not to censor any political, moral, philosophical, or religious convictions or opinions.

IV. RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Polk City Community Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

V. COLLECTION DEVELOPMENT OBJECTIVES

The primary purpose of the public library is to purchase, organize, and make readily accessible print and non-print information sources to stimulate interest and provide information to all eligible library users regardless of age, sex, race, creed, or social economic and educational level.

VI. GENERAL PRINCIPLES OF SELECTION

1. Selection

In the selection of material to be added to the collection, particular attention is given to books and other media of interest to the community. However in meeting the needs of the community, the library does not attempt to develop a complete research collection.

The library uses special subject bibliographies, review media, reading trends, and usage data as aids in selection. In addition, customer suggestions or requests are considered for purchase. The library identifies specific high use topics for intensive collection development. Reviewing media use by the library may be consulted before an item is purchased.

2. Gifts/policy and donation receipt

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. Please refer to the Gift & Donation policy for more information.

3. Collection maintenance/ policy weeding

The library typically weeds items that have not circulated in 3-5 years depending on usage, age of item and currency of information in the material.

4. Procedures for the selection of library material

Final responsibility for materials purchased rests with the director who operates within the framework of policies determined by the Library Board of Trustees.

5. Purchase suggestions from library users

The library welcomes suggestions from library users of titles to be considered for purchase. All customers are able to request new material at the Library. Please supply the library with all the details for new materials by filling out a Book Request slip that is available at the service desk. The library takes all requests into serious consideration but is constrained to a budget. When more than one customer requests certain material, they will be notified of the availability of the material once it is processed in the order that the book was requested.

VII. SELECTION OF SPECIFIC MATERIAL

1. Non-fiction

Non-fiction selected for the permanent collection is chosen carefully for its usefulness, accuracy, level of complexity for the intended audience, cost, and contribution to a well-balanced collection in all subject areas.

Materials for which there is heavy but temporary demand are selected with less emphasis on these requirements and are kept as part of the collection until demonstrated interest has diminished.

2. Fiction

The library attempts to provide a permanent collection of standard fiction by recognized authors. In addition, a wide-ranging selection of contemporary fiction is purchased, including mystery, western, historical, science fiction, and light romance titles. The interest and requests of library users are generally followed. Multiple copies of frequently used titles are provided, with preference for additional copies in paperback when possible.

3. Magazines & newspapers

A collection of magazines providing information and recreational reading is maintained. Because of space limitations, and the availability of photocopies from state and regional periodical banks, no titles are bound. Back files are limited to one year. The Polk City Community Library subscribes to state supplied databases to further enhance the magazine collection for informational needs.

4. Local history

Materials in whatever format available which contribute information about Polk City and Polk County history are purchased whenever possible, with less regard for quality of presentation than for those materials in the general collection. The Polk City Community Library does not purchase specialized genealogical materials because of their availability locally through the internet, Historical Library, reference services and through interlibrary loan. Weeded materials may be turned over to the Big Creek Historical Society.

5. VIDEOS

The library maintains a circulating collection of videos. In selecting videos, emphasis is placed on popular films, family entertainment, and children's materials.

6. Large print

Books in large print format are purchased. Recent best sellers and titles of proven popularity are added regularly.

7. Audio materials

Audio materials are selected from professional review sources and include fiction and non-fiction titles.

8. Young Adult Materials

The Young Adult division provides materials for 7th-12 grade. Fiction titles are selected from review sources, which specialize in materials for young adults.

9. Juvenile Materials

The Juvenile division provides materials for Grades 3 to 7. Fiction and non-fiction titles are selected from review sources, which specialize in materials for teens. Materials are selected to excite the reader, to fill recreational needs, personal hobbies and interest, and to supplement school projects and assignments through the elementary years.

10. Children's Materials

The Children's Department provides books and other materials, for the very small child and the growing child through approximately 3rd grade. Materials are selected to excite the pre-reader and the beginning reader, to fill recreational needs, personal hobbies and interest, and to supplement school projects and assignments through the elementary years. High quality of writing and illustration is a primary consideration. General demand is also a factor. Since children as well as adults have various levels of ability, knowledge and interest, bridging types of books and other materials are made available. Materials in areas of social and personal awareness, and of cultural and Sociological concern, are chosen at all levels in both fiction and non-fiction, reflecting current as well as traditional values. Classics, popular standard titles and authors are purchased. Children's books are usually available in a variety of bindings: pre-bound publisher's library edition, trade edition, paper, hard-bound paperback, and board books. All can be of use. Quality of binding, cost of book, and projected use generally decide which is chosen. Audio tapes-with-books are chosen to add to a child's experience and to increase enthusiasm toward library

services.

11. Electronic Resources

The library selects electronic resources to complement and supplement traditional print materials. Rapid changes in both the extent and format of electronic resources require their continuous evaluation. The library uses the same criteria for the selection of electronic resources as it uses for print media. Criteria include the scope of the resource, popular interest, intellectual level, and relationship to the library's total collection. The relationship of an electronic resource to any print counterpart will also be considered. Electronic resources will not necessarily replace print sources unless they either 1) render a print Source obsolete, and/or 2) cost or user demands permit the use of an electronic resource only. Preference will be given to resources that are compatible with the hardware and software already owned by the library. Licensing requirements and networking capability will also be considered. The above criteria for electronic resources are vital in meeting the needs of library users.

VIII. Evaluation of the collection

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. Several methods are used to evaluate the library collection. The collection is evaluated on an ongoing basis using various standard measures. These measures include but are not limited to:

- 1 Turn over rate
- 2 Last use date
3. Number of uses
- 4 Collection age
- 5 Standard output measures

Additional methods of collection evaluation include checking of stand bibliographies and monitoring of customer request and interlibrary loan request.

Potential Problems or Challenges / Policy for challenges

See [Reconsideration of Materials Policy](#)

Adopted by the Polk City Community Library Board: April 2012

Revised: June 2013, February 2018

Reviewed: January 2019, January 2020, January 2021, January 2022

Revised: May 1, 2023

Board President

Date



City of Polk City, Iowa City Council Agenda Communication

Date: 05/02/2023
To: Mayor & City Council
From: Mike Schulte
Subject: Budgeted Bulk Water Meter Purchase

BACKGROUND: Last year we started purchasing water meters in bulk to take advantage of lower pricing and supply issues. I would like to take advantage of the bulk pricing again. The savings will be \$20 on a 5/8' house meter and \$15 on a 1' irrigation meter. The total savings will be \$5,280 and if we order before May 30th, we will not get the estimated 7% increase on June 1st.

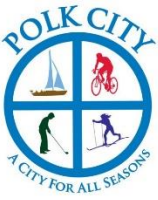
The estimated shipping date for the 5/8" meters is March of 2024 and the 1" meters is October of 2023. Currently we have (144) 5/8" meters and (48) 1" meters in stock at our water plant.

In the 23/24 budget, starting July 1st, 2023, we budgeted \$130,000 total between the water and sewer funds for meters.

ALTERNATIVES: Continue to purchase 20-30 meters at a time without taking advantage of the savings.

FINANCIAL CONSIDERATIONS: \$99,400

RECOMMENDATION: I would recommend that the Council approve purchasing 186 house meters and 104 irrigation meters from Ferguson Waterworks.



City of Polk City, Iowa

City Council Agenda Communication

Date: May 8, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for April 2023**

1. Staff accompanied Polk City Arbor League members to the Tree City USA Awards Luncheon April 12th in Ankeny. Polk City was recognized as Tree City USA for the 30th year in a row. Polk City was also awarded the Growth award for the 28th time.
2. Polk City Friends of the Parks 501c3 hosted their Earth Day 5k Family Run/Walk on Saturday, April 22nd. 5k had approximately 150 participants. Youth races had nearly 50 participants. Final fundraising efforts of the event are still being collected. Fundraising efforts will go toward the Van Dorn Pocket Park.
3. 2023 Parks & Rec/Library sponsorship campaign closed on March 31st. Parks & Recreation department received 15 sponsorships totaling \$2700.00. Sponsors include Luana Savings Bank, Cutting Edge Salon, Qube Hotel, Gurnsey Electric, Ankeny Sanitation, Mi-Fiber, Ridgewood Homes, First Continental Group, Measure Inc., Polk City Veterinary Hospital, Quick Supply Co., MJR Developments, Polk City Women, and 4More.
4. April programming included Senior Social Hour and a Senior Day Trip.
5. Sports Complex baseball/softball fields had 27 reservations in March. 32 total field reservations in 2023.
6. Miller Park Shelter House had 3 private rentals in March. 11 total rentals in 2023.



City of Polk City, Iowa City Council Agenda Communication

Date: May 8, 2023
To: Mayor, City Council, and City Manager
From: Karla Hogrefe – Fire Chief
Subject: April 2023 Monthly Report

BACKGROUND: There were 57 calls for service in the month of April, which was up 12 calls from March. We had Paramedic coverage 27 nights out of 30. There was 1 shift that one of our full-time members picked up for overtime due to a sick call. Chief filled in for four night shifts to assist with Paramedic coverage and three day shifts.

We hired a Part-Time Firefighter/Advanced EMT in April, she will begin riding as a third for orientation in May. Firefighter/EMT Jacob Peters and Firefighter/EMT Joe Culham ended their probationary period in April. Our Firefighter I class came to an end in April, and all our class members will be testing in May with the State.

March Staff Anniversaries:

FF/EMT Jake Peters – 1 year
FF/EMT Joe Culham – 1 year
Lieutenant Tanner Owen – 2 years
FF/Paramedic Sam Palmer – 2 years

TRAINING: We conducted 3 training classes during the month of April. April 4 – EMS Splinting/Immobilization with two hours of continuing education. April 11 – Fire – Fire Service Training Bureau Car Fire Trailer. April 25 – Fire – Water Supply and pumping operations.

Training photos from the training bureau car fire simulator and water supply operations.



PUBLIC RELATIONS: On April 6, FF/Paramedic Mike Doyon and FF/Paramedic Nate Reis attended the DMACC Career Fair with a Polk City Fire Department booth. Also, on April 6 Lieutenant David Llewellyn assisted with the physical agility testing exam in Urbandale. He recruited our newest Part-Time member, Kristin Fox, and recruited a gentleman who applied for our Full-Time position. On April 10, Chief Hogrefe met with the NP Middle School Leadership class for their final presentation. The class began in February and wrapped up in April. The class was split into groups that worked with local businesses on marketing ideas. The students had ideas for the Four Seasons Festival and for RAGBRAI. On April 18 we did our annual Pizza Delivery and Smoke Detector Checks. We had over 50 deliveries that night and the kids loved having the firetrucks deliver their pizza.

Pictured below: FF/Paramedic Nate Reis at the DMACC Career Fair 4/6/2023



Pictured above is Chief Hogrefe with NP MS Leadership Class

Pizza Delivery Night and some excited kids! After hard work, Papa's fed the Department!



Tyler Megan Feld
2h · 🌐

Despite the look on Lochlan's face, this was a highlight of the day!! Polk City friends - order a pizza from Papa's Pizza and THE coolest delivery drivers will bring it to your door. Thank you, Polk City Fire Department!!



Significant Calls in April:

04-08-2023 @ 16:34 Dispatched to a residential structure fire in Runnells. This was a home that had started on fire due to a grass fire. There were no hydrants nearby so Rescue 458 assisted with shuttling and providing water.

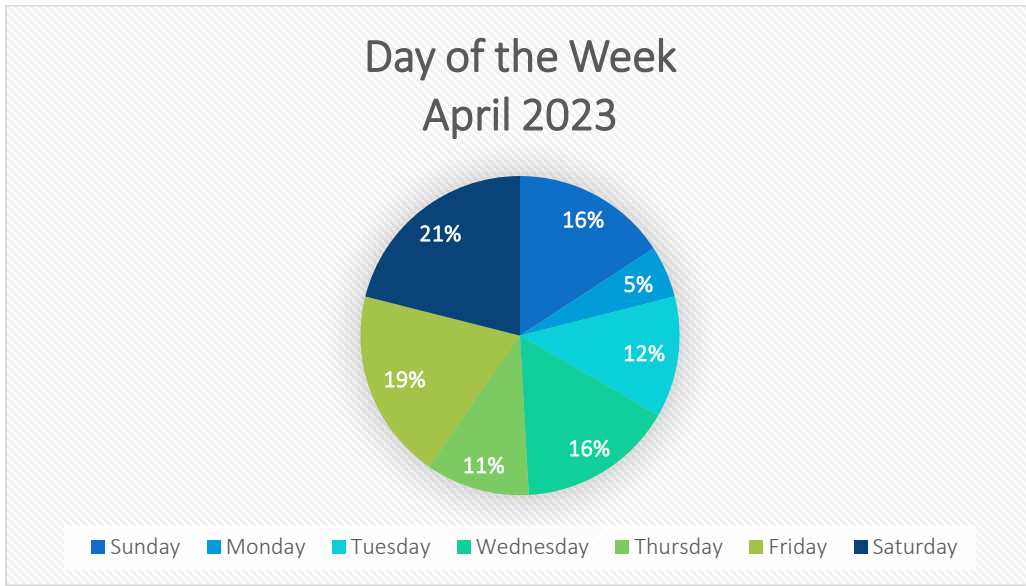
04-08-2023 @ 01:40 Rescue 458 was dispatched to a residential fire assignment in Ankeny. This incident was a car vs. home in which the car was fully engulfed starting a fire into the home. Crews assisted with extinguishing the fire, Rapid Intervention Crew, and Overhaul.

04-12-2023 @ 17:33 Rescue 458 was dispatched to a commercial fire assignment in Johnston. This was a hoop building on fire with tractor equipment and hay in the building. Crews assisted with fire extinguishment and putting out hot spots.

04-27-2023 @ 15:19 Rescue 458 was dispatched to a residential fire assignment in Granger (Jefferson Township). This was a detached garage fire just across the mile-long bridge. Polk City was first on the scene, handling incident command, fire extinguishment, and overhaul. Other crews on scene were Johnston-Grimes and Granger.



The busiest day of the week was Saturday with 12 calls for service:

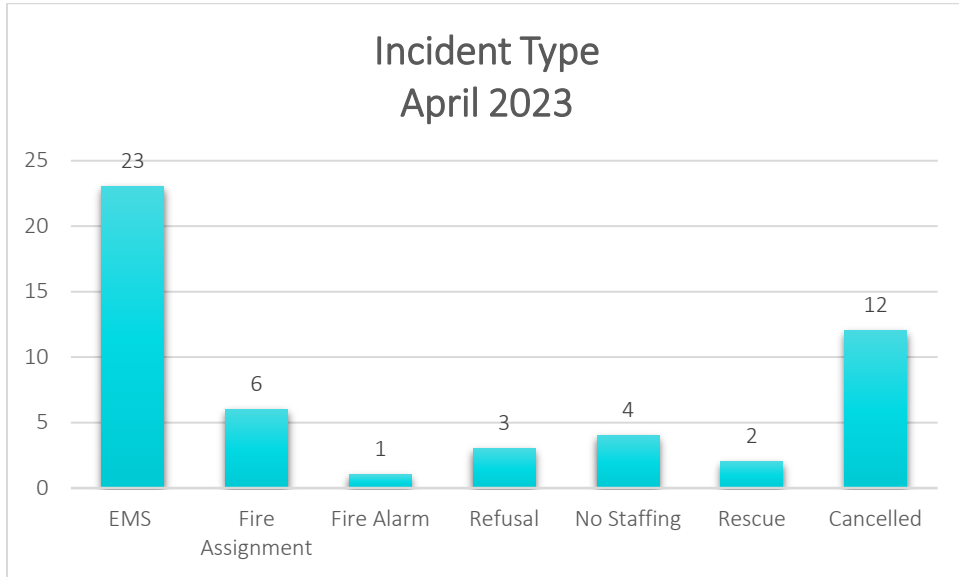


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
9	3	7	9	6	11	12	57

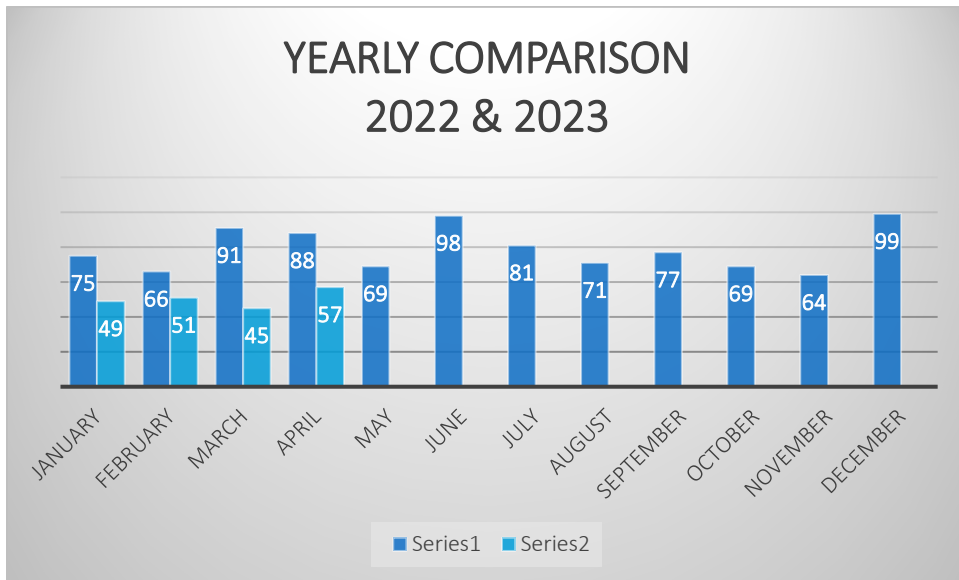
37 calls were during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM). 20 calls were during the night shift, between 18:00 hours (6:00 PM) and 06:00 hours (6:00 AM):



The "Incident Type" of calls was predominately EMS related.



April 2023 had 31 less calls for service than April 2022. The significant drop in call volume is due to no longer responding to change of quarters calls to Ankeny.



Instructions on the reverse side

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

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

Business Information:

Trade name/Doing business as: 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: 
Garrett S. Piklapp (Mar 30, 2023 16:41 CDT)

Signature: _____

Date: Mar 30, 2023

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

REVENUE

For general information, please refer to the Revenue Manual, Section 101.00, Revenue Administration, and the Revenue Manual, Section 102.00, Revenue Administration, for more information.

Business Information

This section contains information about the business.

The location address is _____.

The phone number is _____.

The fax number is _____.

The email address is _____.

The website is _____.

The type of business is _____.

The industry is _____.

The type of product sold is _____.

The type of service provided is _____.

The type of customer is _____.

The type of employee is _____.

The type of contract is _____.

The type of agreement is _____.

The type of arrangement is _____.

The type of relationship is _____.

The type of interaction is _____.

The type of communication is _____.

The type of contact is _____.

The type of meeting is _____.

The type of event is _____.

The type of activity is _____.

The type of task is _____.

The type of project is _____.

The type of program is _____.

The type of initiative is _____.

The type of strategy is _____.

The type of approach is _____.

Polk City Water Department

Monthly Report

Month April

Year 2023

Total Water Pumped 14,586,130 Gallons
Monthly Daily Avg 486,204 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** at Desart University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .4 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .64 mg/l Polk City Lab.
Fluoride in System- Monthly Average .72 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.17 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 2.24 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .60 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .80 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 8.06 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .06 mg/l Polk City Lab.
Iron System Water- Monthly Average .05 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** 0.338 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average 0.209 mg/l Polk City Lab.
Manganese System Water- Monthly Average 0.080 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.5 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.6 mg/l Polk City Lab.
pH System Water- Monthly Average 8.1 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa

City Council Agenda Communication

Date: May 4, 2023
To: Mayor Karsjen & City Council
From: Chief Jeremy Siepker
Subject: Set pay for full-time Police Officer candidate Craig Garrison

BACKGROUND: Craig Garrison has been selected to fill the open full-time Police Officer position with the department once he completes the pre-employment physical and MMPI evaluation. Craig is a graduate of Simpson College with a degree in Criminal Justice. He is scheduled to attend the Hawkeye Regional Academy in August. This is a shortened academy that he is qualified to attend because of his Criminal Justice degree.

Since Craig is not a certified Peace Officer yet his starting pay will be set at Step 0 (\$26.21/hr) of the collective bargaining agreement, upon successful completion of the academy he will move to Step 1 (\$28.55/hr).

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: This position is to fill a current vacancy the salary costs are already in the budget.

RECOMMENDATION: It is my recommendation that Council sets the pay for Craig Garrison at Step 1 effective upon completion of the pre-employment physical, MMPI and final offer of employment.

RESOLUTION NO 2023-62

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 3
FOR THE FIRE STATION REMODEL PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2022-152 ordering construction for the Fire Station Remodel Project on December 14, 2023; and

WHEREAS, the City Council approved Resolution 2023-15 on January 23, 2023, awarding the construction contract to GTG Construction LLC; and

WHEREAS, on January 23, 2023, the City Council approved Resolution 2023-16 approving the contract in the amount of \$1,105,000 with alternate #1 bid totaling \$66,000 for a total contract of \$1,171,000; and

WHEREAS, on February 27, 2023 City Council approved Resolution 2023-25 approving Partial Pay App No. 1 in the amount of \$24,605; and

WHEREAS, on April 10, 2023 City Council approved Resolution 2023-25 approving Partial Pay App No. 2 in the amount of \$48,925; and

WHEREAS, GTG Construction and the City Architect, FEH Design have submitted the Application for Partial Payment No. 3 giving a detailed estimate of work completed with an application for payment in the amount of \$43,700.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 3 for the Fire Station Remodel Project and the City Clerk/Treasurer is hereby authorized to issue a check to GTG Construction LLC in the amount of \$43,700

PASSED AND APPROVED the 8 day of May 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

TO OWNER: PROJECT: APPLICATION NO: 3 Distribution to:

City of Polk City
112 S 3rd Street
Polk City, IA 50226

Polk City Fire and Community Center
112 N 3rd Street
Polk City, IA 50226

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR

PERIOD TO: 05/02/23

FROM CONTRACTOR: VIA ARCHITECT: FEH Design

GTG Construction, LLC
6505 Merle Hay Rd
Suite A
Johnston IA 50131-1232
Weeks MS Auditorium

Attn: Cory Sharp
604 East Grand Avenue
Des Moines, IA 50309

PROJECT NOS: 230007

CONTRACT DATE: 01/23/23

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,171,000.00
2. Net change by Change Orders	\$	-
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	1,171,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		\$123,400.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	6,170.00
b. 0 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	6,170.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	117,230.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	73,530.00
8. CURRENT PAYMENT DUE	\$	43,700.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	1,053,770.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

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

CONTRACTOR:

GTG Construction, LLC

Digitally signed by Jessica L. Reynolds
DN: C=US,
E=jessicar@gtgcompanies.com, O=GTG
Construction, CN=Jessica L. Reynolds
Date: 2023.05.02 15:08:03-05'00'

By:

Jessica L. Reynolds

05/02/23

GTG Construction LLC
Jessica L. Reynolds
6505 Merle Hay Road
PO Box 917
Johnston, IA 50131

ARCHITECT'S CERTIFICATE FOR PAYMENT

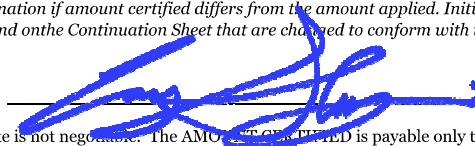
In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with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

AMOUNT CERTIFIED \$ **43,700**

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

ARCHITECT:

By:



5-3-2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 3
 APPLICATION DATE: 05/02/23
 PERIOD TO: 05/02/23
 PROJECT NO: 230007

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	General Conditions	\$58,275	\$10,500.00	\$5,000.00	\$0.00	\$15,500.00	26.60%	\$42,775.00	\$775.00
2	Bond	\$18,000	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100.00%	\$0.00	\$900.00
3	Submittal Exchange	\$5,400	\$5,400.00	\$0.00	\$0.00	\$5,400.00	100.00%	\$0.00	\$270.00
4	Temp Barricades Material	\$3,793	\$0.00	\$2,000.00	\$0.00	\$2,000.00	52.73%	\$1,793.00	\$100.00
5	Temp Barricades Labor	\$2,530	\$0.00	\$1,500.00	\$0.00	\$1,500.00	59.29%	\$1,030.00	\$75.00
6	Cleaning	\$5,300	\$0.00	\$500.00	\$0.00	\$500.00	9.43%	\$4,800.00	\$25.00
7	Demolition	\$22,356	\$12,000.00	\$1,500.00	\$0.00	\$13,500.00	60.39%	\$8,856.00	\$675.00
8	Concrete Footings Material	\$1,936	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,936.00	\$0.00
9	Concrete Footings Labor	\$1,292	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,292.00	\$0.00
10	Concrete Slab on Grade Material	\$26,400	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$26,400.00	\$0.00
11	Concrete Slab on Grade Labor	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,600.00	\$0.00
12	Steel Material	\$1,480	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,480.00	\$0.00
13	Rough Carpentry Material	\$32,580	\$0.00	\$500.00	\$0.00	\$500.00	1.53%	\$32,080.00	\$25.00
14	Rough Carpentry and Steel Labor	\$21,720	\$0.00	\$2,500.00	\$0.00	\$2,500.00	11.51%	\$19,220.00	\$125.00
15	Millwork Material	\$63,388	\$6,500.00	\$0.00	\$0.00	\$6,500.00	10.25%	\$56,888.00	\$325.00
16	Millwork Labor	\$10,185	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,185.00	\$0.00
17	Joint Sealants Material	\$1,600	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,600.00	\$0.00
18	Joint Sealants Labor	\$1,640	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,640.00	\$0.00
19	Door Material	\$28,020	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$28,020.00	\$0.00
20	Door Labor	\$1,475	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,475.00	\$0.00
21	Glass Material	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
22	Glass Labor	\$3,953	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,953.00	\$0.00
23	Drywall/ACT Material	\$43,970	\$0.00	\$1,500.00	\$0.00	\$1,500.00	3.41%	\$42,470.00	\$75.00
24	Drywall/ACT Labor	\$29,313	\$0.00	\$2,000.00	\$0.00	\$2,000.00	6.82%	\$27,313.00	\$100.00
25	Tiling Material	\$10,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
26	Tiling Labor	\$6,578	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,578.00	\$0.00
27	Flooring Material	\$20,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
28	Flooring Labor	\$14,182	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,182.00	\$0.00
29	Fluid Applied Flooring Material	\$4,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
30	Fluid Applied Flooring Labor	\$3,020	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,020.00	\$0.00
31	Paint Material	\$8,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
32	Paint	\$11,667	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$11,667.00	\$0.00
33	Specialties Material	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
34	Specialties Labor	\$2,088	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,088.00	\$0.00
35	Signage	\$3,968	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,968.00	\$0.00
36	Window Treatment Material	\$1,501	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,501.00	\$0.00
37	Window Treatment Labor	\$800	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$800.00	\$0.00
38	Wheelchair Lift Material	\$21,675	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$21,675.00	\$0.00
39	Wheelchair Lift Labor	\$14,451	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,451.00	\$0.00
40	Fire Suppression Material	\$6,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,000.00	\$0.00
41	Fire Suppression Labor	\$4,088	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,088.00	\$0.00

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 3
 APPLICATION DATE: 05/02/23
 PERIOD TO: 05/02/23
 PROJECT NO: 230007

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
42	HVAC Material	\$120,000	\$0.00	\$10,000.00	\$0.00	\$10,000.00	8.33%	\$110,000.00	\$500.00
43	HVAC Labor	\$73,881	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$73,881.00	\$0.00
44	Plumbing Material	\$65,481	\$0.00	\$5,500.00	\$0.00	\$5,500.00	8.40%	\$59,981.00	\$275.00
45	Plumbing Labor	\$43,654	\$0.00	\$3,500.00	\$0.00	\$3,500.00	8.02%	\$40,154.00	\$175.00
46	Electrical Material	\$103,218	\$25,000.00	\$10,000.00	\$0.00	\$35,000.00	33.91%	\$68,218.00	\$1,750.00
47	Electrical Labor	\$68,813	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$68,813.00	\$0.00
48	Excavation	\$5,476	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,476.00	\$0.00
	Paving Material	\$9,000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,000.00	\$0.00
49	Paving Labor	\$9,273	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,273.00	\$0.00
50	Site Utilities	\$62,100	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$62,100.00	\$0.00
	Alt 1 - Station Alerting System Material	\$39,528	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$39,528.00	\$0.00
51	Alt 1 - Station Alerting System Labor	\$26,352	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$26,352.00	\$0.00
GRAND TOTALS		\$1,171,000.00	\$77,400.00	\$46,000.00	\$0.00	\$123,400.00	9.45%	\$1,047,600.00	\$6,170.00

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2023 through June 30, 2024

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

Business Information:

Trade name/Doing business as: CASEY'S MARKETING COMPANY/DBA CASEY'S #1144

Physical location address: 1100 S 3RD ST City: POLK CITY ZIP: 50226

Mailing address: 1 SE CONVENIENCE BLVD City: ANKENY State: IA ZIP: 50021

Business phone number: 5159846021

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORES, INC.

Mailing address: 1 SE CONVENIENCE BLVD City: ANKENY State: IA ZIP: 50021

Phone number: 5153815974 Fax number: 515-446-6303 Email: licensingteam@caseys.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): DOUGLAS BEECH, AST. SECRETARY FOR
CASEY'S MARKETING COMPANY

Name (please print): _____

Signature: *Douglas M. Beech*

Signature: _____

Date: 04/18/2023

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

ORDINANCE NO. 2023-8000

AN ORDINANCE AMENDING CHAPTER 165 ZONING REGULATIONS AS IT PERTAINS TO THE REGULATIONS FOR THE U-1 PUBLIC UTILITY DISTRICT AND GF GOVERNMENT FACILITY DISTRICT

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

Section 1. Section 165.04 of Chapter 165 Zoning Regulations is hereby amended by replacing the clause “U-1 Public Utility District” with the clause “GF-1 Government Facilities District”.

Section 2. Section 165.04 of Chapter 165 Zoning Regulations is hereby amended by deleting the clause “GF Government Facility District”.

Section 3. Section 165.12 of Chapter 165 Zoning Regulations is hereby amended by deleting the current Section 165.12 in its entirety and replacing it with the following Section 165.12:

165.12 GOVERNMENT FACILITIES DISTRICT REGULATIONS (GF-1). The government facilities district zoned districts are intended to provide for publicly-owned and maintained buildings, utilities, parks and open space and related infrastructure and the development or redevelopment of major public ~~utility~~ facilities as needed on a City, State, or national level, while promoting the quality of life, health, and general welfare desired by the citizens of the City, all consistent with the Comprehensive Plan. It is intended that these districts shall not be used indiscriminately to permit any use that could potentially be detrimental to the intent of the Zoning Ordinance.

1. Government Facilities District. The GF-1 district is intended to provide for the development and redevelopment of publicly-owned and maintained facilities for uses such as civic, educational, public and franchise utilities facilities. The GF-1 district is also intended to provide for parks and reserve open space ~~for including~~ wildlife refuges, reservoirs and stormwater management facilities, ~~and the development or redevelopment of major public utility facilities, maintenance facilities or franchise utility facilities.~~
2. Principal Permitted Uses. Principal permitted uses for public utility districts are as follows:

PUBLIC UTILITY ZONING DISTRICTS	
PRINCIPAL PERMITTED USE	GF-1
Animal Livery stable or riding academy.	P
Cemetery Services – Funeral Homes, Mortuaries.	P
Cemetery Services – Cemeteries <u>including accessory mortuaries if publicly owned.</u>	P
Civic – <u>City Hall, Police Station, Fire Station,</u> Libraries, Museums and similar institutions of an <u>a civic,</u> educational or philanthropic nature.	P
Civic - Public parks and playgrounds.	P

<u>Civic – Public open space, wildlife refuges, and stormwater management facilities.</u>	
Education - Primary and Secondary schools, public & private.	P
Public Transportation terminals, including bus stations, airports and landing fields.	PR
Public uses maintained by any agency of federal, State, or local government and or public or franchise utility structures and equipment	P
<u>Religious Institutions.</u>	<u>P</u>
Other public uses equivalent to the permitted uses listed above.	P
<p>Key: P = Permitted Use PR = Permitted Use With Restrictions, provided said use is permitted as determined by P&Z and approved by City Council Blank = Use Not Permitted</p>	

3. Restrictions for Principal Permitted Uses. The following restrictions shall apply to the appropriate Permitted Use with Restrictions:

A. Public transportation terminals are not permitted in the GF-1 District except and specifically approved by Council on a Plat of Subdivision and the necessary public improvements and easements have been provided to support such use.

4. Accessory Uses. Uses not permitted as a Principal Permitted Use for that zoning district shall not be permitted as an accessory use except as specifically permitted herein. The following accessory uses are permitted in industrial zoning districts:

A. Customary accessory uses and structures incidental to permitted principal uses.

B. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon the completion or abandonment of the construction work.

5. Accessory Structures. Accessory structures may be constructed on commercial-government facilities properties as permitted in Section 165.06.

6. Site Development Regulations. Dimensional requirements for government facilities districts are as follows:

SITE DEVELOPMENT REGULATIONS FOR GOVERNMENT FACILITIES DISTRICTS	
Regulator	U-1
Building Height Limit	2 ½ stories or 35 feet
Minimum Lot Area	None
Minimum Lot Width	None
Minimum Front Yard Depth	50 feet ¹
Minimum Side Yard Depth	50 feet ¹
Minimum Rear Yard Depth	50 feet ¹
<p>Notes:</p> <p>1. Building setback requirements for publicly-owned lands shall correspond to the minimum required yards for the abutting properties based on zoning of the abutting property, unless such setbacks are may be reduced or waived by City Council, after notice and public hearing.</p>	

2. Utility structures that are primarily located below ground, such as sanitary sewer lift stations and valve vaults, are exempt from building setback requirements. However, the building setback requirements for associated above-grade structures shall correspond to the minimum required yards for the abutting properties based on zoning of the abutting property, unless such setbacks are reduced or waived by City Council, after notice and public hearing.

7. Off-Street Loading. Off-street loading shall be provided as required by Section 165.17 for all government facilities districts.
8. Off-Street Parking. Off-street parking shall be provided as required by Section 165.18 for all government facilities districts.
9. Site Plans. Site plans shall be required for all uses in all government facilities districts except for improvements located on federally-owned lands. See Chapter 157 for Site Plan requirements.
10. Exceptions and Modifications. See Section 165.16.

Section 4. Section 165.14 of Chapter 165 Zoning Regulations is hereby amended by deleting the current Section 165.14 in its entirety

Section 5. Section 165.19-4-C of Chapter 165 Zoning Regulations is hereby amended by replacing the clause “U-1” in the Table of Screening Requirements with the clause “GF-1” in two locations in said Table.

Section 6. 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 7. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading: _____
Second Reading: _____
Third Reading: _____
Date Adopted: _____
Date of Publication: _____

ORDINANCE NO. 2023-6000

**AN ORDINANCE AMENDING CHAPTER 157, SITE PLAN, OF THE CITY
CODE OF POLK CITY, IOWA**

WHEREAS, the City Council of the City of Polk City, Iowa, deems it necessary and proper to amend Chapter 157 of the Code of Ordinances to match current standards and practices.

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

Section 1: That Section 157.09 Architectural Standards, subsection 2 Architectural Standards by Zoning District, shall be amended to include residential zoning districts as follows:

A. The architectural theme of any development within a R-3, R-4, C-TS, C-2, C-3 or C-4 District and non-residential uses within the C-1, R-1, R-1A, R-2, and R-2A District shall be dominated with permanency and strength of materials in proportion to the aesthetic characteristics of the architectural bulk, shape, materials and color, and shall be compatible with other structures within the immediate surrounding development area and the zoning district. The buildings within this district, both as principal permitted uses and accessory uses, shall be designed and constructed with such materials as may be necessary in order to assure durability, permanency and continued aesthetic quality. The general manner in which any use and development is accomplished shall be compatible to and in harmony with the character of the zoning district as established or proposed. Existing or potential land use conflicts shall be avoided through proper orientation, open space, setbacks, landscaping and screening, grading, traffic circulation and architectural compatibility.

Section 2: That Section 157.03 Site Plan Requirements For One- and Two-Family Residential Dwellings, shall be amended as follows:

The Planning and Zoning Commission shall not review plans of single-family or two-family residential dwellings unless requested by the Building Inspector. When so requested, completed plans for single-family or two-family residential dwellings shall be provided to the Planning and Zoning Commission at least five business days in advance of their regularly scheduled meeting. Site plans of residential dwellings that are part of a townhome or condominium development shall be required to comply with Section 157.04 of this chapter and the completed work shall be reviewed by the Public Works Director for compliance with the approved site plan. All exterior wall areas of single-family or two-family residential dwellings and permitted residential accessory structures shall be an acceptable finish material as defined in Section 157.09-4-A. Up to 30 percent of the total wall area of a primary single-family or two-family residential dwelling may be an architectural panel system of fiber cement, solid wood, engineered wood, or similar.

Section 3. That Section 157.09 Architectural Standards, subsection 7-C(2)(b) shall be amended by deleting the sentences “The average illumination must be less than 50 foot-candles

under the canopy. The maximum illumination under the canopy must be 40 foot-candles” and inserting the sentences “The average illumination must be less than 40 foot-candles under the canopy. The maximum illumination under the canopy must be 50 foot-candles” in lieu thereof.

Section 4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6. This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND ADOPTED by the City Council of Polk City, Iowa on this _____ day of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First reading:

Second reading:

Third reading:

Published by posting:



Date May 2, 2023

To: Chelsea Huisman
 City of Polk City
 P.O. Box 426
 Polk City, IA 50226-0426

INVOICE SUMMARY - MARCH SERVICES

Services from March 1, 2023 through March 31, 2023

GENERAL ENGINEERING

<u>Meetings</u>	123.0001.01	\$	550.00
<i>Council and P&Z Meetings, City staff meetings, and meetings with developers and developer's engineers.</i>			
<u>Development and Building:</u>	123.0001.01	\$	1,950.00
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects, and building permits.</i>			
<u>Water Dept:</u>	123.0001.01	\$	-
<u>Sanitary Sewers:</u>	123.0001.01	\$	350.00
<i>Respond to Developer's questions re: sanitary sewer availability and hookup options.</i>			
<u>Storm Sewers:</u>	123.0001.01	\$	525.00
<i>Coordinate with staff re: drainage issues and SWMF encroachments.</i>			
<u>Street Dept.</u>	123.0001.01	\$	450.00
<i>Review future street alignments, recorded agreements, cost opinions and easements for trails.</i>			
<u>General:</u>	123.0001.01	\$	500.00
<i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, ordinances, and miscellaneous issues.</i>			
<u>GIS</u>	123.0001.01	\$	675.00
<i>Update Zoning Map and information for US Census Bureau.</i>			

SUBTOTAL		\$	5,000.00
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CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

2023 Street Repairs Project	123.0188.01	\$	5,050.00
High Trestle Trail to Neal Smith Trail Connector - Phase 2	123.0333.01	\$	7,600.00
High Trestle Trail to Neal Smith Trail Connector - Phase 4	123.0332.01	\$	6,820.00
LMI Survey Mailing Questionnaire	123.0001.01C	\$	7,573.50
N. 3rd Street & Vista Lake Ave. Intersection Improvements	121.0455.01	\$	1,519.75
SUBTOTAL		\$	28,563.25

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Antler Ridge Plat 1: Development Agr, Const Dwgs		\$	333.00
Crossroads at the Lakes Plat 3: Const Dwgs & SWMP	122.0914.01	\$	1,161.00
Gateway Crossings Rezoning: Pre-application	122.1398.01	\$	838.50
Kahler Golf Maintenance Building Site Plan	122.1488.01	\$	1,102.50
Lakeside Commercial Plat 1: Prelim & Final Plats	123.0275.01	\$	1,487.50
Leonard Senior Living Plat and Site Plan	123.0287.01	\$	3,351.50
Wolf Creek Townhomes Plat 13	121.0581.01	\$	1,316.00
SUBTOTAL		\$	9,590.00

TOTAL		\$	43,153.25
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PROCLAMATION



WHEREAS, in 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week, then established by a joint resolution of Congress and the President of the United States, National Police Week was declared a collaborative effort of many organizations dedicated to honor the service and sacrifice of those law enforcement officers that risk their lives to protect our communities and safeguard our democracy; and

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the law enforcement agency of the City of Polk City, whom play an essential role in safeguarding the rights and freedoms of the citizens of Polk City, Iowa; and

WHEREAS, it is important that all citizens know and understand the responsibilities, duties, hazards and sacrifice of their law enforcement officers;

WHEREAS, the members of the Police Department in Polk City, Iowa, serve the people by safeguarding life and property, protect them against violence and disorder, and provide a vital public service.

NOW, THEREFORE, I, Steve Karsjen, Mayor of Polk City, Iowa, do hereby recognize the week of May 14 through May 20, 2023 as **NATIONAL POLICE WEEK** in Polk City Iowa, and publicly salute the service of law enforcement officers in our community and in communities across the nation. I urge all citizens to recognize these officers' faithful and loyal devotion to their responsibilities.

Dated this 8th day of May 2023

Steve Karsjen, Mayor



PROCLAMATION



EMS WEEK

Where **Emergency Care Begins**

May 21-27, 2023

WHEREAS, emergency medical services are a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, I, Steve Karsjen, Mayor of Polk City, Iowa, in recognition of this event do hereby proclaim the week of May 21 through May 27, 2023 as **EMERGENCY MEDICAL SERVICES WEEK** with the EMS Strong Theme, ***EMS: Where Emergency Care Begins.***

Dated this 8th day of May 2023.

Steve Karsjen, Mayor

PROCLAMATION

WHEREAS, Public Works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Polk City, Iowa; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professional, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment, and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for citizens of all ages and civic leaders in Polk City, Iowa to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

NOW, THEREFORE, I, Steve Karsjen, Mayor of Polk City, Iowa, do hereby designate the week of May 21-27, 2023 as **NATIONAL PUBLIC WORKS WEEK** in Polk City Iowa, and I urge all citizens to pay tribute to our public works professionals, engineers, managers and employees by recognizing the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the City of Polk City, Iowa to be affixed this 8th day of May 2023.

Steve Karsjen, Mayor

