

Agenda -Notice of Meeting

Polk City | City Council

November 13, 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@polkcityia.gov

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

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

Steve Karsjen | Mayor

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. Presentation: MPO Update

5. Public Hearings:

- a. Public Hearing on Proposed Amendment to the Polk City Area II Urban Renewal Area
 - i. Resolution 2023-131 to approve Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area
 - ii. Resolution 2023-132 setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with a Private Developer, Including Annual Appropriation Tax Increment Payments

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

7. Consent Items

- a. City Council Meeting Minutes for October 23, 2023
- b. Claims listing November 13, 2023
- c. FY23 Annual Finance Report (AFR)
- d. FY23 Annual Street Finance Report (SFR)
- e. FY23 Annual Urban Renewal Report (AURR)
- f. Receive and file October 2023 Parks & Recreation Director Report
- g. Receive and file Parks Commission Meeting Minutes for November 6, 2023
- h. Receive and file October 2023 Library Director Report
- i. Receive and file November 6, 2023 Library Board Meeting Minutes
- j. Pay increase for Mark Bengé, Public Works Operations Specialist 1 at \$24.87/hour for six-month review
- k. Resolution 2023-133 approving Pay App No 5 in the amount of \$400,225.73 for City Hall/Community Room Project

- l. Resolution 2023-134 approving Final Plat for Leonard Senior Living
- m. Award budgeted Sanitary Sewer Jetting and Camera Work in an amount not to exceed \$40,000 to CIT Sewer Solutions
- n. Award budgeted Shop Generator hook-up to Par Industries in the amount of \$21,300 and Midwest Critical Power LLC in the amount of \$1,200
- o. Award budgeted Brush Pile Chipping and Removal in the amount of \$44,500 to J. Pettiecord
- p. Receive and file the October 2023 Police Department Report
- q. Resolution 2023-135 approving Pay App No. 9 in the amount of \$355,687.65 for Fire Station Remodel Project
- r. Special Event Light Up Polk City street closings December 1 from 4p to 10 p, 2nd Street from Van Dorn through Broadway and Broadway from 1st St through 2nd Street
- s. Resolution 2023-136 setting Public Hearing for a proposed Amendment to the FY 23/24 Budget
- t. Receive and file October 2023 Water Department Report

8. Business Items

- a. Resolution 2023-137 indicating intent to participate and authorizing the inclusion of the City of Polk City in Final Draft Agreement Establishing Central Iowa Water Works
- b. Memorandum of Agreement with the United States Census Bureau
- c. Second Reading of Ordinance 2023-9700 approving rezoning for On With Life from R-1 to R-3 with Restrictions
 - i. (optional) Waive Third Reading
- d. Third Reading of Ordinance 2023-8100 amending Chapter 115, Cable Television Regulations
- e. Snyder & Associates invoice in the amount of \$102,520.25 for September 2023 engineering services

9. Reports & Particulars

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

10. Adjournment

--next meeting date November 27, 2023



City of Polk City, Iowa City Council Agenda Communication

Date: November 13, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Public hearing on Urban Renewal Plan amendment & Resolution amending the Urban Renewal Plan

BACKGROUND: On Monday evening, the City Council will hold a Public Hearing on a proposed amendment to the City's Urban Renewal Plan-Polk City Area II Urban Renewal Area. The plan amendment is to 1) Add the Faction Investments project at 1010 Tyler Street 2) Increase the Administrative Support Program and 3) Add a new downtown improvement grant program.

1. Faction Investments is building a new commercial business at 1010 Tyler Street. The estimated cost of the project is \$3,000,000. The Council would need to amend, and later approve a development agreement with up to \$484,000 in tax increment financing incentives. The tax incentives align with the City's Economic Development Policy and would be offered through a rebate over an 8-year period to the developer.
2. The city currently has an administrative support program using tax increment financing. The current program is not to exceed \$250,000 of TIF money for urban renewal activities. Some of the expenses we cover with TIF include a portion of the City Managers salary, our retainer agreement with PFM and our Bond Counsel expenses. I would like to increase the amount of the administrative support program not to exceed \$500,000. This will provide the City with some additional funding for the City's general fund and cover urban renewal and economic development related expenses.
3. The last item I would propose we amend for is a future downtown grant assistance program. The City Council will discuss this item at Monday's work session, but this program would offer grant assistance to businesses in the Town Square to make exterior improvements to their buildings. The city would offer assistance through TIF funding. I am recommending the Council include this in the amendment, and a separate program would be approved at a later date. I recommend the amendment not exceed \$250,000 for this program over a 5-year period.

ALTERNATIVES: Do not approve the urban renewal plan.

FINANCIAL CONSIDERATIONS: The financial considerations for this amendment are \$784,000. This includes tax incentives for the development agreement, which the City Council will still have to review and

consider at a future meeting, an additional \$250,000 for the administrative support program, and \$250,000 for a downtown grant program implementation.

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



November 9, 2023

VIA EMAIL

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: 2023 Amendment to the Polk City Area II Urban Renewal Area
Our File No. 511493-12

Dear Chelsea:

Attached please find proceedings covering the City Council's action in holding a public hearing on and adopting a resolution to approve the 2023 urban renewal plan amendment.

We will appreciate receiving executed copies of these proceedings as soon as they are available. Please contact John Danos, Severie Orngard or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Jenny Coffin

HEARING ON AND APPROVAL OF 2023
AMENDMENT TO THE POLK CITY
AREA II URBAN RENEWAL AREA

511493-12

Polk City, Iowa

November 13, 2023

The City Council of the City of Polk City, Iowa, met on November 13, 2023, at 6:00 p.m., at the City Hall Council Chambers, in the City, for the purpose of conducting a public hearing on a proposed urban renewal plan amendment.

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

Present: _____

Absent: _____.

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

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

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

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

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

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

Ayes: _____

Nays: _____.

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

RESOLUTION NO. 2023-131

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

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

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

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) updates the description of the City’s Urban Renewal Administration and Professional Support Program previously approved in the October, 2020 and November, 2022 Amendments to the Plan; and (2) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) providing tax increment financing support to a private developer in connection with the construction of a new commercial strip mall building; and (b) using tax increment financing to pay the costs of the City’s Downtown Revitalization Incentive Support Program; and

WHEREAS, notice of a public hearing by the City Council on the proposed Amendment was heretofore given in strict compliance with the provisions of Chapter 403 of the Code of Iowa, and the Council has conducted said hearing on November 13, 2023; and

WHEREAS, copies of the Amendment, notice of public hearing and notice of a consultation meeting with respect to the Amendment were mailed to Polk County and the North Polk Community School District; the consultation meeting was held on the 24 day of October 2023; and responses to any comments or recommendations received following the consultation meeting were made as required by law;

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

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

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

A. The programs, projects and initiatives proposed under the Amendment conform to the general plan for the development of the City;

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

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

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

Passed and approved November 13, 2023.

Mayor

Attest:

City Clerk

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

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Upon motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
POLK COUNTY
CITY OF POLK CITY

SS:

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

WITNESS MY HAND this ____ day of _____, 2023.

City Clerk



November 9, 2023

Via Email

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Development Agreement (Faction Investments, LLC)
Our File No. 511493-12

Dear Chelsea:

Attached please find copies of proceedings to enable the City Council to act on November 13th to set December 11th as the date for a public hearing on the proposed Development Agreement with Faction Investments, LLC, including the proposal for tax increment payments.

The notice of public hearing on the Development Agreement must be published once, not less than four (4) and not more than twenty (20) days prior to the City Council meeting at which the hearing will be held. The last date on which the notice can effectively be published is December 7, 2023. Please print an extra copy of the notice for delivery to the newspaper. Please insert the time and place of the hearing in both the resolution and the notice and email a copy of the published notice to lemke.susan@dorsey.com.

We will prepare and forward to you in time for the December 11th meeting the necessary proceedings to approve the Development Agreement.

We would appreciate receiving one fully executed copy of these proceedings as soon as they are available.

Please contact John Danos, Severie Orngard or me if you have questions.

Kind regards,

Amy Bjork

Attachments

cc: Jenny Coffin

SET DATE FOR HEARING ON
DEVELOPMENT AGREEMENT AND
TAX INCREMENT PAYMENTS

(Faction Investments, LLC)

511493-12

Polk City, Iowa

November 13, 2023

A meeting of the City Council of the City of Polk City, Iowa, was held at 6:00 p.m., on November 13, 2023, at the City Hall Council Chambers, Polk City, Iowa, pursuant to the rules of the Council.

The Mayor presided and the roll was called, showing members present and absent as follows:

Present: _____

Absent: _____.

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

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared said resolution duly adopted, as follows:

RESOLUTION NO. 2023-132

Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Faction Investments, LLC, Including Annual Appropriation Tax Increment Payments

WHEREAS, the City of Polk City, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City proposes to enter into a development agreement (the “Development Agreement”) with Faction Investments, LLC (the “Company”) in connection with the construction by the Company of a new commercial strip mall building in the Urban Renewal Area; and

WHEREAS, the Development Agreement would provide financial incentives to the Company in the form of annual appropriation incremental property tax payments in an amount not to exceed \$484,000 under the authority of Section 403.9(1) of the Code of Iowa; and

WHEREAS, it is necessary to set a date for a public hearing on the Development Agreement, pursuant to Section 403.9 of the Code of Iowa;

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

Section 1. This City Council shall meet on December 11, 2023, at 6 p.m., at the City Hall Council Chambers in the City, at which time and place proceedings will be instituted and action taken to approve the Development Agreement and to authorize the annual appropriation incremental property tax payments.

Section 2. The City Clerk is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four (4) and not more than twenty (20) days before the date of said meeting in a legal newspaper of general circulation in the City. Said notice shall be in substantially the following form:

NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT
WITH FACTION INVESTMENTS, LLC AND AUTHORIZATION OF
ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS

The City Council of the City of Polk City, Iowa, will meet at the City Hall Council Chambers on December 11, 2023, at 6 p.m., at which time and place proceedings will be instituted and action taken to approve a Development Agreement between the City and Faction Investments, LLC (the “Company”) in connection with the construction by the Company of a new commercial strip mall building in the Polk City Area II Urban Renewal Area. The Development Agreement provides for certain financial incentives in the form of incremental property tax payments to the Company in a total amount not exceeding \$484,000 as authorized by Section 403.9 of the Code of Iowa.

The commitment of the City to make incremental property tax payments to the Company under the Development Agreement will not be a general obligation of the City, but such payments will be payable solely and only from incremental property tax revenues generated within the Polk City Area II Urban Renewal Area. Some or all of the payments under the Development Agreement may be made subject to annual appropriation by the City Council.

At the meeting, the City Council will receive oral or written objections from any resident or property owner of the City. Thereafter, the City Council may, at the meeting or at an adjournment thereof, take additional action to approve the Development Agreement or may abandon the proposal.

This notice is given by order of the City Council of Polk City, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Jenny Coffin
City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved November 13, 2023.

Mayor

Attest:

City Clerk

••••

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. October 23, 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., October 23, 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:** Mayor Karsjen presented a Certificate of Completion to the following Citizen Academy participants
Jen Finn, Robert Kerr, Jesse McKelvey, Diane McDonald, Shalyn Nystrong, Nick Otis, Jenny Taylor
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for October 9, 2023
 - b. City Council Work Session Meeting Minutes for October 9, 2023
 - c. City Council Special Meeting Minutes for October 18, 2023
 - d. Receive and file P&Z Commission Meeting Minutes for October 16, 2023
 - e. Claims listing October 23, 2023
 - f. September 2023 Finance Report
 - g. Receive and file September 2023 Police Department Report
 - h. Receive and file September 2023 Fire Department Report
 - i. Resolution 2023-125 approving Change Order No. 3 in the amount of \$4,242.93 for the Fire Station Remodel Project
 - j. Resolution 2023-126 approving Pay App No 8 in the total amount of \$142,680.57 for the Fire Station Remodel Project
 - k. Resolution 2023-127 approving contract in the amount of \$201,531.00 to Brothers Cleaning Corporation for the 2024 Street Repairs Project
 - l. Resolution 2023-128 approving contract in the amount of \$235,524.00 to Des Moines Dirt Worx, LLC. for the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2
 - m. Set pay for Lieutenant Tanner Owner promotion to Captain at \$24.66 per hour
 - n. Set pay for FF/Paramedic Nathan Reis promotion to Lieutenant at \$23.66 per hour

MOTION: A motion was made by Anderson and seconded by Sarchet to approve the consent agenda items.
MOTION CARRIED UNANIMOUSLY
Council Member Anderson asked City Engineer Travis Thornburgh to provide more details on the Trail Project phases.
Council Member Sarchet asked for an update on Polk County’s portion of the trail.
7. **Business Items**
 - a. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2023-129 approving Home State Bank Site Plan Amendment
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-130 approving Parcel 2023-72 Plat of Survey within two (2) miles of Polk City Corporate Boundary
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Pre-Campaign Process Agreement with Renaissance Group, Inc (RGI)
MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Amendment #1 in the amount of \$15,500 for Construction Services with Snyder & Associates related to Hight Trestle Trail to Neal Smith Trail connector Project – Phase 2
YES: Dvorak, Sarchet, Vogel, Anderson
ABSTAIN: Walters
MOTION CARRIED
- e. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Second Reading of Ordinance 2023-8100 amending Chapter 115, Cable Television Regulations
MOTION CARRIED UNANIMOUSLY
- f. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Third Reading of Ordinance 2023-9600 amending Chapter 69 Parking Regulations; Winter Parking
MOTION CARRIED UNANIMOUSLY

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

- Parks & Recreation Director Thraen highlighted the tree project completed at Miller Park that replaced eight (8) Ash trees with ten (10) new trees. He thanked Arbor League partners, Ken Morse, and Phil Jensen for their continued support of trees in Polk City. He also thanked the Public Works Staff for their assistance with mulch and watering to get the trees ready for winter.
- Council Member Vogel thanked Ken and Phil for all the volunteer hours they've spent in Polk City making the community a Tree City USA community, and wanted to share the impact it makes on her son and all the children of Polk City.
- City Engineer Thornburgh provided an update on the roundabout project, estimating acceptance of the public improvements would be on an Agenda in November.
- City Manager Huisman reported that the On with Life second reading of the rezoning Ordinance was left off this agenda in error and indicated the second reading would be on the November 13th agenda, and she would recommend Council consider waiving the third reading.
- Council Member Sarchet acknowledged the work of Ken & Phil with the Arbor League and gave kudos for the efforts of Thraen for all his work too. Acknowledge Tanner and Nate's promotions to officers on the FD.
- Mayor Karsjen invited the public to Go Polk City event hosting the 2023 City Election Candidates Forum at Luana Bank on October 24th from 6p-8p and will live stream that through the City's You Tube Channel. The Candidates will be asked specific questions during the forum, and then will leave some time for the public to visit with the candidates at the end. North Polk School District, School Board Election Candidates Forum at Luana Bank on October 25th from 6p-8p, same format and will be streamed through the school's You Tube Channel. Mayor said the Community Visioning Campaign interview will be happening tomorrow, and he is excited about that to show the great volunteer and city relationship through that success. Mayor wished Council Member Mandy Vogel Happy Birthday.

9. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:37 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – November 13, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY		10/23/2023
ACE HARDWARE OF ANKENY	SHOP REPAIRS	\$ 25.98
ALL SEASONS VET CARE	TNR MALE	\$ 150.00
Amazon	FLAG BELTS	\$ 1,530.63
ARDICK EQUIPMENT CO.	BARRICADES & DECALS	\$ 1,595.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 751.37
AVESIS	CITY VISION	\$ 375.60
BAKER & TAYLOR	BOOKS	\$ 1,901.91
BOMGAARS	MONTHLY CHARGES	\$ 574.69
Bound Tree Medical	MEDICAL SUPPLIES	\$ 492.87
BRICK LAW FIRM	45200	\$ 6,350.00
BURT DIRTWORKS	1600 N BROADWAY	\$ 1,750.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 713.37
CANINE TACTICAL	K9 TRAINING	\$ 500.00
CARSTENS TREE MOVING SERVICE	2 MAPLE TREES RE-PLACED AT SH	\$ 2,000.00
CENTURY LINK	PHONE SERVICE	\$ 286.66
CITY LAUNDERING	PW FIRST AID	\$ 198.26
CITY OF DES MOINES	WRA HOOK UP	\$ 33,873.30
CITY OF POLK CITY	UB ASSIST 1182007	\$ 813.29
CODY MOECKLY	RESOLING BOOTS	\$ 125.00
CODY OLSON	CERT FOR E1 REIMB	\$ 279.87
CONVERSIGHT.AI INC	MYLIBRO APP	\$ 2,680.00
CORE AND MAIN	LAB SUPPLIES	\$ 352.70
CRAIG GARRISON	GARRISON PER DIEM WK10	\$ 381.31
D & K PRODUCTS	GRASS SEED	\$ 1,782.00
DANIELS FILTER SERVICE INC.	FURNACE FILTERS	\$ 603.12
Delta Dental	CITY DENTAL	\$ 1,765.58
Des Moines Water Works	PURCHASE OF WATER	\$ 42,367.48
Electrical Eng & Equipment Co	ELECTRICAL SUPPLIES	\$ 337.83
ELECTRONIC ENGINEERING CO.	SHARED ALARM	\$ 70.00
ETECH SOLUTIONS LLC	NOVEMBER BILLING	\$ 5,642.38
FAIRFIELD BY MARRIOTT	WEEK 8 ACADEMY	\$ 1,344.00
FAREWAY	LIBRARY	\$ 110.96
FEH DESIGN	CITY HALL/FD PROJECTS	\$ 7,403.13
FORCE FITTERS	HIGH VIS XL	\$ 690.00
G&R SERVICES	FACILITY ABATEMENT	\$ 16,355.80
GEOFFREY BARNES	SQR REIMB	\$ 525.56
GOPHER NW5634	YOUTH BASKETBALLS	\$ 1,477.50
GREATAMERICA FINANCIAL	SHARED COPIER LIST	\$ 569.46
HAWKINS INC	CHLORINE	\$ 1,444.54
HOTSY CLEANING SYSTEMS INC.	PRESSURE WASHER	\$ 931.17
I.C.A.P.	INSURANCE	\$ 46.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 8,026.00
PESTICIDE BUREAU- IDALS	PESTICIDE APPLICATOR	\$ 30.00
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 174.00
Iowa Prison Industries	IPI- CLASS A STOVER	\$ 254.96
IOWA STATE UNIVERSITY TREASURE	DRUG DISTRUCTION	\$ 75.00
J.P. Cook Company	PET TAGS	\$ 165.55
JENNY COFFIN	GCMOA REIMBURSMENT	\$ 12.51
JEREMY SIEPKER	TRAINING REIMBURSEMENT	\$ 389.46
JOSH STEWART	TAPE & TEXTURE DRYWALL SHOP	\$ 2,900.00
K-GUARD IOWA	GUTTER & DOWNSPOUT FOR SHO	\$ 2,140.50
KANSAS CITY LIFE INS. CO	CITY LIFE INS	\$ 1,359.04
KELLY VOIGHT	SQR REIMB	\$ 362.17
KIRBYBUILT	MARINA COVE TWELVE OAKS MSC	\$ 3,018.45
KLOCKE'S EMERGENCY VEHICLE	AUTO EJECT FOR M3	\$ 566.99
LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$ 619.12
LYNN PEAVEY COMPANY	DRUG TEST KITS	\$ 310.33
MARTIN MARIETTA AGGREGATES	SEWER REPAIR	\$ 1,124.40
METRO WASTE AUTHORITY	OCTOBER BILLING	\$ 34,965.16
MICROBAC LABORATORIES INC	LAB TESTS	\$ 280.00
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 4,263.15
MIDWEST CRITICAL POWER	LOAD GENERATOR	\$ 6,533.12
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 585.00
O'Halloran International Inc	TRUCK REPAIR	\$ 2,236.26
OVERDRIVE INC	EBOOKS	\$ 492.93
PAYSEN PIPE CLEANING	STORM SEWER CAMERA WORK	\$ 286.00
PFM FINANCIAL ADVISORS	PFM RETAINER/ GO BOND SALE	\$ 24,043.24
POLK CITY ARBOR LEAGUE	MILLER PARK TREES	\$ 3,800.00
RACOM	EDACS	\$ 862.92
RADAR ROAD TEC	RADAR CERTS	\$ 227.00
RANGEMASTERS TRAINING CENTER	DELANEY GLOVES	\$ 93.63
RENAISSANCE GROUP	PROFESSIONAL SERVICES	\$ 6,500.00

RENEWABLE ENERGY GROUP	FUEL	\$ 1,426.91
RYAN EITREIM	SQR REIMB	\$ 239.45
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 16,932.73
SBS SERVICES GROUP LLC	CITY JANITORIAL	\$ 1,295.00
SENTINEL CONCEPT	HANDGUN TRAINING	\$ 900.00
SHERWIN WILLIAMS	SHOP OFFICE	\$ 1,427.55
SIMMERING-CORY INC.	CODIFICATION	\$ 1,741.00
SMITH FERTILIZER & GRAIN	BEET +55	\$ 1,005.39
Sprayer Specialities Inc	SPRAYER REPAIRS	\$ 275.54
TRACKER PRODUCTS LLC	EVIDENCE SOFTWARE	\$ 4,300.00
UPHDM OCCUPATIONAL MEDICINE	STOVER	\$ 93.75
VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$ 214.95
Walsh Door & Hardware Co	CAMERAS FOR SHOP	\$ 2,750.41
WELLMARK BLUE CROSS BLUE SHEIL	CITY HEALTH	\$ 10,130.94
WELTER STORAGE CO	SHOP STORAGE	\$ 2,386.00
Accounts Payable Total		\$ 292,984.83
GENERAL		\$ 95,836.49
ROAD USE		\$ 23,479.92
L.M.I		\$ 813.29
CITY FACILITIES TOTAL		\$ 31,104.93
WATER		\$ 62,477.87
SEWER		\$ 43,179.99
SOLID WASTE/RECYCLING		\$ 34,965.16
STORM WATER UTILITY		\$ 1,127.18
TOTAL FUNDS		\$ 292,984.83

STATE OF IOWA 2023 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2023 CITY OF POLK CITY, IOWA DUE: December 1, 2023	16207701000000 CITY OF POLK CITY PO Box 426 POLK CITY IA 50226-0426 POPULATION: 5543
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NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	3,461,360		3,461,360	3,432,536
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	3,461,360		3,461,360	3,432,536
Delinquent Property Taxes	0		0	0
TIF Revenues	616,346		616,346	626,409
Other City Taxes	1,222,030	0	1,222,030	1,033,078
Licenses and Permits	244,632	0	244,632	479,499
Use of Money and Property	261,086	0	261,086	166,550
Intergovernmental	1,380,119	0	1,380,119	1,191,000
Charges for Fees and Service	412,432	3,953,252	4,365,684	4,471,400
Special Assessments	5,751	0	5,751	0
Miscellaneous	255,000	0	255,000	191,867
Other Financing Sources	1,760,922	0	1,760,922	2,975,750
Transfers In	1,701,554	0	1,701,554	1,832,278
Total Revenues and Other Sources	9,619,678	3,953,252	13,572,930	16,400,367
Expenditures and Other Financing Uses				
Public Safety	2,363,319		2,363,319	2,767,676
Public Works	639,774		639,774	615,518
Health and Social Services	0		0	2,000
Culture and Recreation	796,841		796,841	845,605
Community and Economic Development	462,828		462,828	464,009
General Government	690,201		690,201	711,185
Debt Service	924,594		924,594	932,930
Capital Projects	4,120,546		4,120,546	5,161,750
Total Governmental Activities Expenditures	9,998,103	0	9,998,103	11,500,673
BUSINESS TYPE ACTIVITIES		3,426,199	3,426,199	3,952,501
Total All Expenditures	9,998,103	3,426,199	13,424,302	15,453,174
Other Financing Uses	1,172,676	528,878	1,701,554	
Transfers Out	1,172,676	528,878	1,701,554	1,832,278
Total All Expenditures/and Other Financing Uses	11,170,779	3,955,077	15,125,856	17,285,452
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	-1,551,101	-1,825	-1,552,926	-885,085
Beginning Fund Balance July 1, 2022	13,875,799	3,115,700	16,991,499	8,989,974
Ending Fund Balance June 30, 2023	12,324,698	3,113,875	15,438,573	8,104,889

NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds

Indebtedness at June 30, 2023		Indebtedness at June 30, 2023	
	Amount		Amount
General Obligation Debt	10,647,500	Other Long-Term Debt	0
Revenue Debt	0	Short-Term Debt	10,647,500
TIF Revenue Debt	0		
		General Obligation Debt Limit	30,838,010

CERTIFICATION

The forgoing report is correct to the best of my knowledge and belief

	Publication 11/24/2023
Signature of Preparer	
Printed name of Preparer Jenny Coffin	Phone Number 5157956140
	Date Signed
Signature of Mayor or other City official (Name and Title)	

REVENUE P3
CITY OF POLK CITY
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2023
NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section D - Intergovernmental - Continued	41								41
State Shared Revenues	43								43
Road Use Taxes	44	762,779					762,779		762,779
Other state grants and reimbursements	48								48
State grants	49	8,295			35,500		43,795		43,795
Iowa Department of Transportation	50						0		50
Iowa Department of Natural Resources	51				126,562		126,562		126,562
Iowa Economic Development Authority	52						0		52
CEBA grants	53						0		53
Commercial & Industrial Replacement Claim	54	7,255					7,255		7,255
Four Seasons housing and urb charges	55				17,992		17,992		17,992
	56						0		56
	57						0		57
	58						0		58
	59						0		59
Total State	60	15,550	762,779	0	180,054	0	958,383	0	958,383
Local Grants and Reimbursements									
County Contributions	63	6,375					6,375		6,375
Library Service	64						0		64
Township Contributions	65	17,779					17,779		17,779
Fire/EMT Service	66						0		66
	67						0		67
	68						0		68
	69						0		69
Total Local Grants and Reimbursements	70	24,154	0	0	0	0	24,154	0	24,154
Total Intergovernmental (Sum of lines 33, 60, and 70)	71	39,704	762,779	0	577,636	0	1,380,119	0	1,380,119
Section E - Charges for Fees and Service	72								72
Water	73						0	1,615,322	1,615,322
Sewer	74						0	1,859,709	1,859,709
Electric	75						0	0	75
Gas	76						0	0	76
Parking	77						0	0	77
Airport	78						0	0	78
Landfill/garbage	79						0	381,368	381,368
Hospital	80						0	0	80

REVENUE P5
CITY OF

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,
NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Total All Revenues (Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120)	121 3,955,452	1,915,267	616,346	693,783	677,908	0	7,858,756	3,953,252	11,812,008
Section H - Other Financing Sources	123								123
Proceeds of capital asset sales	124						0		0
Proceeds of long-term debt (Excluding TIF internal borrowing)	125				59,368		59,368		59,368
Proceeds of anticipatory warrants or other short-term debt	126						0		0
Regular transfers in and interfund loans	127			198,878	1,295,000		1,493,878		1,493,878
Internal TIF loans and transfers in	128 110,000		97,676				207,676		207,676
	129						0		0
	130						0		0
Total Other Financing Sources	131 110,000	0	97,676	198,878	1,354,368	0	1,760,922	0	1,760,922
Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)	132 4,065,452	1,915,267	714,022	892,661	2,032,276	0	9,619,678	3,953,252	13,572,930
Beginning Fund Balance July 1, 2022	134 3,903,057	1,458,239	1,474,316	-10,189	7,050,376		13,875,799	3,115,700	16,991,499
Total Revenues and Other Financing Sources (Sum of lines 132 and 134)	136 7,968,509	3,373,506	2,188,338	882,472	9,082,652	0	23,495,477	7,068,952	30,564,429

EXPENDITURES P6
CITY OF POLK CITY
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2023
NON-GAAP/CASH BASIS

Item Description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section A - Public Safety	1										1
Police Department/Crime Prevention	2	1,118,096						1,118,096		1,118,096	2
Jail	3							0		0	3
Emergency Management	4	8,752						8,752		8,752	4
Flood control	5							0		0	5
Fire Department	6	879,156						879,156		879,156	6
Ambulance	7							0		0	7
Building Inspections	8	353,302						353,302		353,302	8
Miscellaneous Protective Services	9							0		0	9
Animal Control	10	4,013						4,013		4,013	10
Other Public Safety	11							0		0	11
	12							0		0	12
	13							0		0	13
Total Public Safety	14	2,363,319	0		0			2,363,319		2,363,319	14
Section B - Public Works	15										15
Roads, Bridges, Sidewalks	16	105,835	478,240					584,075		584,075	16
Parking Meter and Off-Street	17							0		0	17
Street Lighting	18	55,699						55,699		55,699	18
Traffic Control Safety	19							0		0	19
Snow Removal	20							0		0	20
Highway Engineering	21							0		0	21
Street Cleaning	22							0		0	22
Airport (if not an enterprise)	23							0		0	23
Garbage (if not an enterprise)	24							0		0	24
Other Public Works	25							0		0	25
	26							0		0	26
	27							0		0	27
Total Public Works	28	161,534	478,240		0			639,774		639,774	28
Section C - Health and Social Services	29										29
Welfare Assistance	30							0		0	30
City Hospital	31							0		0	31
Payments to Private Hospitals	32							0		0	32
Health Regulation and Inspections	33							0		0	33
Water, Air, and Mosquito Control	34							0		0	34
Community Mental Health	35							0		0	35
Other Health and Social Services	36							0		0	36
	37							0		0	37
	38							0		0	38
Total Health and Social Services	39	0	0		0			0		0	39
Section D - Culture and Recreation	40										40
Library Services	41	403,347	2,550					406,347		406,347	41
Museum, Band, Theater	42							0		0	42
Parks	43	384,531						384,531		384,531	43
Recreation	44							0		0	44
Cemetery	45							0		0	45
Community Center, Zoo, Marina, and Auditorium	46	5,963						5,963		5,963	46
Other Culture and Recreation	47							0		0	47
	48							0		0	48
	49							0		0	49
Total Culture and Recreation	50	794,291	2,550		0			796,841		796,841	50

EXPENDITURES P7

CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section E - Community and Economic Development	51										51
Community beautification	52							0		0	52
Economic development	53							0		0	53
Housing and urban renewal	54							0		0	54
Planning and zoning	55							0		0	55
Other community and economic development	56			462,828				462,828		462,828	56
TIF Rebates	57							0		0	57
	58							0		0	58
Total Community and Economic Development	59	0	0	462,828	0	0	0	462,828		462,828	59
Section F - General Government	60										60
Mayor, Council and City Manager	61	101,533						101,533		101,533	61
Clerk, Treasurer, Financial Administration	62	135,613						135,613		135,613	62
Elections	63							0		0	63
Legal Services and City Attorney	64	71,660						71,660		71,660	64
City Hall and General Buildings	65	221,284						221,284		221,284	65
Tort Liability	66							0		0	66
Other General Government	67	160,111						160,111		160,111	67
	68							0		0	68
	69							0		0	69
Total General Government	70	690,201	0		0	0	0	690,201		690,201	70
Section G - Debt Service	71				924,594			924,594		924,594	71
	72							0		0	72
	73							0		0	73
Total Debt Service	74	0	0	0	924,594	0	0	924,594		924,594	74
Section H - Regular Capital Projects - Specify	75										75
	76					4,120,546		4,120,546		4,120,546	76
	77							0		0	77
Subtotal Regular Capital Projects	78	0	0	0	0	4,120,546	0	4,120,546		4,120,546	78
TIF Capital Projects - Specify	79										79
	80							0		0	80
	81							0		0	81
Subtotal TIF Capital Projects	82	0	0	0	0	0	0	0		0	82
Total Capital Projects	83	0	0	0	0	4,120,546	0	4,120,546		4,120,546	83
Total Governmental Activities Expenditures (Sum of lines 14, 28, 39, 50, 59, 70, 74, 83)	84	4,009,345	480,790	462,828	924,594	4,120,546	0	9,998,103		9,998,103	84
	85										85

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

EXPENDITURES P8

CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section I - Business Type Activities	87										87
Water - Current Operation	88								1,365,060	1,365,060	88
Capital Outlay	89									0	89
Debt Service	90									0	90
Sewer and Sewage Disposal - Current Operation	91								1,682,446	1,682,446	91
Capital Outlay	92									0	92
Debt Service	93									0	93
Electric - Current Operation	94									0	94
Capital Outlay	95									0	95
Debt Service	96									0	96
Gas Utility - Current Operation	97									0	97
Capital Outlay	98									0	98
Debt Service	99									0	99
Parking - Current Operation	100									0	100
Capital Outlay	101									0	101
Debt Service	102									0	102
Airport - Current Operation	103									0	103
Capital Outlay	104									0	104
Debt Service	105									0	105
Landfill/Garbage - Current operation	106								367,415	367,415	106
Capital Outlay	107									0	107
Debt Service	108									0	108
Hospital - Current Operation	109									0	109
Capital Outlay	110									0	110
Debt Service	111									0	111
Transit - Current Operation	112									0	112
Capital Outlay	113									0	113
Debt Service	114									0	114
Cable TV, Telephone, Internet - Current Operation	115									0	115
Capital Outlay	116									0	116
Housing Authority - Current Operation	117									0	117
Capital Outlay	118									0	118
Debt Service	119									0	119
Storm Water - Current Operation	120								11,278	11,278	120
Capital Outlay	121									0	121
Debt Service	122									0	122
Other Business Type - Current Operation	123									0	123
Capital Outlay	124									0	124
Debt Service	125									0	125
Internal Service Funds - Specify	126										126
	127									0	127
	128									0	128
Total Business Type Activities	129								3,426,199	3,426,199	129

EXPENDITURES P9
CITY OF POLK CITY
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2023 -- Continued
NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (f))	Line
Subtotal Expenditures (Sum of lines 84 and 129)	130	4,009,345	480,790	462,828	924,594	4,120,546	0	9,998,103	3,426,199	13,424,302	130
Section J - Other Financing Uses Including Transfers Out	131										131
Regular transfers out	132		965,000					965,000	528,878	1,493,878	132
Internal TIF loans/repayments and transfers out	133			207,676				207,676		207,676	133
	134							0		0	134
Total Other Financing Uses	135	0	965,000	207,676	0	0	0	1,172,676	528,878	1,701,554	135
Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)	136	4,009,345	1,445,790	670,504	924,594	4,120,546	0	11,170,779	3,955,077	15,125,856	136
Ending fund balance June 30, :	137										137
Governmental:	138										138
	139										139
Nondeductible	140							0		0	140
Restricted	141		1,927,716	1,517,834				3,445,550		3,445,550	141
Committed	142				-42,122	4,962,106		4,919,984		4,919,984	142
Assigned	143							0		0	143
Unassigned	144	3,959,164						3,959,164		3,959,164	144
Total Governmental	145	3,959,164	1,927,716	1,517,834	-42,122	4,962,106	0	12,324,698		12,324,698	145
Proprietary	146								3,113,875	3,113,875	146
Total Ending Fund Balance June 30,	147	3,959,164	1,927,716	1,517,834	-42,122	4,962,106	0	12,324,698	3,113,875	15,438,573	147
Total Requirements (Sum of lines 136 and 147)	148	7,968,509	3,373,506	2,188,338	882,472	9,082,652	0	23,495,477	7,068,952	30,564,429	148

OTHER PI10

Part III Intergovernmental Expenditures Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

Purpose	Amount paid to other local governments	
	Purpose	Amount paid to State
Correction		
Health	Highways	
Highways	All other	
Transit Subsidies		
Libraries		
Police protection		
Sewerage		
Sanitation		
All other		663,553

Part IV
Wages & Salaries Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID		Amount
Total Salaries and Wages Paid		2,435,567

Part V Debt Outstanding, Issued, and Retired
Transit subsidies

A. Long-Term Debt

Debt During the Fiscal Year										Debt Outstanding, JUNE 30, 2023			
Purpose	Line	Debt Outstanding JULY 1, 2022	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year				
Water Utility	1.		59,369										
Sewer Utility	2.												
Electric Utility	3.												
Gas Utility	4.												
Transit-Bus	5.												
Industrial Revenue	6.												
Mortgage Revenue	7.												
TIF Revenue	8.			425,838									
Other Purposes / Miscellaneous	9.			560,000									
GO	10.	11,257,552			10,647,500								362,494
Parking	11.												
Airport	12.												
Stormwater	13.												
Section 108	14.												
Total Long-Term		11,257,552	59,369	985,838	10,647,500	0	0	0					362,494

B. Short-Term Debt Amount

Outstanding as of July 1, 2022	11,257,552
Outstanding as of JUNE 30, 2023	10,647,500

DEBT LIMITATION FOR GENERAL OBLIGATIONS

Part VI Actual valuation -- January 1, 2021

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2023

Type of asset	Amount				
	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	All other Funds (d)	Total (e)
Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.				15,438,573	15,438,573

If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summed amounts on the sheet All Funds PI: Ending fund balance, column C PLUS the amounts in the shaded Note area.



City Street Finance Report

Fiscal Year 2023

Bureau of Local Systems

Polk City

Ames, IA 50010

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Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets	\$56,370	\$169,111					\$225,481
Benefits - Roads/Streets	\$21,943	\$72,894					\$94,837
Training & Dues		\$1,508					\$1,508
Building & Grounds Maint. & Repair		\$11,631					\$11,631
Road Beautification	\$27,520						\$27,520
Vehicle & Office Equip Operation and Repair		\$31,371					\$31,371
Operational Equipment Repair		\$25,560					\$25,560
Street Lights		\$7,013					\$7,013
Other Utilities		\$3,046					\$3,046
Insurance		\$4,857					\$4,857
Street Maintenance Expense		\$1,824					\$1,824
Other Contract Services		\$877					\$877
Chemicals		\$12,122					\$12,122
Minor Equipment Purchases		\$9,118					\$9,118
Other Equipment		\$2,864					\$2,864
Office Supplies		\$168					\$168
Operating Supplies		\$222					\$222



City Street Finance Report

Fiscal Year 2023

Bureau of Local Systems

Polk City

Ames, IA 50010

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	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Office Equipment		\$2,007					\$2,007
Other Capital Equipment		\$2,077					\$2,077
Right-of-Way		\$30,878					\$30,878
Buildings		\$54,739					\$54,739
Street - Preservation					\$139,838		\$139,838
Street - Safety/ Environment					\$1,209,564		\$1,209,564
Principal Payment				\$210,706			\$210,706
Interest Payment				\$68,300			\$68,300
Bond Registration Fees				\$378			\$378
Transfer Out		\$115,000					\$115,000
Street Lighting	\$55,699						\$55,699
Snow Removal Salaries		\$34,354					\$34,354
Total	\$161,532	\$593,241		\$279,384	\$1,349,402		\$2,383,559



City Street Finance Report

Fiscal Year 2023

Bureau of Local Systems

Polk City

Ames, IA 50010

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Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$161,532		\$0	\$279,384			\$440,916
State Revenues - Road Use Taxes		\$762,779					\$762,779
Charges/fees						\$0	\$0
Transfer In					\$115,000		\$115,000
Total	\$161,532	\$762,779	\$0	\$279,384	\$115,000	\$0	\$1,318,695



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Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
2021 GO	\$2,930,000	\$185,000	\$94,550	\$94,899	\$48,501	\$2,745,000
2020 GO Bond	\$1,307,500	\$155,000	\$26,500	\$115,807	\$19,799	\$1,152,500
Total	\$4,237,500	\$340,000	\$121,050	\$210,706	\$68,300	\$3,897,500



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Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
Bobcat Power Angle Broom	2011	Purchased	\$3,466	No Change
Ford Altec Bucket Truck	2005	Purchased	\$59,000	No Change
Case 621E Payloader	2009	Purchased	\$60,000	No Change
INTERNATIAONL HV507 SFA 4X2	2020	Purchased	\$88,796	No Change
John Deer Track Loader	2019	Purchased	\$66,323	No Change
John Deere zero turn mower	2019	Purchased	\$19,549	No Change
Bobcat Snowblower	2010	Purchased	\$4,959	No Change
International Dumptruck	2008	Purchased	\$98,052	No Change
John Deere Mower 1445	2019	Purchased	\$12,549	No Change
JM-2512AV Jet Trailer	2021	Purchased	\$21,720	No Change
MQ62TKT Trash Pump 6"	2021	Purchased	\$14,710	No Change
Bobcat Brush Mower	2021	Purchased	\$6,700	No Change
Tymco Street Sweeper	2017	Purchased	\$125,000	No Change
Ford Edge	2022	Purchased	\$33,500	No Change
Ford F350 4x4	2014	Purchased	\$35,523	No Change
John Deere 3046R Tractor	2022	Purchased	\$44,127	No Change
Tryct - 074 tiller	2021	Purchased	\$2,500	No Change
Kubota UTV	2010	Purchased	\$5,000	No Change
BOBCAT AUGER 15C	2021	Purchased	\$2,829	No Change
Ford F350	2015	Purchased	\$30,191	No Change
Ford F350	2018	Purchased	\$23,873	No Change



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Description	Model Year	Usage Type	Cost	Purchased Status
Ford F250 4x4 Crew Cab	2017	Purchased	\$26,302	No Change
Ford F450 Flatbed Dump Truck	2021	Purchased	\$49,978	No Change
Cougar smart flow mosquito sprayer	2021	Purchased	\$12,623	No Change
Bobcat Grapple Bucket SPBC3	2013	Purchased	\$4,500	No Change
Stanley Jack Hammer MB05	2019	Purchased	\$5,000	No Change
Airman Air Compressor	2007	Purchased	\$11,752	No Change
Bobcat Skidloader 750	2013	Purchased	\$60,000	No Change
Progressive TD-65 Rotary Mower	2005	Purchased	\$9,240	No Change
Bobcat Landplane	2013	Purchased	\$3,000	No Change
International Tandem Dump Truck 7400 6x4	2016	Purchased	\$101,930	No Change
Ford F350	2019	Purchased	\$24,396	No Change
Ford F350 4x4 utility box	2008	Purchased	\$20,646	No Change
CASE 621G PAYLOADER	2023	Purchased	\$190,000	New
WESTERN MVP V PLOW	2012	Purchased	\$6,000	No Change
WESTERN MVP 3 PLOW	2016	Purchased	\$6,000	No Change
WESTERN MVP V PLOW	2018	Purchased	\$7,500	No Change
WESTERN MVP V PLOW	2019	Purchased	\$7,500	No Change
FALLS PAYLOADER SNOWBLAD	2019	Purchased	\$17,000	No Change
FALLS PAYLOADER WINGSBLADE	2019	Purchased	\$15,000	No Change
HENDERSON SNOWPLOW	2008	Purchased	\$16,000	No Change
MONROE SNOWPLOW	2016	Purchased	\$20,000	No Change
MONROE WING SNOW PLOW	2016	Purchased	\$9,000	No Change
HENDERSON SANDER	2008	Purchased	\$15,000	No Change



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Description	Model Year	Usage Type	Cost	Purchased Status
WESTERN STRIKER SANDER	2016	Purchased	\$20,000	No Change
WESTERN STRIKER SANDER	2018	Purchased	\$22,000	No Change
Load Pro Trailer	2023	Purchased	\$18,000	New



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Street Projects

Project Description	Contract Price	Final Price	Contractor Name
2023 Street Repairs Project	\$128,781	\$138,981	Brothers Cleaning Corporation dba Brothers Concrete



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Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Begining Balance	\$0	\$318,575	\$0	\$0	\$982,840	\$0	\$1,301,415
SubTotal Expenses (-)	\$161,532	\$478,241		\$279,384	\$1,349,402		\$2,268,559
Transfers Out (-)		\$115,000					\$115,000
Subtotal Revenues (+)	\$161,532	\$762,779	\$0	\$279,384		\$0	\$1,203,695
Transfers In (+)					\$115,000		\$115,000
Ending Balance	\$0	\$488,113	\$0	\$0	(\$251,562)	\$0	\$236,551

Resolution Number:

Execution Date: Monday, November 13, 2023

Signature: Jenny Coffin

Annual Urban Renewal Report, Fiscal Year 2022 - 2023

Levy Authority Summary

Local Government Name: POLK CITY
 Local Government Number: 77G723

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL	77077	1
POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL	77089	6
POLK CITY DEER HAVEN URBAN RENEWAL	77096	2

TIF Debt Outstanding: 3,202,472

TIF Sp. Rev. Fund Cash Balance as of 07-01-2022:	1,474,315	1,170,716	Amount of 07-01-2022 Cash Balance Restricted for LMI
---	------------------	------------------	---

TIF Revenue:	648,882
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	648,882

Rebate Expenditures:	425,840
Non-Rebate Expenditures:	133,529
Returned to County Treasurer:	0
Total Expenditures:	559,369

TIF Sp. Rev. Fund Cash Balance as of 06-30-2023:	1,563,828	1,265,248	Amount of 06-30-2023 Cash Balance Restricted for LMI
---	------------------	------------------	---

Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 1,079,275

Urban Renewal Area Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL
 UR Area Number: 77077

UR Area Creation Date: 07/1991

UR Area Purpose: Economic Development

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/KOESTER CONST 10 TIF INCR	770795	770796	1,329,998

Urban Renewal Area Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,600,000	0	0	0	1,600,000	0	1,600,000
Taxable	0	0	1,440,000	0	0	0	1,440,000	0	1,440,000
Homestead Credits									0

TIF Sp. Rev. Fund Cash Balance as of 07-01-2022: 0 **Amount of 07-01-2022 Cash Balance Restricted for LMI** 0

TIF Revenue:	42,582
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	42,582

Rebate Expenditures:	40,552
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	40,552

TIF Sp. Rev. Fund Cash Balance as of 06-30-2023: 2,030 **Amount of 06-30-2023 Cash Balance Restricted for LMI** 0

Projects For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

Polk City Dental, LLC

Description:	Developer Agreement
Classification:	Commercial-Medical
Physically Complete:	Yes
Payments Complete:	No

Debts/Obligations For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

Polk City Dental, LLC Rebate

Debt/Obligation Type:	Rebates
Principal:	119,120
Interest:	0
Total:	119,120
Annual Appropriation?:	Yes
Date Incurred:	05/10/2010
FY of Last Payment:	2033

Rebates For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

Polk City Dental, LLC

TIF Expenditure Amount:	40,552
Rebate Paid To:	Polk City Dental
Tied To Debt:	Polk City Dental, LLC Rebate
Tied To Project:	Polk City Dental, LLC
Projected Final FY of Rebate:	2033

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL (77077)
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/KOESTER CONST 10 TIF INCR
 TIF Taxing District Inc. Number: 770796
 TIF Taxing District Base Year: 2010
 FY TIF Revenue First Received: 2013
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2033

	UR Designation
Slum	No
Blighted	No
Economic Development	06/1991

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,600,000	0	0	0	1,600,000	0	1,600,000
Taxable	0	0	1,440,000	0	0	0	1,440,000	0	1,440,000
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	110,000	1,440,000	1,329,998	110,002	3,522

FY 2023 TIF Revenue Received: 42,582

Urban Renewal Area Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL
 UR Area Number: 77089

UR Area Creation Date:

UR Area Purpose:

Tax Districts within this Urban Renewal Area	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR	770867	770868	10,103,080
POLK CITY AG/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR	770869	770870	0
POLK CITY/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR	770871	770872	327,642
POLK CITY AG/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR	770873	770874	0
POLK CITY/N-POLK SCH/MAD CEM/20 OCT ADD UR AREA II TIF INCR	770963	770964	0
POLK CITY AG/N-POLK SCH/MAD CEM/20 OCT ADD UR AREA II TIF INCR	770965	770966	0

Urban Renewal Area Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	25,300	195,906,310	18,931,800	0	0	-85,192	218,821,218	0	218,821,218
Taxable	22,526	106,044,450	17,038,620	0	0	-85,192	125,597,819	0	125,597,819
Homestead Credits									458

TIF Sp. Rev. Fund Cash Balance as of 07-01-2022: 1,474,315 1,170,716 **Amount of 07-01-2022 Cash Balance Restricted for LMI**

TIF Revenue: 355,334
 TIF Sp. Revenue Fund Interest: 0
 Property Tax Replacement Claims: 0
 Asset Sales & Loan Repayments: 0
Total Revenue: 355,334

Rebate Expenditures: 231,998
 Non-Rebate Expenditures: 133,529
 Returned to County Treasurer: 0
Total Expenditures: 365,527

TIF Sp. Rev. Fund Cash Balance as of 06-30-2023: 1,464,122 1,265,248 **Amount of 06-30-2023 Cash Balance Restricted for LMI**

Projects For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

FAREWAY

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	Yes

FAREWAY

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

POLK CITY COMMERCIAL, LLC

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

TWELVE OAKS, LLC

Description:	DEVELOPER AGREEMENT
Classification:	Roads, Bridges & Utilities
Physically Complete:	No
Payments Complete:	No

TWELVE OAKS, LLC LMI

Description:	LMI
Classification:	Low and Moderate Income Housing
Physically Complete:	No
Payments Complete:	No

3100 LLC

Description:	DEVELOPER AGREEMENT
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	Yes

3100 LLC LMI

Description:	LMI
Classification:	Low and Moderate Income Housing
Physically Complete:	Yes
Payments Complete:	Yes

BRIDGEPOINTE - Queensland

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

FRIHALAGE

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - office properties
Physically Complete:	Yes
Payments Complete:	No

LUANA

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - office properties
Physically Complete:	Yes
Payments Complete:	No

LMI Assistance

Description:	LMI Assistance
Classification:	Low and Moderate Income Housing
Physically Complete:	Yes
Payments Complete:	No

KIMBERLEY - Crossroads

Description:	DEVELOPER AGREEMENT
Classification:	Mixed use property (ie: a significant portion is residential and significant portion is commercial)
Physically Complete:	No
Payments Complete:	No

Chamber - Go Polk City

Description:	Economic Development Agreement
Classification:	Administrative expenses
Physically Complete:	No
Payments Complete:	No

City Admin Services

Description:	Administrative expenses
Classification:	Administrative expenses
Physically Complete:	No
Payments Complete:	No

Kwik Star

Description:	Developer agreement
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

Debts/Obligations For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

FAREWAY STORES, LLC REBATE

Debt/Obligation Type:	Rebates
Principal:	315,982
Interest:	0
Total:	315,982
Annual Appropriation?:	Yes
Date Incurred:	02/06/2013
FY of Last Payment:	2034

POLK CITY COMMERCIAL REBATE

Debt/Obligation Type:	Rebates
Principal:	104,104
Interest:	0
Total:	104,104
Annual Appropriation?:	Yes
Date Incurred:	04/22/2013
FY of Last Payment:	2034

BRIDGEPOINTE - Queensland

Debt/Obligation Type:	Rebates
Principal:	610,301
Interest:	0
Total:	610,301
Annual Appropriation?:	Yes
Date Incurred:	05/29/2015
FY of Last Payment:	2035

FRIHALAGE

Debt/Obligation Type:	Rebates
Principal:	216,610
Interest:	0
Total:	216,610
Annual Appropriation?:	Yes
Date Incurred:	07/24/2017
FY of Last Payment:	2028

LUANA

Debt/Obligation Type:	Rebates
Principal:	503,518
Interest:	0
Total:	503,518
Annual Appropriation?:	Yes
Date Incurred:	12/10/2018
FY of Last Payment:	2029

LMI Assistance

Debt/Obligation Type:	Internal Loans
Principal:	0

Interest:	0
Total:	0
Annual Appropriation?:	No
Date Incurred:	07/01/2022
FY of Last Payment:	2022

Chamber - Go Polk City

Debt/Obligation Type:	Internal Loans
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	Yes
Date Incurred:	07/01/2022
FY of Last Payment:	2022

City Admin Services

Debt/Obligation Type:	Internal Loans
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	Yes
Date Incurred:	07/01/2022
FY of Last Payment:	2022

Kwik Star

Debt/Obligation Type:	Rebates
Principal:	125,000
Interest:	0
Total:	125,000
Annual Appropriation?:	Yes
Date Incurred:	05/01/2020
FY of Last Payment:	2025

Non-Rebates For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

TIF Expenditure Amount:	8,529
Tied To Debt:	LMI Assistance
Tied To Project:	LMI Assistance

TIF Expenditure Amount:	75,000
Tied To Debt:	Chamber - Go Polk City
Tied To Project:	Chamber - Go Polk City

TIF Expenditure Amount:	50,000
Tied To Debt:	City Admin Services
Tied To Project:	City Admin Services

Rebates For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

FAREWAY

TIF Expenditure Amount:	33,393
Rebate Paid To:	FAREWAY
Tied To Debt:	FAREWAY STORES, LLC REBATE
Tied To Project:	FAREWAY
Projected Final FY of Rebate:	2030

POLK CITY COMMERCIAL

TIF Expenditure Amount:	15,285
Rebate Paid To:	ROCK VALLEY
Tied To Debt:	POLK CITY COMMERCIAL REBATE
Tied To Project:	POLK CITY COMMERCIAL, LLC
Projected Final FY of Rebate:	2034

BRIDGEPOINTE - Queensland

TIF Expenditure Amount:	55,157
Rebate Paid To:	BRIDGEPOINTE - Queensland
Tied To Debt:	BRIDGEPOINTE - Queensland
Tied To Project:	BRIDGEPOINTE - Queensland
Projected Final FY of Rebate:	2035

FRIHALAGE

TIF Expenditure Amount:	28,539
Rebate Paid To:	FRIHALAGE
Tied To Debt:	FRIHALAGE
Tied To Project:	FRIHALAGE
Projected Final FY of Rebate:	2028

LUANA

TIF Expenditure Amount:	75,737
Rebate Paid To:	LUANA
Tied To Debt:	LUANA
Tied To Project:	LUANA
Projected Final FY of Rebate:	2029

Kwik Star

TIF Expenditure Amount:	23,887
Rebate Paid To:	Kwik Star
Tied To Debt:	Kwik Star
Tied To Project:	Kwik Star
Projected Final FY of Rebate:	2025

Income Housing For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

Amount of FY 2023 expenditures that provide or aid in the provision of public improvements related to housing and residential development:	0
<hr/>	
Lots for low and moderate income housing:	0
Construction of low and moderate income housing:	0
Grants, credits or other direct assistance to low and moderate income families:	8,751
Payments to a low and moderate income housing fund established by the municipality, including matching funds for any state or federal moneys used for such purposes:	0
Other low and moderate income housing assistance:	28,454

TIF Taxing District Data Collection

Local Government Name:	POLK CITY (77G723)	
Urban Renewal Area:	POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)	
TIF Taxing District Name:	POLK CITY/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR	
TIF Taxing District Inc. Number:	770868	
TIF Taxing District Base Year:	1990	UR Designation
FY TIF Revenue First Received:	0	Slum No
Subject to a Statutory end date?	No	Blighted No
		Economic Development No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	191,831,430	13,673,400	0	0	-83,340	209,389,490	0	209,389,490
Taxable	0	103,838,708	12,306,060	0	0	-83,340	118,591,030	0	118,591,030
Homestead Credits									451

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	1,189,447	118,591,030	10,103,080	108,487,950	3,473,442

FY 2023 TIF Revenue Received: 345,447

TIF Taxing District Data Collection

Local Government Name:	POLK CITY (77G723)	
Urban Renewal Area:	POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)	
TIF Taxing District Name:	POLK CITY AG/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR	
TIF Taxing District Inc. Number:	770870	
TIF Taxing District Base Year:	1990	UR Designation
FY TIF Revenue First Received:		Slum No
Subject to a Statutory end date?	No	Blighted No
		Economic Development No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	25,300	0	0	0	0	0	25,300	0	25,300
Taxable	22,526	0	0	0	0	0	22,526	0	22,526
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	25,300	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 770872

TIF Taxing District Base Year:	1990	UR Designation	
FY TIF Revenue First Received:	0	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	3,530,180	2,150,000	0	0	0	5,680,180	0	5,680,180
Taxable	0	1,910,894	1,935,000	0	0	0	3,845,894	0	3,845,894
Homestead Credits									4

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	11,740	3,845,894	327,642	3,518,252	106,168

FY 2023 TIF Revenue Received: 9,887

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY AG/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 770874

TIF Taxing District Base Year:	1990	UR Designation	
FY TIF Revenue First Received:		Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	0	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/20 OCT ADD UR AREA II TIF INCR
 TIF Taxing District Inc. Number: 770964
 TIF Taxing District Base Year: 2019
 FY TIF Revenue First Received:
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	544,700	3,108,400	0	0	-1,852	3,726,248	0	3,726,248
Taxable	0	294,848	2,797,560	0	0	-1,852	3,138,369	0	3,138,369
Homestead Credits									3

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	3,747,400	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY AG/N-POLK SCH/MAD CEM/20 OCT ADD UR AREA II TIF INCR
 TIF Taxing District Inc. Number: 770966
 TIF Taxing District Base Year: 2019
 FY TIF Revenue First Received:
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	0	0	0	0	0

FY 2023 TIF Revenue Received: 0

Urban Renewal Area Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL
 UR Area Number: 77096

UR Area Creation Date:

UR Area Purpose:

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR	770235	770236	5,764,040
POLK CITY AG/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR	770237	770238	0

Urban Renewal Area Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	15,016,700	0	0	0	-3,704	15,012,996	0	15,012,996
Taxable	0	8,128,568	0	0	0	-3,704	8,124,864	0	8,124,864
Homestead Credits									33

TIF Sp. Rev. Fund Cash Balance as of 07-01-2022: **0** **0** **Amount of 07-01-2022 Cash Balance Restricted for LMI**

TIF Revenue: 250,966
 TIF Sp. Revenue Fund Interest: 0
 Property Tax Replacement Claims 0
 Asset Sales & Loan Repayments: 0
Total Revenue: 250,966

Rebate Expenditures: 153,290
 Non-Rebate Expenditures: 0
 Returned to County Treasurer: 0
Total Expenditures: 153,290

TIF Sp. Rev. Fund Cash Balance as of 06-30-2023: **97,676** **0** **Amount of 06-30-2023 Cash Balance Restricted for LMI**

Projects For POLK CITY DEER HAVEN URBAN RENEWAL

DEER HAVEN

Description:	DEVELOPER AGREEMENT
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

Debts/Obligations For POLK CITY DEER HAVEN URBAN RENEWAL

DEER HAVEN

Debt/Obligation Type:	Rebates
Principal:	1,207,837
Interest:	0
Total:	1,207,837
Annual Appropriation?:	Yes
Date Incurred:	08/14/2017
FY of Last Payment:	2032

Rebates For POLK CITY DEER HAVEN URBAN RENEWAL

DEER HAVEN

TIF Expenditure Amount:	153,290
Rebate Paid To:	DEER HAVEN
Tied To Debt:	DEER HAVEN
Tied To Project:	DEER HAVEN
Projected Final FY of Rebate:	2032

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL (77096)
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR
 TIF Taxing District Inc. Number: 770236
 TIF Taxing District Base Year: 2019
 FY TIF Revenue First Received: 2022
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	15,016,700	0	0	0	-3,704	15,012,996	0	15,012,996
Taxable	0	8,128,568	0	0	0	-3,704	8,124,864	0	8,124,864
Homestead Credits									33

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	0	8,124,864	5,764,040	2,360,824	75,586

FY 2023 TIF Revenue Received: 250,966

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL (77096)
 TIF Taxing District Name: POLK CITY AG/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR
 TIF Taxing District Inc. Number: 770238
 TIF Taxing District Base Year: 2019
 FY TIF Revenue First Received:
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	0	0	0	0	0

FY 2023 TIF Revenue Received: 0

Rebates For POLK CITY DEER HAVEN URBAN RENEWAL

DEER HAVEN

TIF Expenditure Amount:	153,290
Rebate Paid To:	DEER HAVEN
Tied To Debt:	DEER HAVEN
Tied To Project:	DEER HAVEN
Projected Final FY of Rebate:	2032

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 TIF Taxing District Inc. Number: 770236
 TIF Taxing District Base Year: 2019
 FY TIF Revenue First Received: 0
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	15,016,700	0	0	0	-3,704	15,012,996	0	15,012,996
Taxable	0	8,128,568	0	0	0	-3,704	8,124,864	0	8,124,864
Homestead Credits									33

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	9,252,660	5,764,040	5,764,040	0	0

FY 2023 TIF Revenue Received: 184,583

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL (77096)
 TIF Taxing District Name: POLK CITY AG/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR
 TIF Taxing District Inc. Number: 770238
 TIF Taxing District Base Year: 2019
 FY TIF Revenue First Received:
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	0	0	0	0	0

FY 2023 TIF Revenue Received: 0



City of Polk City, Iowa City Council Agenda Communication

Date: November 13, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

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

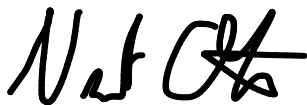
1. Staff presented at the Citizen's Academy on October 7th. Presentation included information on parks, trails, programming, CIP projects, and volunteer opportunities.
2. Staff attended NRPA Annual Conference October 9th - 12th. Topics covered included: Public Engagement, Outdoor Recreation, User Group Policy, Uncomfortable Conversations, Staff Development, Placemaking, Master Planning, Effective Communication, Public/Private Collaboration, Special Events, Ballot and Bonding Issues, Programming, Increasing Park Use, and Round Table Discussions.
3. Mitch Braiser, Eagle Scout candidate, began his service project at Twelve Oaks Park and Marina Cove Park. Mitch's project consists of constructing and placing a new information board at each park. Displays will include information about urban fishing and stormwater detention.
4. Staff worked with Luana Savings Bank, Kiwanis Club of Polk City, and Polk City Friends of the Parks to replace the field #1 and Field #2 scoreboards at the sports complex. Luana Savings Bank will sponsor the field #1 scoreboard in full while the field #2 scoreboard will be co-sponsored by the Kiwanis Club of Polk City and Polk City Friends of the Parks.
5. October programming included Start Smart Football, Youth Flag Football, Senior Social Hour, and a Senior Day Trip.
6. Sports Complex baseball/softball fields had 10 reservations in October. 170 total field reservations in 2023.
7. Miller Park Shelter House had 8 private rentals in October. 43 total rentals in 2023.

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, November 6, 2023
City Hall

The Polk City Parks Commission held a meeting at 6:00 p.m., on November 6, 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** | *The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Delaney, Savage, Ten-Napel, Haaland (by phone), Otis, Jablonski | In attendance
Converse | Absent
3. **MOTION**: A motion was made by Savage and seconded by Ten-Napel to approve the October 2, 2023 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items**: *None*
5. **Presentation by Josh Faber, Renaissance Group, Inc.**
Faber is the head of RGI, the consultant that was hired by the City to conduct a feasibility study and design a capital campaign for the Regional Park Project. His presentation covered aspects of the pre-campaign process, specifically: planning, leadership development, education and targeted communication with potential donors, and conducting the feasibility study. Savage asked how potential donors are identified, Faber responded that it varies by project type and community. Savage asked about economic headwinds facing a project of this sort, Faber responded that they've gone from depending on the top 100-150 donors to the top 40-50 to make or break a project. Jablonski asked about naming rights and how to approach that topic with donors. Faber responded that that's not really part of the pre-campaign phase but would come during the actual campaign when we're asking for money. Delaney asked what the small group meetings would look like. Faber responded that a lot of the meetings will be one-on-ones.
6. **Discuss Park Commission Action Plan**
Discussion of an Action Plan for the Parks Commission continued. Main points of contention included: unclear duties, roles, and responsibilities, communication from Council and Staff, opportunities to consult and be informed. Savage suggested the use of a RACI chart to aid in deciding roles on Parks related issues. Discussion was had about potentially moving to quarterly meetings. Discussion was tabled so Commissioners could compile a list of tangibles to ask Council for.
7. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Thraen thanked Luana Savings Bank, Kiwanis Club of Polk City, and Polk City Friends of Parks for donations sufficient to replace scoreboards on two of the ball diamonds.
 - Thraen also reports that the City received a REAP grant from the State of Iowa in the amount of \$100,000 for the High Trestle Trail Connector Project. Jablonski asked if this funding allows us to move the project along more quickly. Huisman reports that this grant secures funding for Phase 3 (Regional Park) but that they are still seeking \$500,000 in funding for Phase 5 (Bridge Rd. to City Hall sidewalk widening).
 - Ten-Napel asked about fees collected from Sports Complex reservations. Thraen will report on that in December.
8. **MOTION**: A motion was made by Savage and seconded by Ten-Napel to adjourn at 7:35 p.m.
MOTION CARRIED UNANIMOUSLY

Submitted by Acting Parks Commission Secretary:



Nick Otis

Attest:

Jason Thraen, Parks & Recreation Director

Library Director's Report October 2023

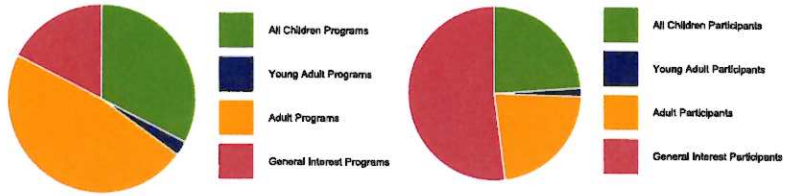
Library Statistics:

- October Circulation and library usage
 - October 2023 circulation of 4,476 was a decrease of 89 checkouts compared to September 2023 and an increase of 169 compared to October 2022.
 - 1,857 individuals visited the library in October. This is a decrease of 120 compared to September 2023. It is a decrease of 60 visitors compared to October 2022.
 - 109 individuals attended 14 passive adult library programs in October.
 - Library Patrons saved \$46,903 in October by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
 - 29 passport applications were processed
 - 12 Notary appointments
 - 152 patrons are now using the myLibro App
 - 6 Adventure passes were used saving patrons \$312

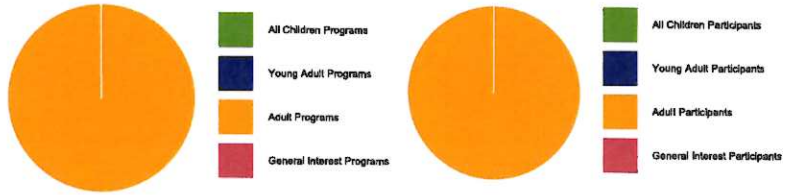
- Patron names have been removed from the receipts.
- The window damaged by the rock chip has been replaced.
- The new copy machine has been received.
- We had to replace parts on another toilet in the women's restroom. The expansion tank also needs to be replaced once they receive the parts.
- The brick outside the library front door is not load-bearing. The city is looking into repair options.
- The downspout near the pergola drains into a pipe that runs underground.
- The sinking concrete has been painted yellow to help avoid tripping.
- Several can lights in the library have been out for several months. Public works determined that only about half of the can lights were actually converted to LED when the conversion took place in December 2018. Guernsey Electric will be replacing the remaining can light fixtures this week.
- Rural Polk County residents have started receiving notification regarding changes in how libraries serve rural patrons. Polk City will provide full library services to residents of Lincoln, Madison and Union counties. All of our rural patrons received an email notification (if we had emails for them). Patrons without an email address on file and patrons in townships we will no longer provide full services to but who have used Libby or an Adventure Pass in the last year received notification via the USPS. Social media posts will be made throughout November and December.
- Library staff have completed recertification training for passport acceptance facilities.
- The library remained closed until 10:30 am during the power outage on October 31, 2023. Staff was able to work with laptops and hotspots.
- The library's Giving Tree will support the Ronald McDonald House of Central Iowa this year. Donations can be left at the library from November 27-December 19.
- The Friends of the Library are having a series of puzzle tournaments as fundraisers for the study room. The November 12 tournament is already full. Future tournaments are planned for January and February. The Polk City Community Foundation donated \$300 toward the purchase of puzzles.
- I have invited Maryann Mori from the State Library of Iowa to come to a meeting to discuss foundations with you. She would like me to submit a list of questions that the board has about foundations to her and she will determine if she is the right person to come or if your questions would be better suited for someone else.

LIBRARY -OCTOBER 2023 STATS SNAPSHOT	October 2022	October 2023	September 2023
Total Visitors	1,917	1,857	1,977
People Checking Out	386	407	383
Polk City Cardholders	339	347	334
Polk City Checkouts	2,989	2,697	2,826
Open Access Cardholders	22	24	23
Open Access Checkouts	194	191	245
Rural Cardholders	25	36	26
Rural Checkouts	231	438	308
Bridges E-book/Audiobook Checkouts	867	1,123	1,149
Outgoing ILL Books	26	27	37
Total Checkouts (incl. Bridges & Outgoing ILL)	4,307	4,476	4,565
Auto Renewals	719	496	720
Total Checkouts (adjusted for auto-renewal)	3,588	3,980	3,845
Incoming ILL Books	16	34	29
Reserves Placed	448	325	374
Materials Added	158	128	125
Materials Withdrawn	9	4	133
New Cards Issued	11	19	23
Computer Users	23	31	36
WiFi Users (on site)	391	521	490
AWE Station Usage	82	94	70
AWE Games Played	208	235	187
Adult Programs	35	29	27
Adult Program Attendance	270	231	213
Youth Programs	15	22	15
Youth Program Attendance	381	307	417
Tutoring	4	3	2
No. of Meeting Room Uses by Outside Groups	3	2	3
Patron Savings (physical materials only)	\$40,195	\$46,903	\$43,562
Passports	49	29	23
Blank Park Zoo Adventure Pass (\$60)	4	3	11
Science Center of Iowa Adventure Pass (\$60)	1	1	2
Botanical Gardens Adventure Pass (\$42)	0	0	2
Des Moines Children's Museum (\$36)	1	2	0
Reiman Gardens (\$36)	1	0	3
Iowa Arboreum (\$22)	NA	0	1
TOTAL ADVENTURE PASS SAVINGS	\$290	\$312	\$994
Summer Reading Signups (0-11) as of 6/30			
Summer Reading Signups (12-17) as of 6/30			
Adult Reading Participation as of 6/30			
Social Media Page Views (Oct. 1-31)	113	535	543
Social Media Post Reach (Oct. 1-31)	1,159	1,909	3
New Social Media Followers(Oct. 1-31)	not reported	11	1
New Social Media Likes (Oct. 1-31)	13	1	14
Website Views	2,312	2,222	2,196

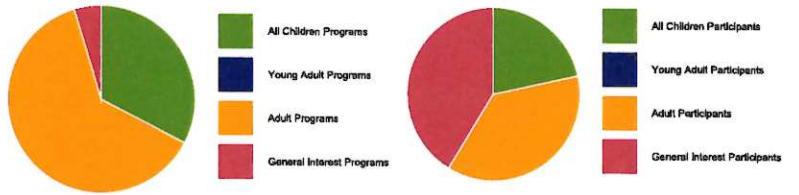
July					
Overview					
All Children Programs	13	32.5%	All Children Participants	182	23.85%
Young Adult Programs	1	2.5%	Young Adult Participants	12	1.57%
Adult Programs	19	47.5%	Adult Participants	172	22.54%
General Interest Programs	7	17.5%	General Interest Participants	397	52.03%
Total Programs	40		Total Participants	763	



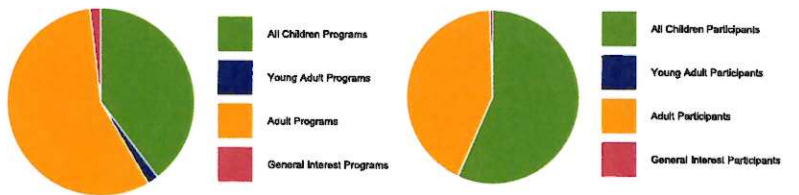
August					
Overview					
All Children Programs	0	0%	All Children Participants	0	0%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	18	100%	Adult Participants	112	100%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	18		Total Participants	112	



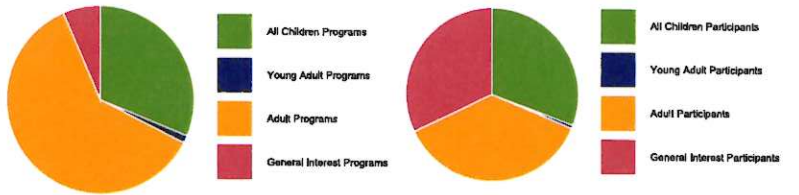
September					
Overview					
All Children Programs	14	32.56%	All Children Participants	124	21.53%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	27	62.79%	Adult Participants	214	37.15%
General Interest Programs	2	4.65%	General Interest Participants	238	41.32%
Total Programs	43		Total Participants	576	



October					
Overview					
All Children Programs	21	39.62%	All Children Participants	304	56.61%
Young Adult Programs	1	1.89%	Young Adult Participants	0	0%
Adult Programs	30	56.6%	Adult Participants	230	42.83%
General Interest Programs	1	1.89%	General Interest Participants	3	0.56%
Total Programs	53		Total Participants	537	



Year in Review					
Overview					
All Children Programs	48	31.17%	All Children Participants	610	30.68%
Young Adult Programs	2	1.3%	Young Adult Participants	12	0.6%
Adult Programs	94	61.04%	Adult Participants	728	36.62%
General Interest Programs	10	6.49%	General Interest Participants	638	32.09%
Total Programs	154		Total Participants	1988	



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

I. Call to order - President England called meeting to order at 6:31pm.

II. Approval of the agenda

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

MOTION PASSED unanimously.

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

III. Consent Items

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

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

IV. Communication from the Public - None

V. Director's Report

Library Director's Report
October 2023

Library Statistics:

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Website Views	2,312	2,222	2,196

VI. Liaison report – Nothing tonight

VII. Board Education: TBD – Rod will prepare for the next meeting.

VIII. Agenda Items

1. Review Tier Standard Section 3: Library Personnel – reviewed
2. Review [Library Ordinance](#) – reviewed
3. Review [Library By-Laws](#) – reviewed; no changes recommended.
4. Review Library Mission Statement – reviewed; no changes recommended.
5. Election of Officers
MOTION: A motion was made by Sara Olson and seconded by Rob Bergren to nominate Angie Conley as president.
MOTION PASSED unanimously.

MOTION: A motion was made by Rob Bergren and seconded by Sara Olson to nominate Justin Young as president.
MOTION PASSED unanimously.
6. Determine per capita rate for libraries wishing to contract with the Polk City Community Library.
MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve the per capita rate for libraries wishing to contract with the Polk City Community Library at a rate of \$20.00.
MOTION PASSED unanimously.
Note was made to determine length of time for the contract at 12-24 months TBD if any contracts are to be put into effect.
7. Revise [circulation policy](#) to reflect changes in services to rural Polk County patrons
MOTION: A motion was made by Angie Conley and seconded by Justin Young to approve circulation policy revisions as proposed.
MOTION PASSED unanimously.
8. Determine FY25 budget requests
Discussed funds for architectural concept, new expansion; will look into budgeting for 2 potential furnace replacements
9. Determine next board education – Rod will take care of next board education.
10. Determine December 2023 and January 2024 meeting dates – will meet December 4th at 6:30pm, will determine if we will meet in January 2024.

IX. Adjourn – President England adjourned meeting at 7:38pm.

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

Next Meeting Monday, December 4th, 2023 at 6:30pm.

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



City of Polk City, Iowa

City Council Agenda Communication

Date: 11/08/2023
To: Mayor & City Council
From: Mike Schulte

Subject: Set pay for Mark Bengel, Public Works Operations Specialist 1 Position

BACKGROUND: Mark has been with Polk City now for six months. In that amount of time Mark has fit in with our system very well. Mark has taken on numerous daily and monthly tasks that must be completed. He also has been working towards the licenses he needs to be successful here.

Randy Franzen has completed a six-month review with Mark, and it was positive, which makes him eligible for a 3% increase in his wage.

ALTERNATIVES: Do not set the pay

FINANCIAL CONSIDERATIONS: \$24.15 to \$24.87

RECOMMENDATION: I recommend setting pay for Mark Bengel in the Operations Specialist 1 position at \$24.87.

RESOLUTION NO 2023-133

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 5
FOR THE CITY HALL/COMMUNITY ROOM PROJECT**

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

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

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

WHEREAS, on June 26, 2023, the City Council approved Resolution 2023-87 approving Pay Application No. 1 in the amount of \$142,783.33; and

WHEREAS, on July 24, 2023 the City Council approved Resolution 2023-94 approving Pay Application No. 2 in the amount of \$43,819.41; and

WHEREAS, on August 14, 2023 the City Council approved Resolution 2023-96 approving Pay Application No. 3 in the amount of \$189,145.00; and

WHEREAS, on August 14, 2023 the City Council approved Resolution 2023-97 approving Change Order No. 1 in the reduced amount of ~~-\$21,489.82~~; and

WHEREAS, on October 9, 2023 the City Council approved Resolution 2023-120 approving Pay Application No. 4 in the amount of \$302,890.95; and

WHEREAS, Henkel Construction Company and the City Architect, FEH Design have submitted the Application for Partial Payment No. 5 giving a detailed estimate of work completed with an application for payment in the amount of \$400,225.73.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 4 for the City Hall/Community Room Project, and the City Clerk/Treasurer is hereby authorized to issue a check to Henkel Construction Company in the amount of \$400,225.73.

PASSED AND APPROVED the 13 day of November 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

TO OWNER/CLIENT:

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

PROJECT:

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

APPLICATION NO: 5

INVOICE NO: 2321A.05

PERIOD: 10/01/23 - 10/31/23

PROJECT NO: 2321A

FROM CONTRACTOR:

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

VIA ARCHITECT/ENGINEER:

Cory Sharp (FEH Design)
604 E. Grand Ave.
Des Moines, Iowa 50309

CONTRACT DATE:

CONTRACT FOR: Polk City New City Hall

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. Original Contract Sum	\$5,752,500.00
2. Net change by change orders	\$(21,489.82)
3. Contract Sum to date (Line 1 ± 2)	\$5,731,010.18
4. Total completed and stored to date (Column G on detail sheet)	\$1,135,009.92
5. Retainage:	
a. 5.00% of completed work	\$55,333.44
b. 5.00% of stored material	\$1,417.06
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$56,750.50
6. Total earned less retainage (Line 4 less Line 5 Total)	\$1,078,259.42
7. Less previous certificates for payment (Line 6 from prior certificate)	\$678,033.69
8. Current payment due:	\$400,225.73
9. Balance to finish, including retainage (Line 3 less Line 6)	\$4,652,750.76


CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$2,960.18	\$(24,450.00)
Total approved this month:	\$0.00	\$0.00
Totals:	\$2,960.18	\$(24,450.00)
Net change by change orders:	\$(21,489.82)	

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

CONTRACTOR: Henkel Construction Company

By: *Mason Harms* Date: October 25, 2023
Mason Harms, Controller

State of: Iowa
County of: Cerro Gordo
Subscribed and sworn to before
me this 25th day of October 2023
Notary Public: *Dori J. Kostka*
My commission expires: 8/31/2024



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$400,225.73

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

ARCHITECT/ENGINEER:
By: *Cory Sharp* Date: 11-1-2023

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

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 5

APPLICATION DATE: 10/31/2023

PERIOD: 10/01/23 - 10/31/23

Contract Lines

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
1	1.C General Conditions.Misc. Credit	General Conditions	\$135,114.00	\$33,778.50	\$0.00	\$0.00	\$33,778.50	25.00%	\$101,335.50	\$1,688.93
2	1.C General Conditions.Misc. Credit	Bond/Insurance	\$58,000.00	\$58,000.00	\$0.00	\$0.00	\$58,000.00	100.00%	\$0.00	\$2,900.00
3	1.C General Conditions.Misc. Credit	Supervision	\$98,000.00	\$24,500.00	\$0.00	\$0.00	\$24,500.00	25.00%	\$73,500.00	\$1,225.00
4	1.C General Conditions.Misc. Credit	Mobilization	\$15,500.00	\$15,500.00	\$0.00	\$0.00	\$15,500.00	100.00%	\$0.00	\$775.00
5	1.C General Conditions.Misc. Credit	Demobilization	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
6	1.C General Conditions.Misc. Credit	Shop Drawings/Engineering	\$85,000.00	\$59,500.00	\$0.00	\$0.00	\$59,500.00	70.00%	\$25,500.00	\$2,975.00
7	1.C General Conditions.Misc. Credit	Record Documents	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
8	1.C General Conditions.Misc. Credit	Temp Facilities	\$10,000.00	\$1,500.00	\$500.00	\$0.00	\$2,000.00	20.00%	\$8,000.00	\$100.00
9	3.C Concrete.Misc. Credit	Footing & Foundations - M	\$95,000.00	\$90,250.00	\$4,750.00	\$0.00	\$95,000.00	100.00%	\$0.00	\$4,750.00
10	3.C Concrete.Misc. Credit	Footings & Foundations - L	\$65,000.00	\$61,750.00	\$3,250.00	\$0.00	\$65,000.00	100.00%	\$0.00	\$3,250.00
11	3.C Concrete.Misc. Credit	Interior Slabs - M	\$85,000.00	\$0.00	\$42,500.00	\$0.00	\$42,500.00	50.00%	\$42,500.00	\$2,125.00
12	3.C Concrete.Misc. Credit	Interior Slabs - L	\$65,000.00	\$0.00	\$32,500.00	\$0.00	\$32,500.00	50.00%	\$32,500.00	\$1,625.00
13	4.C Masonry.Misc. Credit	Masonry - M	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$95,000.00	\$0.00
14	4.C Masonry.Misc. Credit	Masonry - L	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,000.00	\$0.00
15	5.C Steel.Misc. Credit	Structural Steel - M	\$150,000.00	\$0.00	\$142,500.00	\$0.00	\$142,500.00	95.00%	\$7,500.00	\$7,125.00
16	5.C Steel.Misc. Credit	Structural Steel - L	\$115,000.00	\$0.00	\$17,250.00	\$0.00	\$17,250.00	15.00%	\$97,750.00	\$862.50
17	5.C Steel.Misc. Credit	Steel Joists & Decking - M	\$185,000.00	\$0.00	\$175,750.00	\$0.00	\$175,750.00	95.00%	\$9,250.00	\$8,787.50
18	5.C Steel.Misc. Credit	Steel Joists & Decking - L	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
19	5.C Steel.Misc. Credit	Metal Stairs - M	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50,000.00	\$0.00
20	5.C Steel.Misc. Credit	Metal Stairs - L	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
21	5.C Steel.Misc. Credit	Cold Formed Framing - M	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
22	5.C Steel.Misc. Credit	Cold Formed Framing - L	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
23	6.C Carpentry.Misc. Credit	Rough Carpentry - M	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,000.00	\$0.00
24	6.C Carpentry.Misc. Credit	Rough Carpentry - L	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
25	6.C Carpentry.Misc. Credit	Architectural Wood Casework - M	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
26	6.C Carpentry.Misc. Credit	Architectural Wood Casework - L	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
27	7.C Thermal-Moist PR.Misc. Credit	Roofing - M	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100,000.00	\$0.00
28	7.C Thermal-Moist PR.Misc. Credit	Roofing - L	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$35,000.00	\$0.00
29	7.C Thermal-Moist PR.Misc. Credit	Sheet Metal and Flashing - M	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,000.00	\$0.00
30	7.C Thermal-Moist PR.Misc. Credit	Sheet Metal and Flashing - L	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$0.00
31	7.C Thermal-Moist PR.Misc. Credit	Joint Sealants - M	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
32	7.C Thermal-Moist PR.Misc. Credit	Joint Sealants - L	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
33	7.C Thermal-Moist PR.Misc. Credit	Weather Barriers - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
34	7.C Thermal-Moist PR.Misc. Credit	Weather Barriers - L	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
35	7.C Thermal-Moist PR.Misc. Credit	Metal Wall Panels - M	\$250,000.00	\$0.00	\$0.00	\$23,870.00	\$23,870.00	9.55%	\$226,130.00	\$1,193.50
36	7.C Thermal-Moist PR.Misc. Credit	Metal Wall Panels - L	\$63,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$63,000.00	\$0.00
37	8.C Doors & Windows.Misc. Credit	HM Doors/Frames - M	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
38	8.C	HM Doors/Frames - L	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
	Doors & Windows.Misc. Credit									
39	8.C Doors & Windows.Misc. Credit	Door Hardware - M	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50,000.00	\$0.00
40	8.C Doors & Windows.Misc. Credit	Door Hardware - L	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
41	8.C Doors & Windows.Misc. Credit	Wood Doors - M	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
42	8.C Doors & Windows.Misc. Credit	Wood Doors - L	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
43	8.C Doors & Windows.Misc. Credit	Coiling Counter Doors - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
44	8.C Doors & Windows.Misc. Credit	Coiling Counter Doors - L	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
45	8.C Doors & Windows.Misc. Credit	Storefronts & Entrances - M	\$205,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$205,000.00	\$0.00
46	8.C Doors & Windows.Misc. Credit	Storefronts & Entrances - L	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$90,000.00	\$0.00
47	9.C Finishes.Misc. Credit	Interior Painting - M	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
48	9.C Finishes.Misc. Credit	Interior Painting - L	\$34,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$34,000.00	\$0.00
49	9.C Finishes.Misc. Credit	Wall Coverings - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
50	9.C Finishes.Misc. Credit	Wall Coverings - L	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
51	9.C Finishes.Misc. Credit	High Performance Coatings - M	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
52	9.C Finishes.Misc. Credit	High Performance Coatings - L	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,000.00	\$0.00
53	9.C Finishes.Misc. Credit	Metal Framing - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
54	9.C Finishes.Misc. Credit	Metal Framing - L	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50,000.00	\$0.00
55	9.C Finishes.Misc. Credit	Thermal Insulation - M	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
56	9.C Finishes.Misc. Credit	Thermal Insulation - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
57	9.C Finishes.Misc. Credit	Firestopping - M	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
58	9.C	Firestopping - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
	Finishes.Misc. Credit									
59	9.C Finishes.Misc. Credit	Gyp Board Assemblies - M	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$95,000.00	\$0.00
60	9.C Finishes.Misc. Credit	Gyp Board Assemblies - L	\$175,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$175,000.00	\$0.00
61	9.C Finishes.Misc. Credit	Gyp Sheathing - M	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
62	9.C Finishes.Misc. Credit	Gyp Sheathing - L	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$27,000.00	\$0.00
63	9.C Finishes.Misc. Credit	Acoustical Ceilings - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
64	9.C Finishes.Misc. Credit	Acoustical Ceilings - L	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,000.00	\$0.00
65	9.C Finishes.Misc. Credit	Suspended Wood Ceilings - M	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,000.00	\$0.00
66	9.C Finishes.Misc. Credit	Suspended Wood Ceilings - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
67	9.C Finishes.Misc. Credit	Ceramic Tile - M	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
68	9.C Finishes.Misc. Credit	Ceramic Tile - L	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
69	9.C Finishes.Misc. Credit	Resilient Flooring - M	\$15,000.00	\$0.00	\$0.00	\$4,471.24	\$4,471.24	29.81%	\$10,528.76	\$223.56
70	9.C Finishes.Misc. Credit	Resilient Flooring - L	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,800.00	\$0.00
71	9.C Finishes.Misc. Credit	Tile Carpeting - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
72	9.C Finishes.Misc. Credit	Tile Carpeting - L	\$3,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,700.00	\$0.00
73	10.C Specialty Items.Misc. Credit	Toilet Accessories - M	\$4,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,250.00	\$0.00
74	10.C Specialty Items.Misc. Credit	Toilet Accessories - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
75	10.C Specialty Items.Misc. Credit	Flagpole - M	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
76	10.C Specialty Items.Misc. Credit	Flagpole - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
77	10.C Specialty Items.Misc. Credit	Folding Panel Partition - M	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$30,000.00	\$0.00
78	10.C Specialty Items.Misc. Credit	Folding Panel Partition - L	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
79	10.C	Toilet Partitions - M	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,500.00	\$0.00

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H % (G / C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
					Specialty Items.Misc. Credit						
80	10.C Specialty Items.Misc. Credit	Toilet Partitions - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00	
81	10.C Specialty Items.Misc. Credit	Signage - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00	
82	10.C Specialty Items.Misc. Credit	Signage - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00	
83	12.C Special Equipment.Misc. Credit	Countertops - M	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00	
84	12.C Special Equipment.Misc. Credit	Countertops - L	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,000.00	\$0.00	
85	12.C Special Equipment.Misc. Credit	Window Shades - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00	
86	12.C Special Equipment.Misc. Credit	Window Shades - L	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	\$0.00	
87	14.C Cranes and Hoists.Misc. Credit	Electric Traction Elevator - M	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$85,000.00	\$0.00	
88	14.C Cranes and Hoists.Misc. Credit	Electric Traction Elevator - L	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00	
89	15.C Mechanical.Misc. Credit	Fire Sprinkler - M	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$38,000.00	\$0.00	
90	15.C Mechanical.Misc. Credit	Fire Sprinkler - L	\$23,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$23,000.00	\$0.00	
91	15.C Mechanical.Misc. Credit	Hangers and Supports - M	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00	
92	15.C Mechanical.Misc. Credit	Hangers and Supports - L	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00	
93	15.C Mechanical.Misc. Credit	Plumbing ID - M	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$800.00	\$0.00	
94	15.C Mechanical.Misc. Credit	Plumbing ID - L	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,100.00	\$0.00	
95	15.C Mechanical.Misc. Credit	Insulation - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00	
96	15.C Mechanical.Misc. Credit	Insulation - L	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00	
97	15.C Mechanical.Misc. Credit	Plumbing Piping - M	\$36,000.00	\$1,800.00	\$9,000.00	\$0.00	\$10,800.00	30.00%	\$25,200.00	\$540.00	
98	15.C Mechanical.Misc. Credit	Plumbing Piping - L	\$35,000.00	\$1,750.00	\$8,750.00	\$0.00	\$10,500.00	30.00%	\$24,500.00	\$525.00	

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
99	15.C Mechanical.Misc. Credit	Gas Piping - M	\$13,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,800.00	\$0.00
100	15.C Mechanical.Misc. Credit	Gas Piping - L	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,000.00	\$0.00
101	15.C Mechanical.Misc. Credit	Plumbing Specialties - M	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
102	15.C Mechanical.Misc. Credit	Plumbing Specialties - L	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
103	15.C Mechanical.Misc. Credit	Domestic Water Pumps - M	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,300.00	\$0.00
104	15.C Mechanical.Misc. Credit	Domestic Water Pumps - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
105	15.C Mechanical.Misc. Credit	Sump Pumps - M	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
106	15.C Mechanical.Misc. Credit	Sump Pumps - L	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
107	15.C Mechanical.Misc. Credit	Plumbing Equipment - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
108	15.C Mechanical.Misc. Credit	Plumbing Equipment - L	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,000.00	\$0.00
109	15.C Mechanical.Misc. Credit	Plumbing Fixtures - M	\$48,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$48,000.00	\$0.00
110	15.C Mechanical.Misc. Credit	Plumbing Fixtures - L	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
111	15.C Mechanical.Misc. Credit	RTU, Cabinet & Duct Heater - M	\$153,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$153,400.00	\$0.00
112	15.C Mechanical.Misc. Credit	RTU, Cabinet & Duct Heater - L	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$28,000.00	\$0.00
113	15.C Mechanical.Misc. Credit	Terminal Air Box & System Management - M	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
114	15.C Mechanical.Misc. Credit	Terminal Air Box & System Management - L	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
115	15.C Mechanical.Misc. Credit	Screen Wall - M	\$44,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$44,000.00	\$0.00
116	15.C Mechanical.Misc. Credit	Screen Wall - L	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,100.00	\$0.00
117	15.C Mechanical.Misc. Credit	GRD's FD's - M	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
118	15.C Mechanical.Misc. Credit	GRD's & FD's - L	\$19,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,400.00	\$0.00
119	15.C Mechanical.Misc. Credit	Mini Split & Exhaust Fan - M	\$7,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,900.00	\$0.00
120	15.C Mechanical.Misc. Credit	Mini Split & Exhaust Fan - L	\$5,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,200.00	\$0.00
121	15.C Mechanical.Misc. Credit	Ductwork - M	\$24,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$24,900.00	\$0.00
122	15.C	Ductwork - L	\$57,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$57,000.00	\$0.00

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

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
146	16.C Electrical.Misc. Credit	Audio/Visual - Material	\$109,665.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$109,665.00	\$0.00
147	16.C Electrical.Misc. Credit	Audio/Visual - Labor	\$40,109.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,109.00	\$0.00
148	16.C Electrical.Misc. Credit	Security - Material	\$25,603.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,603.00	\$0.00
149	16.C Electrical.Misc. Credit	Security - Labor	\$10,459.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,459.00	\$0.00
150	2.C Sitework.Misc. Credit	Site Clearing & Earthwork - L&M	\$110,000.00	\$82,500.00	\$0.00	\$0.00	\$82,500.00	75.00%	\$27,500.00	\$4,125.00
151	2.C Sitework.Misc. Credit	Plantings - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
152	2.C Sitework.Misc. Credit	Concrete Paving - M	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$75,000.00	\$0.00
153	2.C Sitework.Misc. Credit	Concrete Paving - L	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
154	2.C Sitework.Misc. Credit	Plantings - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
155	2.C Sitework.Misc. Credit	Seeding & SOD - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
156	2.C Sitework.Misc. Credit	Seeding & SOD - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
157	2.C Sitework.Misc. Credit	Mulch - M	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
158	2.C Sitework.Misc. Credit	Mulch - L	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
159	2.C Sitework.Misc. Credit	Retaining Wall - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
160	2.C Sitework.Misc. Credit	Retaining Wall - L	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$0.00
161	2.C Sitework.Misc. Credit	Storm Sewer - M	\$175,000.00	\$166,250.00	\$0.00	\$0.00	\$166,250.00	95.00%	\$8,750.00	\$8,312.50
162	2.C Sitework.Misc. Credit	Storm Sewer - L	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$2,750.00
163	2.C Sitework.Misc. Credit	Water Service - M	\$21,000.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	100.00%	\$0.00	\$1,050.00
164	2.C Sitework.Misc. Credit	Water Service - L	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
165	2.C Sitework.Misc. Credit	Sanitary Service - M	\$9,100.00	\$910.00	\$1,820.00	\$0.00	\$2,730.00	30.00%	\$6,370.00	\$136.50
166	2.C Sitework.Misc. Credit	Sanitary Service - L	\$12,000.00	\$1,200.00	\$2,400.00	\$0.00	\$3,600.00	30.00%	\$8,400.00	\$180.00
TOTALS:			\$5,752,500.00	\$687,188.50	\$440,970.00	\$28,341.24	\$1,156,499.74	20.10%	\$4,596,000.26	\$57,824.99

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
167	PCCO#001 PR #1 - Elevator Waterproofing	\$2,661.18	\$2,661.18	\$0.00	\$0.00	\$2,661.18	100.00%	\$0.00	\$133.06
168	PCCO#002 PR #2 - VE Items	\$(24,151.00)	\$0.00	\$(24,151.00)	\$0.00	\$(24,151.00)	100.00%	\$0.00	\$(1,207.55)
TOTALS:		\$(21,489.82)	\$2,661.18	\$(24,151.00)	\$0.00	\$(21,489.82)	100.00%	\$0.00	\$(1,074.49)

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$5,731,010.18	\$689,849.68	\$416,819.00	\$28,341.24	\$1,135,009.92	19.80%	\$4,596,000.26	\$56,750.50



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
11/1/2023

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY World Insurance Associates - Iowa 214 N Main Street Burlington, IA 52601		PHONE (A/C, No, Ext):	COMPANY United Fire & Casualty Company P.O. Box 73909 Cedar Rapids, Iowa 52407-3909 United States	
FAX (A/C, No):	E-MAIL ADDRESS:			
CODE: 185001	SUB CODE:			
AGENCY CUSTOMER ID #: BROCMEC-CL				
INSURED Brockway Mechanical & Roofing Co., Inc. PO Box 1190 Burlington, IA 52601	LOAN NUMBER		POLICY NUMBER 60399200	
		EFFECTIVE DATE 1/1/2023	EXPIRATION DATE 1/1/2024	<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
THIS REPLACES PRIOR EVIDENCE DATED:				

PROPERTY INFORMATION

LOCATION/DESCRIPTION Loc # 7, Bldg # 1, 1101 Osborn St., Burlington, IA 52601, New Office Building
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THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE	
			PERILS INSURED
Loc # 7, Bldg # 1 Business Personal Property, Special (Including theft)	\$345,000	5,000	

REMARKS (Including Special Conditions)

Special Conditions: RE: Polk City - New City Hall Stored Materials: \$23,870 Stored Location: Brockway Mechanical & Roofing, 1101 Osborn St., Burlington, IA 52601

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS Henkel Construction Company 208 E. State Street Mason City, IA 50401	<input checked="" type="checkbox"/> ADDITIONAL INSURED	<input type="checkbox"/> LENDER'S LOSS PAYABLE	<input checked="" type="checkbox"/> LOSS PAYEE
	<input type="checkbox"/> MORTGAGEE		
LOAN #			
AUTHORIZED REPRESENTATIVE <i>Timothy J. Farnick</i>			

EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
10/31/2023

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY INSPRO, a Marsh & McLennan Agency LLC, Company 4000 Pine Lake Road Lincoln, NE 68506		PHONE (A/C, No, Ext): 402 483-4500	COMPANY Secura Insurance, A Mutual Company PO Box 819 Appleton, WI 54912-0819	
FAX (A/C, No):	E-MAIL ADDRESS: Amy.Hunerdosse@MarshMMA.com			
CODE:	SUB CODE:			
AGENCY CUSTOMER ID #: 767205		LOAN NUMBER		POLICY NUMBER BP3193124
INSURED Ideal Floors Inc 2216 George Flagg Pkwy Des Moines, IA 50321		EFFECTIVE DATE 08/05/23	EXPIRATION DATE 08/05/24	<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
THIS REPLACES PRIOR EVIDENCE DATED:				

PROPERTY INFORMATION

LOCATION/DESCRIPTION
Location #1 2216 George Flagg Pkwy Des Moines, IA 50321


THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION	PERILS INSURED					AMOUNT OF INSURANCE	DEDUCTIBLE
	PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/> SPECIAL			
28 Nora Stair Treads; 32.29' Nora Risers stored and insured at Ideal Floors 2216 George Flagg Pkwy Des Moines, IA 50321				<input checked="" type="checkbox"/>		\$4471.24	

REMARKS (Including Special Conditions)

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS Henkel Construction 208 E. State St Mason City, IA 50401	ADDITIONAL INSURED	LENDER'S LOSS PAYABLE	LOSS PAYEE
	MORTGAGEE		
	LOAN #		
AUTHORIZED REPRESENTATIVE 			

RESOLUTION NO. 2023-134

**A RESOLUTION APPROVING THE FINAL PLAT FOR
LEONARD SENIOR LIVING PLAT 1**

WHEREAS, MavenCrux II – Polk City, LLC has submitted a Final Plat including easements, and legal documents for Leonard Senior Living Plat 1; and

WHEREAS, on July 22, 2023, the final fee allocation attributable to the subject property was paid in full, fulfilling the property owner’s obligations as defined in the Public Improvement and Fee Allocation Agreement (Bk 11446, Pg 721); and

WHEREAS, the City Attorney and City Engineer have reviewed the Final Plat and all necessary legal documents including easements and find that all review comments have been satisfactorily addressed subject to the following:

- Completion of the real estate transfer from Bryan Schurr to MavenCrux II – Polk City, LLC prior to recordation of the Final Plat
- Payment in full of the parkland dedication fee, in the amount of \$107,357.78, to the City of Polk City prior to issuance of a Certificate of Occupancy for any structure within this plat.
- Payment in full of all professional billings prior to issuance of a Building Permit for any structure within this plat.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the City Attorney and City Engineer and deems it appropriate to approve the Final Plat for Leonard Senior Living Plat 1, subject to payment of the parkland dedication fee prior to issuance of a Certificate of Occupancy and subject to recordation of Final Plat and payment of all professional billings prior to issuance of a Building Permit.

PASSED AND APPROVED the 13 day November 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

FINAL PLAT REVIEW

Date: November 3, 2023

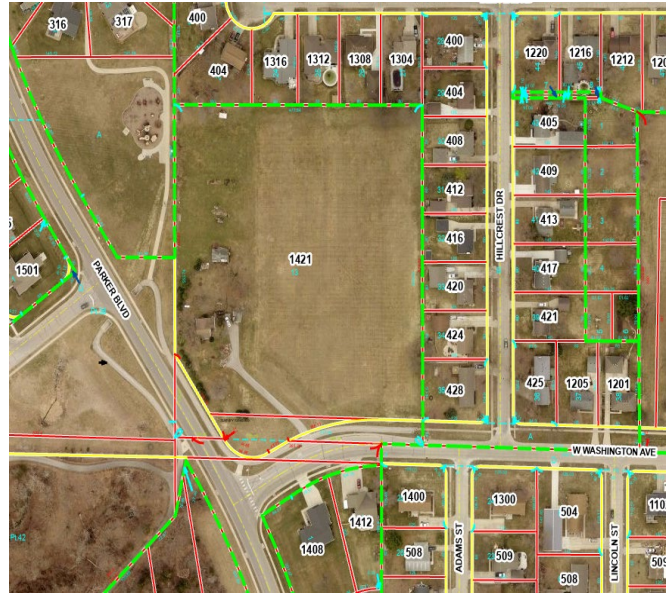
 Prepared by: Travis Thornburgh, P.E.
 Kathleen Connor

Project: Leonard Senior Living Plat 1

Project No.: 123.0287.01

GENERAL INFORMATION:

Owner:	MavenCrux II – Polk City, LLC
Applicant:	Maven Crux Development
Requested Action:	Approval of Final Plat
Location	1421 W Washington Ave Polk City, IA 50226
Size:	5.86 acres
Zoning:	PUD Planned Unit Development
Proposed Use:	Senior Living Center



BACKGROUND & DESCRIPTION:

The subject property was rezoned to a Planned Unit Development on January 9, 2023. The P.U.D. Master Plan was subsequently approved on March 27, 2023. On March 20, 2023, P&Z recommended approval of the Preliminary Plat/Site Plan which was then approved by City Council on March 27, 2023.

Since the submitted Final Plat is in conformance with the approved Preliminary Plat/Site Plan, there is no need for a recommendation from P&Z on the Final Plat. At this time, the applicant requests approval of the Final Plat so that a Building Permit can be issued for the Senior Living Center.

As approved at the time of rezoning and noted on the P.U.D. Master Plan, the parkland dedication for this senior living center is 50,285 square feet, or 1.154 acres. Based on a fair market value of \$93,000 per acre, the parkland dedication fee will be in the amount of \$107,357.78 for Leonard Senior Living Plat 1.

In conjunction with the Parker Boulevard improvements project, Clifford Leonard signed a Public Improvement and Fee Allocation Agreement. The final fee allocation attributable to this property is \$50,838.00 which was paid in full to the City of Polk City on July 11, 2023.

FINAL PLAT REVIEW COMMENTS: All of staff's comments on the Final Plat have been addressed, with the exception of the following:

1. The real estate transfer from Bryan Schurr to MavenCrux II – Polk City, LLC will need to be completed prior to recordation of the Final Plat and accompanying documents.
2. The City Attorney has reviewed the following easements which will need to be signed by the developer prior to Council action on the Final Plat:
 - a. Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement
 - b. 15' Parkway Easement
 - c. Public Utility Easements
 - d. Sanitary Sewer Easement
 - e. Water Main Easement
 - f. Recreational Trail Easement
 - g. 20' Buffer Landscape Buffer Easement
3. The City Attorney will need to approve all platting legal documents including Title Opinion, Consent to Plat, and Certificate of Treasurer.
4. Prior to issuance of a Certificate of Occupancy for any structure within this plat, the developer shall pay the parkland dedication fee, in the amount of \$107,357.78 to the City of Polk City. Per developer request, this fee shall be paid prior to issuance of a Building Permit for any structure in this plat.

RECOMMENDATION ON FINAL PLAT:

Based on approval by the City Attorney and all of the above review comments being satisfactorily addressed, staff recommends approval of the Final Plat for Leonard Senior Living Plat 1 subject to:

1. Payment in full of the parkland dedication fee, in the amount of \$107,357.78, to the City of Polk City prior to issuance of a Certificate of Occupancy for any structure within this plat.
2. Payment in full of all professional billings prior to issuance of a Building Permit for any structure within this plat.

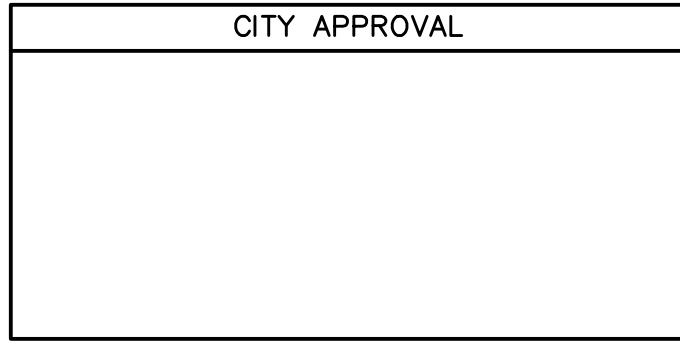
INDEX LEGEND

LOCATION: PART OF LOTS 13 AND 17, OFFICIAL PLAT N1/2 SECTION 2-80-R25W POLK COUNTY, POLK COUNTY, IOWA
 REQUESTED BY: MAVENCURX II - POLK CITY, LLC
 PROPRIETOR: 16852 AURORA CT CLIVE, IA 50325-2528

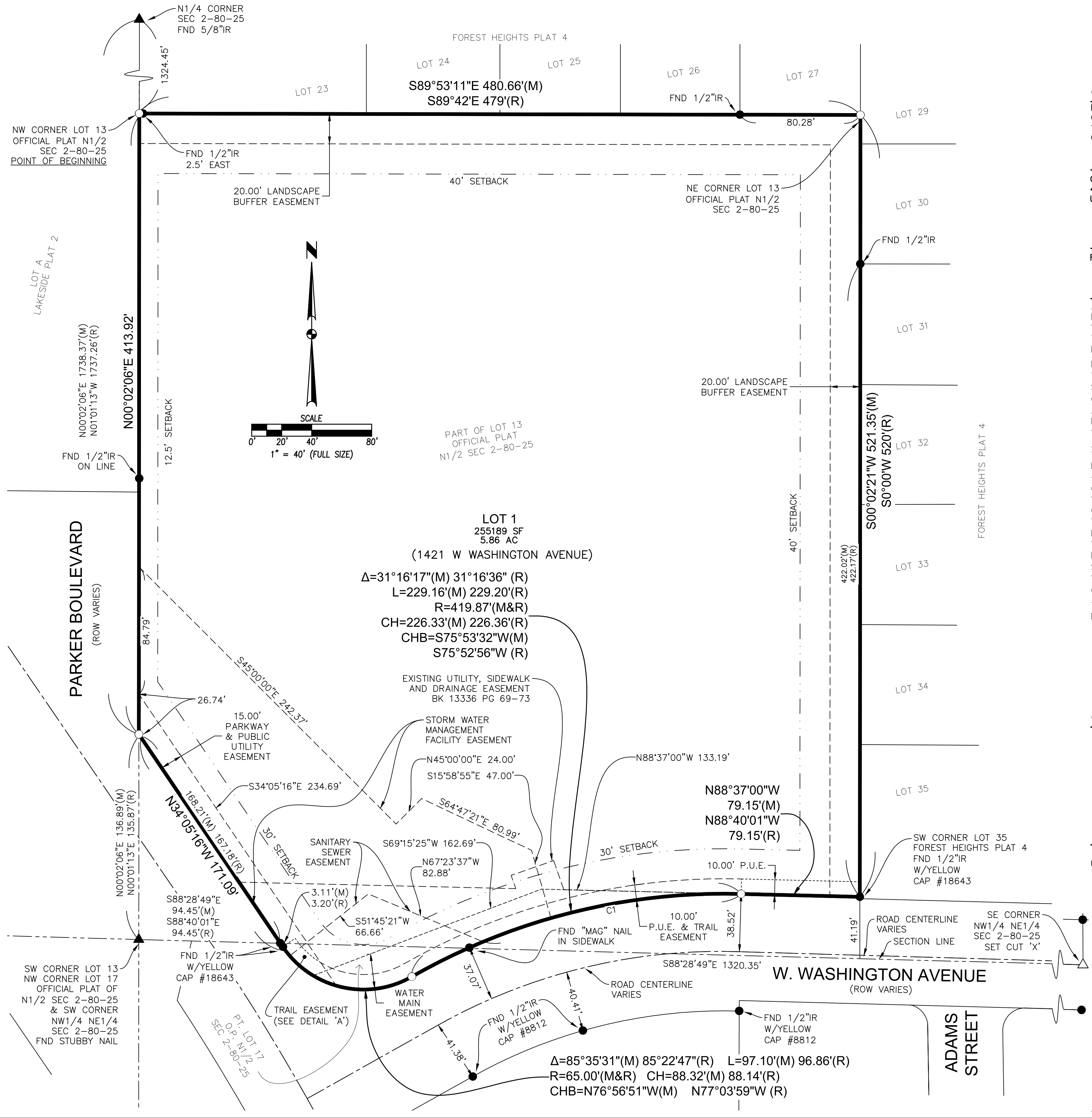
SURVEYOR: MATTHEW J. THOMAS, PLS
 PREPARED BY: CIVIL DESIGN ADVANTAGE, LLC
 & RETURN TO: 4121 NW URBANDALE DRIVE URBANDALE, IA 50322 PH: 515-369-4400

LEONARD SENIOR LIVING PLAT 1

FINAL PLAT



REVISIONS	DATE
REVISION	11/01/2023
FINAL SUBMITTAL	10/17/23
SECOND SUBMITTAL	03/10/23
FIRST SUBMITTAL	02/22/23



OWNER / DEVELOPER

MAVENCURX II - POLK CITY, LLC
 CONTACT: BRYAN SCHNURR
 16852 AURORA CT
 CLIVE, IA 50325-2528

ENGINEER / SURVEYOR

CIVIL DESIGN ADVANTAGE
 4121 NW URBANDALE DRIVE
 URBANDALE, IA 50322

DATE OF SURVEY

FIELDWORK: JANUARY 17, 2023

PLAT DESCRIPTION

A PART OF LOTS 13 AND 17, THE OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

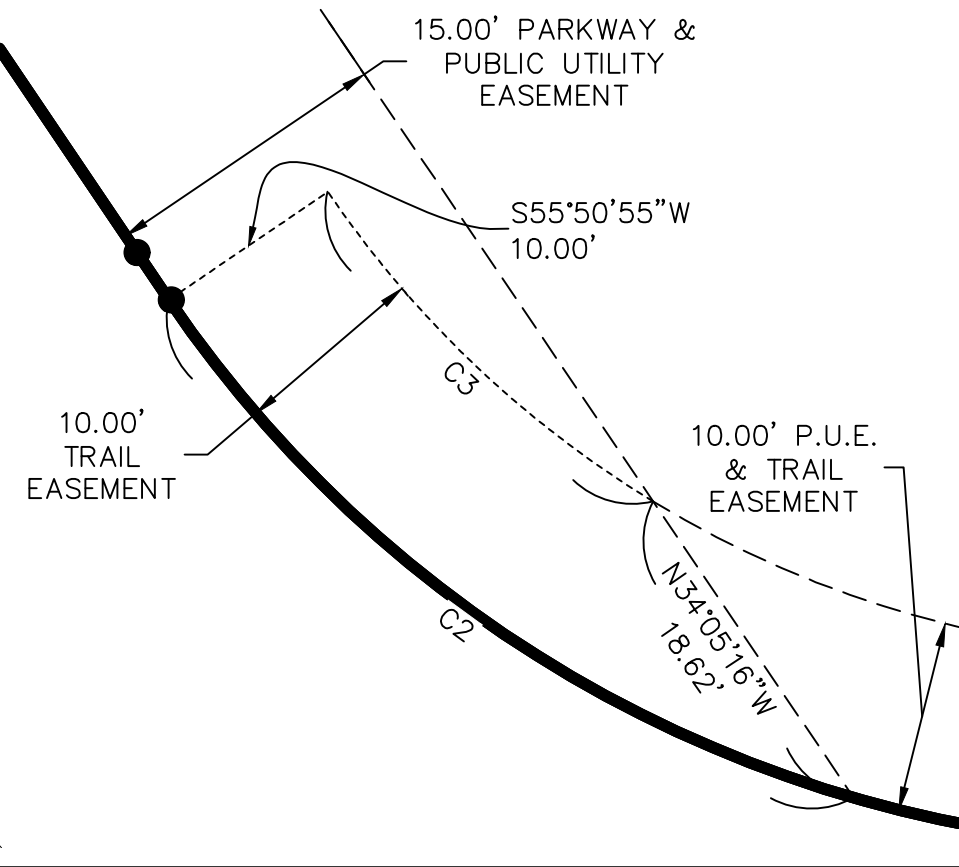
BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 13; THENCE SOUTH 89°53'11" EAST ALONG THE NORTH LINE OF SAID LOT 13, A DISTANCE OF 480.66 FEET TO THE NORTHEAST CORNER OF SAID LOT 13; THENCE SOUTH 00°02'21" WEST ALONG THE EAST LINE OF SAID LOT 13, A DISTANCE OF 521.35 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF W. WASHINGTON AVENUE; THENCE NORTH 88°37'00" WEST ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, 79.15 FEET; THENCE WESTERLY ALONG SAID NORTHERLY RIGHT-OF-WAY LINE AND A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 419.87 FEET, WHOSE ARC LENGTH IS 229.16 FEET AND WHOSE CHORD BEARS SOUTH 75°53'32" WEST, 226.33 FEET; THENCE WESTERLY ALONG SAID NORTHERLY RIGHT-OF-WAY LINE AND A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 65.00 FEET, WHOSE ARC LENGTH IS 97.10 FEET AND WHOSE CHORD BEARS NORTH 76°56'51" WEST, 88.32 FEET; THENCE NORTH 34°09'05" WEST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF PARKER BOULEVARD, 171.09 FEET TO A POINT ON THE WEST LINE OF SAID LOT 13; THENCE NORTH 00°02'06" EAST ALONG SAID WEST LINE, 413.92 FEET TO THE POINT OF BEGINNING AND CONTAINING 5.86 ACRES (255,189 SQUARE FEET).

THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

CURVE DATA

CURVE	DELTA	RADIUS	LENGTH	BEARING	CHORD
C1	24°03'02"	419.87'	176.24'	S79°30'10"W	174.95'
C2	39°39'05"	65.00'	44.98'	S53°58'38"E	44.09'
C3	24°33'23"	55.00'	23.57'	N46°25'47"W	23.39'

DETAIL 'A'



ZONING

PUD PLANNED UNIT DEVELOPMENT WITH UNDERLYING R-3 ZONING

BULK REGULATIONS

SETBACKS:
 FRONT YARD = 30' MIN.
 REAR YARD = 40' MIN.
 SIDE YARD = 12.5' MIN.

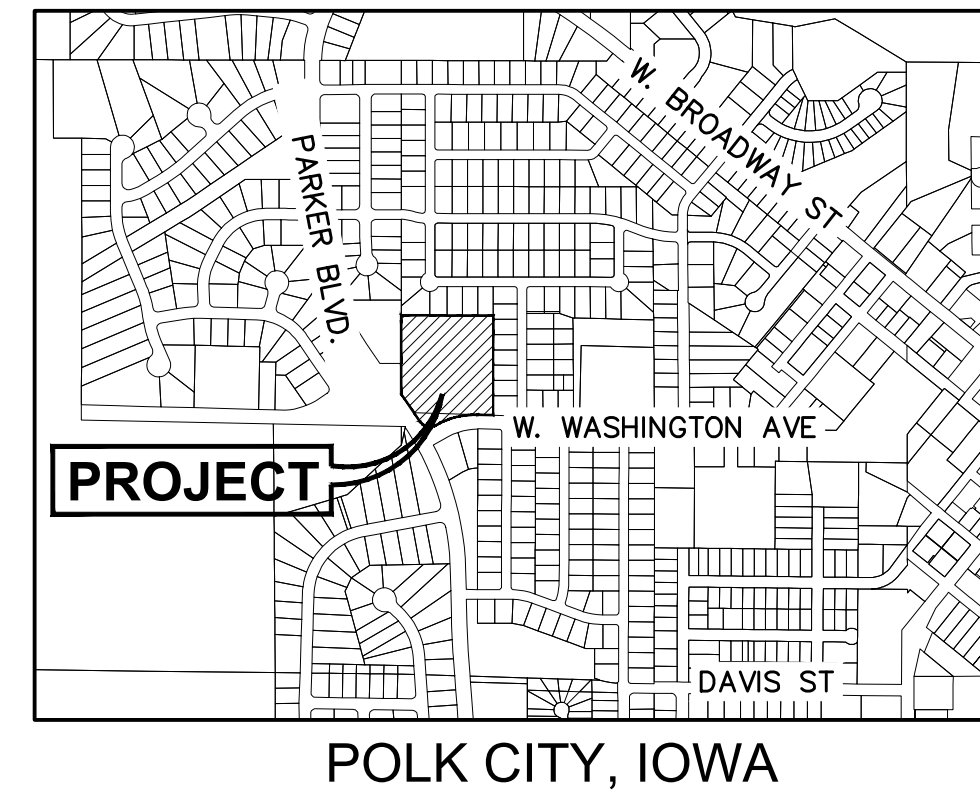
NOTES

- ANY SET MONUMENTATION SHOWN ON THIS PLAT WILL BE COMPLETED WITHIN ONE YEAR FROM THE DATE THIS PLAT WAS RECORDED.
- LOTS MAY BE SUBJECT TO MINIMUM PROTECTION ELEVATIONS AND OTHER ELEVATION RESTRICTIONS NOT SHOWN ON THIS PLAT. REFER TO THE APPROVED PROJECT ENGINEERING DOCUMENTS FOR ANY ELEVATION RESTRICTIONS.
- NO DRIVEWAY ACCESS WILL BE ALLOWED ONTO PARKER BOULEVARD AND ONLY ONE DRIVEWAY WILL BE ALLOWED ON W. WASHINGTON AVENUE.
- CDA WILL SUBMIT A LETTER TO THE CITY OF POLK CITY CONFIRMING SETTING OF PROPERTY PINS.

LEGEND

	FOUND	SET
SECTION CORNER AS NOTED	●	△
1/2" REBAR, RED PLASTIC CAP #19968 (UNLESS OTHERWISE NOTED)	▲	○
MEASURED BEARING & DISTANCE	(M)	
RECORDED BEARING & DISTANCE	(R)	
DEEDED BEARING & DISTANCE	(D)	
PUBLIC UTILITY EASEMENT	P.U.E.	
CURVE ARC LENGTH	AL	
LOT ADDRESS	(1234)	
CENTERLINE	---	
SECTION LINE	----	
EASEMENT LINE	-.-.-	
BUILDING SETBACK LINE	----	
PLAT BOUNDARY	----	

VICINITY MAP (NOT TO SCALE)



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

 MATTHEW J. THOMAS, P.L.S.
 DATE: 11/07/2023

LICENSE NUMBER 19968
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023
 PAGES OR SHEETS COVERED BY THIS SEAL:
 THIS SHEET

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



POLK CITY, IOWA

**LEONARD SENIOR LIVING PLAT 1
 FINAL PLAT**



666 Grand Avenue | Suite 2000 | Ruan Center | Des Moines, Iowa 50309
515-242-2400 | 888-282-3515 | brownwinick.com

November 1, 2023

direct phone: 515-242-2433
direct fax: 515-323-8533
email: katherine.mckain@brownwinick.com

VIA E-MAIL (amy.beattie@brickgentrylaw.com)

City of Polk City, Iowa
Attn: Amy Beattie, Attorney

With Copy To:
VIA E-MAIL (bschnurr@mavencrux.com)
MavenCrux II – Polk City, LLC
Attn: Bryan Schnurr, Manager

RE: Leonard Senior Living Plat 1

Dear Ms. Beattie:

Pursuant to the requirements of Iowa Code Section 354.11(c) (2022), I have examined Abstract No. 93165GY, and all prior continuations thereto, prepared by Bill Blue & Associates, showing a continuation of entries from Root of Title through July 11, 2023 at 7:00 A.M. (the “Abstract”), together with Pencil Notes No. 10251AX, prepared by Bill Blue & Associates, showing a further continuation of entries through October 28, 2023 at 7:00 A.M. (the “Pencil Notes”) for the following described property located in Polk County, Iowa (collectively, the “Real Estate”):

Lot 13 in the Official Plat of the Northeast 1/4 of Section 2, Township 80, Range 25 West of the 5th P.M., Polk County, Iowa, except that part deeded to the City of Polk City, for public purposes recorded in Book 11062 Page 152; and

A part of Lot 17 in the Official Plat of the North half of Section 2, Township 80 North, Range 25 West of the 5th P.M., in the City of Polk City, Polk County, Iowa and described as follows: Commencing at the Northwest Corner of said Lot 17; thence South 88°40’01” East along the North line of said Lot 17, a distance of 94.45 feet to the Point of Beginning; thence continuing South 88°40’01” East along said North line, 126.19 feet; thence southwesterly along a curve concave southeasterly whose radius is 419.87 feet, whose arc length is 43.09 feet and whose chord bears South 63°11’02” West, 43.07 feet; thence northwesterly along a curve concave northwesterly whose radius is 65.00 feet, whose arc length is 96.86 feet and whose chords bears north 77°03’59” West, 88.14 feet; thence North 34°22’36” West, 3.20 feet to the Point of Beginning and containing 0.06 acres (2,404 S.F.).

Based on my examination of the Abstract and the Pencil Notes, legal title to the Real Estate is vested in **MavenCrux II – Polk City, LLC, an Iowa limited liability company**, subject to the standard exceptions attached hereto and hereby made a part hereof, and the following:

1. **MORTGAGE:** Entry No. 32 of the Abstract shows a Mortgage, filed of record in the Office of the Polk County Recorder on July 10, 2023, in Book 19533, at Page 775, in favor of Luana Savings Bank, securing credit in the amount of \$28,000,000.00, together with loans and advances up to said amount.

2. PLATS OF SURVEY:

- A.** Entry No. 22 of Abstract No. 54248 shows an Official Plat of the North Half of Section 2-T80N-R25W, filed of record in the Office of the Polk County Recorder on November 28, 1873, in Plat Book B, at Page 380. Entry No. 23 of Abstract No. 54248 shows a Part of said Plat.
- B.** Entry No. 1-A of Abstract No. 191894 shows an Official Plat of the NE1/4 of Section 2-T80N-R25W, filed of record in the Office of the Polk County Recorder on December 19, 1892, in Plat Book “E”, at Page 24.
- C.** Entry No. 5 of Abstract No. 340532 shows an Acquisition Plat for Right of Way, filed of record in the Office of the Polk County Recorder on May 12, 2005, in Book 11062, at Page 153. Said Acquisition Plat shows that area excepted from the legal description of Lot 13 and is not a part of the Real Estate.
- D.** Entry No. 19 of Pencil Notes No. 93165GY shows a Retracement Survey, filed of record in the Office of the Polk County Recorder on January 5, 2008, in Book 11473, at Page 147.
- E.** Entry No. 22 of the Pencil Notes shows an Acquisition Plat for Right of Way, filed of record in the Office of the Polk County Recorder on October 31, 2006, in Book 11936, at Page 758. Entry No. 23 of the Pencil Notes shows a Corrected Acquisition Plat for Right of Way, filed of record in the Office of the Polk County Recorder on August 6, 2007, in Book 12317, at Page 661, such correction updating the legal description of the previous Acquisition Plat for Right of Way.

3. EASEMENTS:

- A.** Entry No. 3 of Pencil Notes No. 93165GY shows an Easement for Public Highway, filed of record in the Office of the Polk County Recorder on June 3, 1964, in Book 3601, at Page 599, in favor of Polk County for road purposes along the south 20 feet of the north 40 feet of Lot 17.
- B.** Entry No. 26 of Pencil Notes No. 93165GY shows a Public Utility Easement, filed of record in the Office of the Polk County Recorder on January 19, 2010, in Book 13336, at Page 69, in favor of Polk City, Iowa, for right of entry in, under, and upon the land for purposes of a public sidewalk/recreation trail, public utilities, franchise utilities and/or drainage purposes.

4. AGREEMENTS:

- A.** Entry No. 7 of Abstract No. 340532 shows a Public Improvement and Fee Allocation Agreement, filed of record in the Office of the Polk County Recorder on December 16, 2005, in Book 11446, at Page 721, between Clifford A. Leonard, as Property Owner, and the City of Polk City, for purposes of constructing public improvements. The Agreement provides for a fee allocation against the Property (as defined therein, includes land of which the Real Estate is a part) in the amount of \$50,838.00, which shall become due and payable upon (1) the further platting of the property, or (2) a building permit is applied for with respect

to a structure on the Property exceeding 1,000 square feet, excluding a garage or other accessory use structure as defined in the Polk City Zoning Ordinance. The Agreement further provides for any necessary easements, both temporary and permanent, which are reasonably necessary for the construction, use, and maintenance of the public improvements.

B. Entry No. 16 of Pencil Notes No. 93165GY shows an Agreement, filed of record in the Office of the Polk County Recorder on September 20, 1996, in Book 7487, at Page 244, as Instrument No. 020227, between William C. Knapp Revocable Trust, as Owner, and the City of Polk City, wherein the City agrees to install sanitary sewer services to the urban renewal area within which the Property (as defined therein includes land of which the Real Estate is a part) is located. Owner agrees to develop the Property in accordance with plans and specifications approved by the City.

C. Entry No. 18 of Pencil Notes No. 93165GY shows a Development Agreement, filed of record in the Office of the Polk County Recorder on December 16, 2005, in Book 11446, at Page 770, between William C. Knapp, L.C., as Developer, and the City of Polk City, wherein the City agrees to construct certain public improvements and Developer agrees to convey to the City, all right-of-ways and easements necessary and to pay its share of costs allocated to the Developer for construction of said improvements.

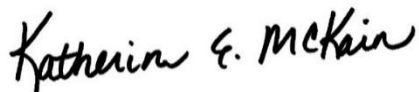
5. REAL ESTATE TAXES: The Abstract shows real estate taxes for Fiscal Year 2022/2023 for Geoparcels No. 8025.02.206.019 as paid, and for Geoparcels No. 8025.02.206.021 as paid, and all prior years as paid.

6. LIEN SEARCHES: The abstract shows the abstracter has conducted a customary lien search against Clifford A. Leonard, Bryan Schnurr, and Mavencrux II – Polk City, LLC, and, except as noted above, no adverse showings were found.

MavenCrux II – Polk City, LLC, as the owner/developer, and the above referenced titleholder desire to plat the Real Estate to be known as Leonard Senior Living Plat 1.

This title opinion is rendered for platting purposes as above described and excludes, in accordance with Iowa Code 354.11(1)(c). This opinion is rendered based solely on review of the Abstract and Pencil Notes, in reliance thereon, and provides no opinion as to matters or rights not expressly set forth in the Abstracts and Pencil Notes.

Respectfully submitted,



Katherine E. McKain
Title Guaranty Division No. 10720

STANDARD EXCEPTIONS

1. The location of all public utility lines that service the property and the necessary easements therefor.
2. Easements, or claims of easements, existing by virtue of usage, or which do not otherwise appear in the abstract or pencil notes.
3. Encroachments, overlaps, boundary lines, and any other matters which would be disclosed by an accurate survey and inspection of the Real Estate. You are bound to take notice of the same and should take this into account to determine whether to obtain the survey described above.
4. Stolen or forged documents.
5. Rights of undisclosed spouses.
6. Rights or claims of parties in possession not shown in the abstract or pencil notes.
7. Rights of access to and from the Real Estate.
8. The abstract and pencil notes do not disclose the existence of environmental deficiencies such as underground storage tanks, wells, solid waste, hazardous wastes, asbestos, or radon gas. Liability for removal and remediation may be imposed by virtue of ownership of the Real Estate even though one may not have been responsible for the deficiency.
9. You should ascertain that no improvements either in the form of labor or materials, which have been placed on the premises in the last ninety days, still remain unpaid, as they would constitute liens without being shown of record.
10. If Pencil Notes are referred to herein, take note that pencil notes are not reliable, and this opinion is given subject to final review of the abstract and pencil notes, as certified by the abstracter.
11. No report is made by the abstracter of special assessments not yet shown on the tax books of the county where the Real Estate is located, and therefore, no examination is made as to these. Special assessments against any property within a municipality should be determined by checking with the City Clerk of said municipality.
12. Any applicable zoning or other similar types of ordinances which may affect the use and enjoyment of the Real Estate, including, without limitation, any comprehensive plan or urban renewal or revitalization plan.
13. All curative instruments required must be filed of record and brought forward in the abstract for approval.
14. Real estate taxes for periods subsequent to those noted in Schedule A.
15. The abstract and pencil notes do not disclose the existence of a private sewage disposal system which may service the Real Estate.

CERTIFICATE OF TREASURER OF POLK COUNTY, IOWA

STATE OF IOWA)
) ss:
COUNTY OF POLK)

I, Mary L. Wells, Treasurer of Polk County, having examined the records of my office, in accordance with the provisions of Section 354.11 of the Code of Iowa pertaining to real properties, specifically set forth in Exhibit "A" attached hereto and made part hereof, to be hereinafter designated as:

LEONARD SENIOR LIVING PLAT 1
an Official Plat, Polk County, Iowa

do hereby certify that same is free from all certified taxes, special assessments and special rates and charges.

Nor are there any taxes due for Moneys and Credits, Bushels of Grain, Utilities or Buildings on Leased Land against

MAVENCRIX II - POLK CITY, LLC,

who is(are) the record title holder(s) of said real estate.

Dated at Des Moines, IA , Wednesday, November 01, 2023 .

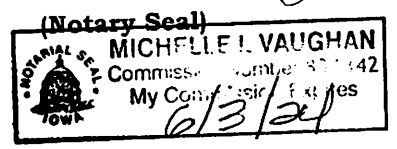
MARY L. WELLS
POLK COUNTY TREASURER

by Mary L. Wells

(Treasurer's Seal)

Subscribed and sworn to before me on this 1st day of November, 2023.

by Michelle L. Vaughan
Notary Public in and for Polk County, IA



PREPARED BY: JODI SPENCER, PROPERTY DESCRIPTION SPECIALIST

EXHIBIT A

A PART OF LOTS 13 AND 17, THE OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 13; THENCE SOUTH 89°53'11" EAST ALONG THE NORTH LINE OF SAID LOT 13, A DISTANCE OF 480.66 FEET TO THE NORTHEAST CORNER OF SAID LOT 13; THENCE SOUTH 00°02'21" WEST ALONG THE EAST LINE OF SAID LOT 13, A DISTANCE OF 521.35 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF W. WASHINGTON AVENUE; THENCE NORTH 88°37'00" WEST ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, 79.15 FEET; THENCE WESTERLY ALONG SAID NORTHERLY RIGHT-OF-WAY LINE AND A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 419.87 FEET, WHOSE ARC LENGTH IS 229.16 FEET AND WHOSE CHORD BEARS SOUTH 75°53'32" WEST, 226.33 FEET; THENCE WESTERLY ALONG SAID NORTHERLY RIGHT-OF-WAY LINE AND A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 65.00 FEET, WHOSE ARC LENGTH IS 97.10 FEET AND WHOSE CHORD BEARS NORTH 76°56'51" WEST, 88.32 FEET; THENCE NORTH 34°09'05" WEST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF PARKER BOULEVARD, 171.09 FEET TO A POINT ON THE WEST LINE OF SAID LOT 13; THENCE NORTH 00°02'06" EAST ALONG SAID WEST LINE, 413.92 FEET TO THE POINT OF BEGINNING AND CONTAINING 5.86 ACRES (255,189 SQUARE FEET).

THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.



Central Iowa Televising LLC Phone +1 515-291-9310
 530 Dubois Avenue Email coltin@citsewer.com
 McCallsburg, IA 50154 Web citsewer.com

Estimate
 #EST 1014

CIT Sewer Solutions

Service Address

City of Polk City
 301 E Northside Dr
 Polk City, IA 50226

Summary Polk City Cleaning and Televising

Item	Description	Price	Qty	Amount
Mobilization		\$6.00	1.00	\$6.00
Jetting / FT	Jetting Per Foot - Estimated Footage	\$0.90	61,431.00	\$55,287.90
CCTV / FT	CCTV Inspection Per Foot - Estimated Footage	\$1.00	61,431.00	\$61,431.00
		Subtotal		\$116,724.90
		Tax		\$0.00
		Total		\$116,724.90

Notes:

Footage is an estimate provided by the Customer. Footage is subject to change.

I agree to pay the cost of services as specified above.

Customer Signature

Date **10/3/2023**



City of Polk City, Iowa City Council Agenda Communication

Date: 11/06/2023
To: Mayor & City Council
From: Mike Schulte

Subject: Budgeted Sanitary Sewer Jetting and Camera Work

BACKGROUND: It is time again to approve the annual jet cleaning of a portion of our sanitary sewer system. As you may recall, public works has a contractor jet clean approximately 1/5 of the sanitary sewer mains in our system annually. Each year we rotate to a different area of the system to try and keep all areas clean.

This year we budgeted \$40,000 for the jet cleaning process. We would propose to clean approximately 40,000 lineal feet of pipe for a total of \$36,000. Sometimes during the cleaning process, we find we may need to add some footage for more passes or just to get an area completed, so we would ask for a not to exceed amount of \$40,000.

This year four companies quoted the project with a range of \$0.90 per foot to \$1.40 per foot.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: Not to exceed \$40,000.

RECOMMENDATION: I would recommend that the Council approve CIT Sewer Solutions quote of \$0.90 per foot not to exceed \$40,000.



City of Polk City, Iowa City Council Agenda Communication

Date: 8/09/2021
To: Mayor and Council
From: Mike Schulte
Subject: Budgeted Water Treatment Plant Generator Replacement

BACKGROUND: Public Works has budgeted \$44,500 in the current budget to replace the electrical generator at the water treatment plant. If we have a power failure in the area, this generator runs the entire water treatment plant and well number #3. This generator is very important for the emergency operations of our water treatment facility, and we felt it was time to replace it due to the number of repairs we've made over the last couple of years.

Also included in this budget number was the relocation of the old generator from the water treatment plant to the public works facility. We feel that even though the generator has become non-dependable for something as important as the water treatment plant it could still have a use at our public works shop facility to run that entire complex. At this time, we are only asking for the water plant generator to be replaced and when we know what parts we can save, we will come back and get further council approval for the relocation of the existing generator to the shop.

We received two quotes for this replacement: one from Kohler Power Systems for \$36,213.14 and another from Interstate Power in the amount of \$35,750.00

ALTERNATIVES: None

FINANCIAL CONSIDERATIONS: \$35,750.00

RECOMMENDATION: Staff would recommend that Council approve the budgeted purchase of a replacement generator for the water treatment plant from Interstate Power in the amount of \$35,750.



**MIDWEST CRITICAL
POWER LLC**

1311 NW Laurel St
Elkhart, IA 50073

(515) 601-1625 ☎
jody@midwestcriticalpower.com ✉

Polk City

November 6, 2023

Generator Start Up / Maintenance Building

Attention: Randy Franzen

Thank you for allowing us to quote the start up of the generator located at the maintenance shop. This quote would cover the start up of the generator after the electrical company is done installing the unit. This would consist of checking all components, hooking up block heater, batteries and charger. Running the unit to check for any faults or issues, checking all fluids.

Start Up \$1200.00

Sincerely,

Jody Edgington
General Manager



PAR
INDUSTRIES
electrical contractor

28 Clark Street, Des Moines, IA 50314
"Connecting Your Electrical Needs With Quality & Affordable Service"

***** BID PROPOSAL *****

9/25/2023

To: City of Polk City
Attn. Randy Franzen

Project: Install ATS to existing generator for maintenance shed.

Bid Includes:

- 200-amp ATS installed next to the meter.
- 200-amp disconnect installed on East end of building.
- Directional boring from disconnect to gen-set.
- Power circuits and control wire from ATS to gen-set.
- Permits, Licensing, and Insurance

Bid excludes:

•

We propose hereby to furnish labor, material, and equipment to complete in accordance with above specifications, for the sum of:

Total: \$21,300.00

APPROVAL SIGNATURE--_____

DATE--_____

All material is to be as specified, subject to any approved substitutes. All work to be accomplished in a workmanlike manner according to standard trade practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. This proposal may be withdrawn if not accepted within 30 days.



City of Polk City, Iowa City Council Agenda Communication

Date: 11/06/2023
To: Mayor & City Council
From: Mike Schulte
Subject: Budgeted Shop Generator Hook Up

BACKGROUND: Two years ago, we replaced the water treatment plant generator. Part of that plan was to relocate the old generator at the shop facility located at 301 E Northside Drive. In my memo to the council dated 8/09/2021 we said we would come back to council for approval when we knew exactly what was needed for the relocation and we now have that information.

We received three quotes for the final hookup of the generator at the maintenance facility ranging from \$21,300 to \$43,365. Par Industries was the lowest quote.

We also need an additional \$1200 for Midwest Critical Power LLC to do the generator startup.

ALTERNATIVES: Don't hook up the generator and leave the shop without emergency backup power.

FINANCIAL CONSIDERATIONS: \$21,300 Par Industries
\$1,200 Midwest Critical Power LLC.

RECOMMENDATION: I would recommend that the Council approve the two quotes from Par Industries and Midwest Critical Power LLC in the amount of \$22,500.



City of Polk City, Iowa

City Council Agenda Communication

Date: 11/08/2023
To: Mayor and Council
From: Mike Schulte
Subject: Budgeted Brush Pile Chipping and Removal

BACKGROUND: It is time for our fall brush pile chipping and hauling away. We called three contractors that have completed the work in the past to quote the work needed to chip and remove the pile. One has returned a quote as asked. J. Pettiecord supplied us with a quote of \$44,500. We have used them at least three times and have done a good job for Polk City. This price is in line with past work that has been completed at the brush pile.

We have allocated \$60,000 for the pile to be chipped and removed two times in the current budget. This will be the first.

I feel that we need to make some changes to the brush pile policy and the recycling area to help bring the costs down for future years. Over the next couple of months, I will compile the information needed for a discussion and place it on a future work session agenda.

ALTERNATIVES: Alternatives will be brought back to a future work session.

FINANCIAL CONSIDERATIONS: \$44,500

RECOMMENDATION: I recommend J. Pettiecord to complete the chipping and removal of the brush pile at the public works facility.



1200 Prairie Dr SW Bondurant, IA 50035
 Phone: 515-263-8900 ~ Fax: 515-265-7750
www.JPettiecord.com

TO:	City of Polk City	PROJECT NAME:	Tree/Brush Pile Grinding & Disposal
ADDRESS:	301 E Northside Drive	LOCATION:	Polk City, IA
ATTN:	Mike Schulte	ENGINEER:	N/A
PHONE:		PLAN DATE:	N/A
DATE:	11/6/2023	LAST REVISED:	N/A
FROM:	Laramie Ogden	ADDENDUMS:	N/A

Scope of work will include:

1. Tree & brush pile grinding.
2. Haul off and disposal per Load. (Approximately 80 cubic yards per load. 10 loads @ 80 cy = 800 cy. 7000/800 = \$8.75per cy for loading, hauling and disposal)

Bid Item	Description	Unit	Quantity	Unit Price	Total
1	Tree & brush pile grinding	LS	1	\$34,000.00	\$34,000.00
2	Haul of disposal per load	LD	15	\$700.00	\$10,500.00
Total					\$44,500.00

Note:

- J. Pettiecord, Inc. assumes no responsibility for any concrete or asphalt disturbed during our work.
- Proposal is valid for 30 days.

Accepted by:

Contractor: J. Pettiecord, Inc.



*24 Hour Spill Response * Tree Clearing * Environmental Construction and Remediation *
 * Excavating * Heavy Hauling * Dump Trucking * Demolition * Mulch & Wood Fiber Products



Polk City Police Department

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

Polk City, Iowa 50226

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

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

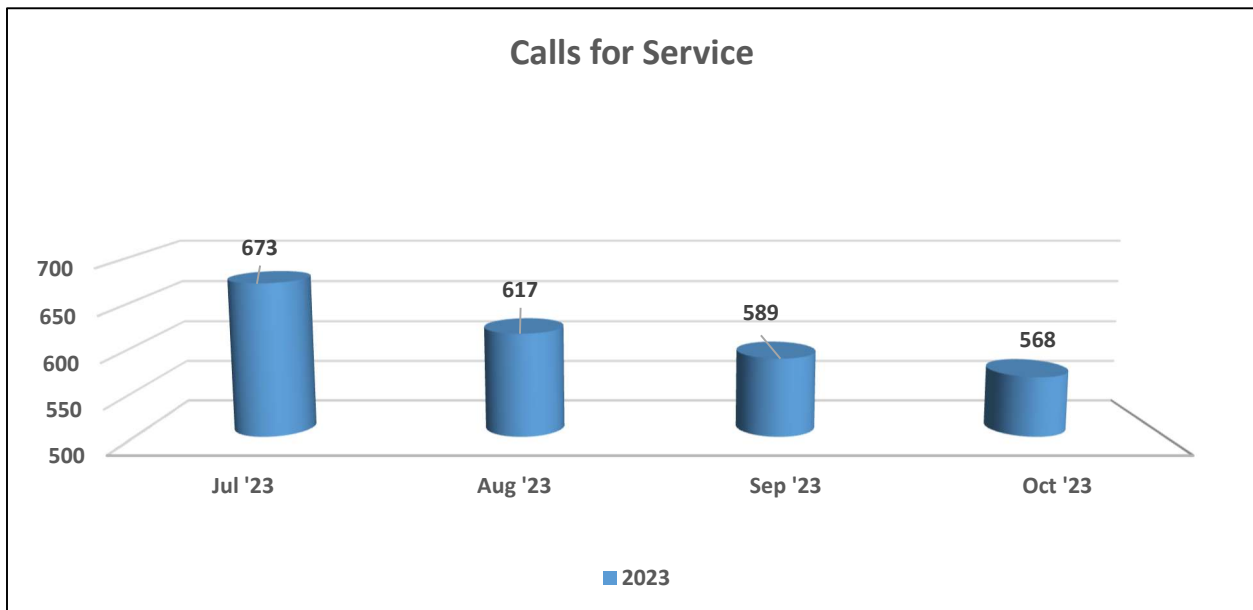
From: Lieutenant Aswegan

Date: November 10th, 2023

Re: October 2023 Monthly Report

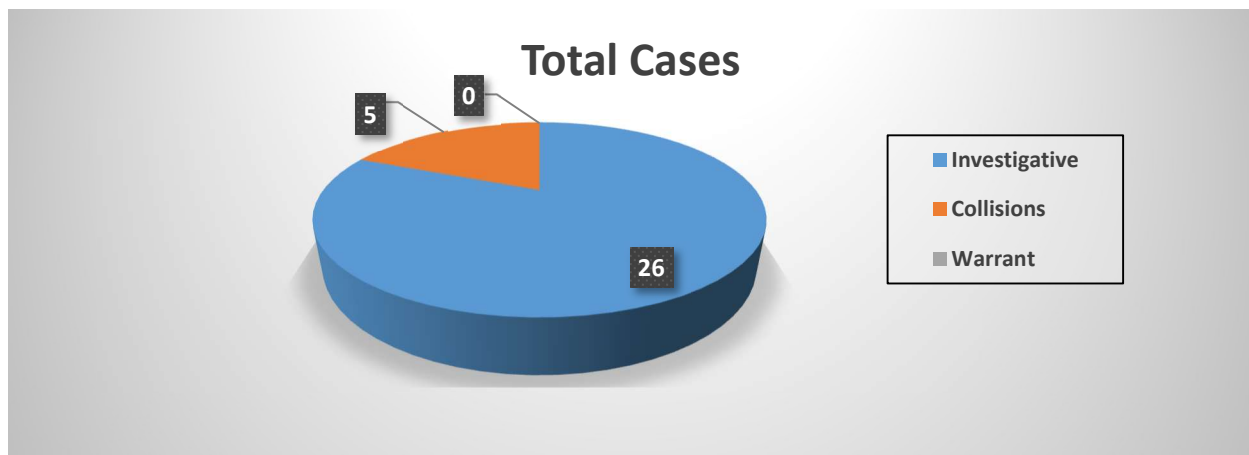
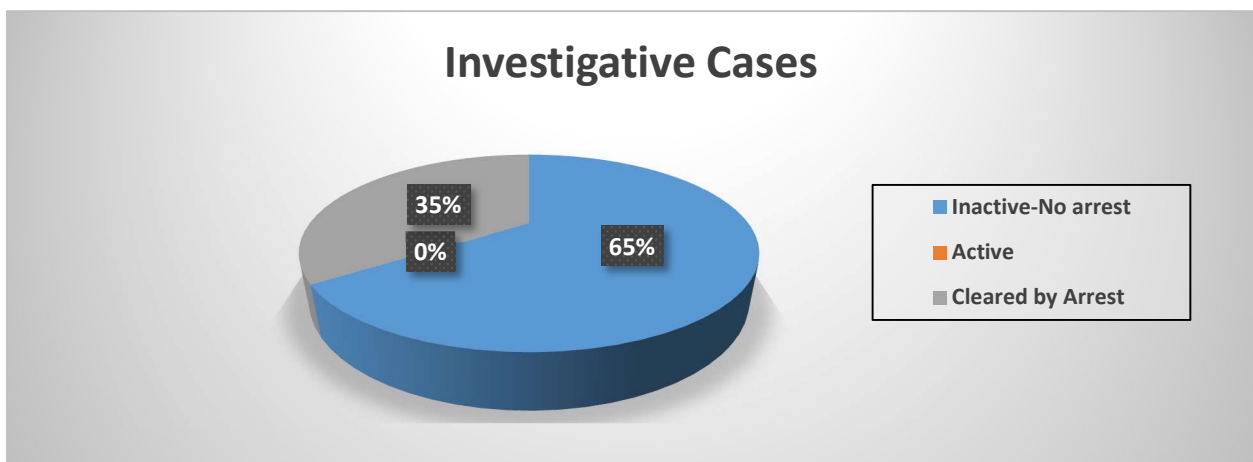
Calls for Service

The total calls for service for the month of October were **568**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **174** traffic stops.



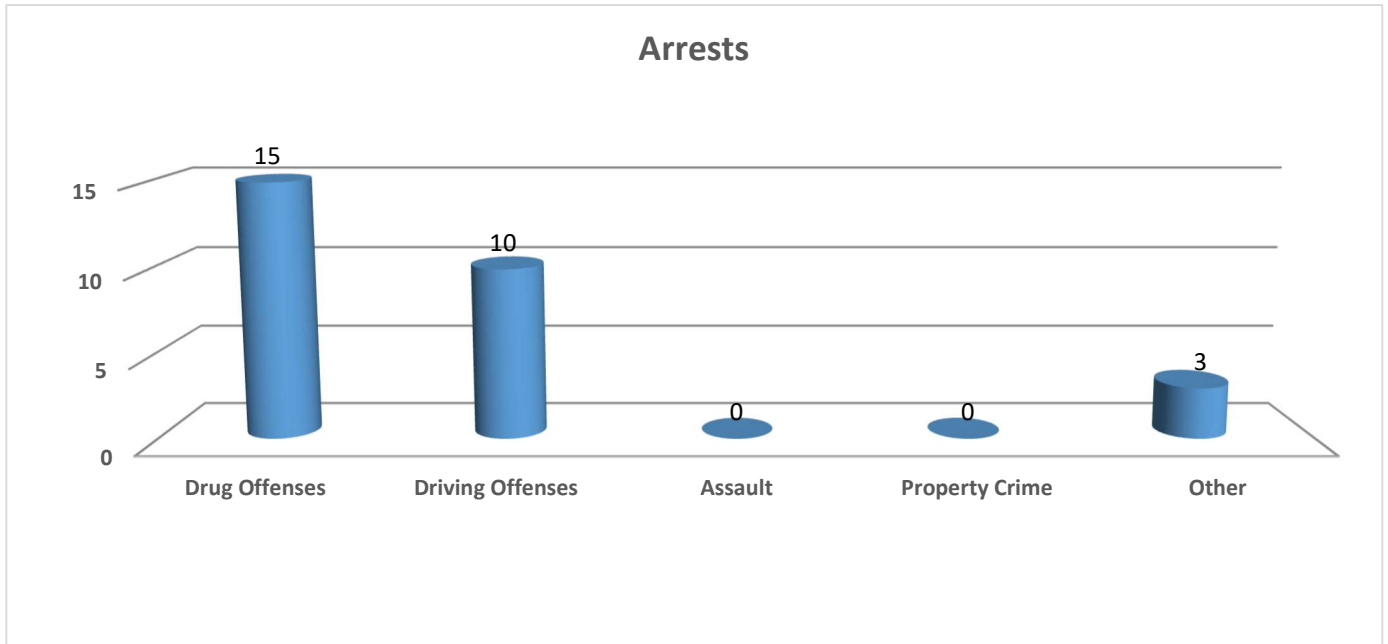
Cases Made

The Police Department had **31** total cases during the month of October. **26** of the cases were investigative incident reports and **5** were for vehicle collisions. There are no active investigations this month. There was a **35%** rate of cases cleared by arrest, for investigative cases in October.



Arrests Made

The Police Department made **28** arrests and issued **58** citations and **132** warnings. The arrests consisted of **10** driving related offenses, **15** drug related offenses, and **3** for miscellaneous offenses.



Notable Incidents

23-0384

On October 25, 2023, at about 10:00 pm, a Polk City Police Officer stopped a vehicle for suspected impaired driving. The driver was found to be intoxicated by alcohol, with an eventual breath specimen showing his breath alcohol level at .151%. He was arrested and charged with OWI-1st Offense and booked into the Polk County jail.

23-0367

On October 8th, a Polk City Officer stopped a vehicle for an equipment violation. While speaking with the driver and the passenger, the officer smelled marijuana emanating from the vehicle and noted signs of impairment. An investigation revealed the subjects were in possession of a small amount of marijuana and some paraphernalia. The driver was found to be showing observable signs of impairment by Cannabis. Both occupants were charged with drug offenses. A charge of OWI-1st Offense is pending lab results of a sample provided by the driver.

23-0373

On October 13th at about 11:00 am, a Polk City Officer stopped a vehicle for speeding. The driver was found to have a suspended driver's license and in possession of marijuana and paraphernalia. He was charged with Possession of a Controlled Substance – 3rd Offense, Possession of Drug Paraphernalia and Driving While License Suspended. He was booked into the Polk County Jail.

Officer Training

On October 27th, Polk City Police Officer Garrison graduated from the Hawkeye Regional Police Academy. He is now a certified police officer in Iowa. Officer Garrison will complete the remainder of his field training and will be assigned night shift patrol.



Chief Siepker attended Officer Garrison's graduation from the academy. Officer Aicher and DNR Officer Jeff Poen were also in attendance.

Officer Stover continued with the department's field training program throughout October. In addition to the field training program, Officer Stover completed his Mandatory Reporter certifications, CPR/AED certification, in-service driving training, and use of force training. Officer Stover is set to complete the field training program in November. He will be assigned as a night shift patrol officer.

In-Service Training

During October, the Polk City Police Department Patrol Staff attended Emergency Vehicle Operations training at Sandpiper Recreation Area. The training was instructed by ILEA certified driving instructors from Johnston Police Department. The training was designed to enhance officers' driving skills to increase safety and decrease the likelihood of injury and property damage while driving an emergency vehicle.

Aicher 21

Delaney 5

Blaha-Polson 5

Sherman 5

Whipple 5

Garrison (graduated ILEA)

Stover 20

Aswegan 2

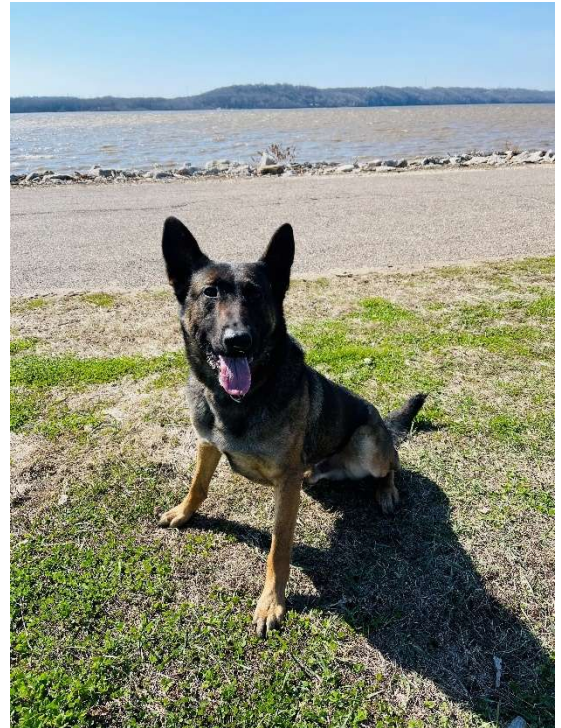
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Total Training Hours: 65

K9 Program

Polk City PD K9 Team, Officer Aicher and Eudoris, logged 16 hours of training in October. Training was done through a combination of Canine Tactical in Chariton, Iowa and ongoing daily training done locally.

Eudoris was not deployed during October.



Community Outreach

Chief Siepker and Officer Stover attended the annual Trunk or Treat this year.



RESOLUTION NO 2023-135

A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 9 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, 2022; 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, on May 8, 2023 City Council approved Resolution 2023-62 approving Partial Pay App No. 3 in the amount of \$43,700; and

WHEREAS, on June 12, 2023 City Council approved Resolution 2023-83 approving Partial Pay App No. 4 in the amount of \$110,841.25; and

WHEREAS, on July 10, 2023 City Council approved Resolution 2023-88 approving Change Order No. 1 in the amount of \$12,390.07; and

WHEREAS, on July 10, 2023 City Council approved Resolution 2023-89 approving Partial Pay App No. 5 in the amount of \$61,037.50; and

WHEREAS, on October 9, 2023 City Council approved Resolution 2023-121 approving Partial Pay App No. 6 in the amount of \$82,887.50 and Partial Pay App No. 7 in the amount of \$51,778.80; and

WHEREAS, on October 9, 2023 City Council approved Resolution 2023-123 approving Change Order No. 2 in the amount of \$9,521.50; and

WHEREAS, on October 23, 2023 City Council approved Resolution 2023-123 approving Change Order No. 3 in the amount of \$4,242.93; and

WHEREAS, on October 23, 2023 City Council approved Resolution 2023-126 approving Partial Pay App No. 8 in the amount of \$142,680.57; and

WHEREAS, GTG Construction and the City Architect, FEH Design have submitted the Application for Partial Payment No. 9 giving a detailed estimate of work completed with an application for payment in the amount of \$355,687.65.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 9 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 \$355,687.65.

PASSED AND APPROVED the 13 day of November 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

TO OWNER: PROJECT: APPLICATION NO: **9** Distribution to:

City of Polk City PROJECT: **Polk City Fire and Community Center**

112 S 3rd Street **112 N 3rd Street**

Polk City, IA 50226 **Polk City, IA 50226**

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

PERIOD TO: **11/07/23**

FROM CONTRACTOR: VIA ARCHITECT: **FEH Design**

GTG Construction, LLC **Attn: Cory Sharp**

6505 Merle Hay Rd **604 East Grand Avenue**

Suite A **Des Moines, IA 50309**

Johnston IA 50131-1232

PROJECT NOS: **230007**

CONTRACT FOR: **Weeks MS Auditorium** 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		\$27,800.38
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	1,198,800.38
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		\$970,677.13
5. RETAINAGE:		
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$48,533.86	
b. <u>0</u> % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	48,533.86
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	922,143.27
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	566,455.62
8. CURRENT PAYMENT DUE	\$	355,687.65
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	276,657.11

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$21,911.57	\$0.00
Total approved this Month	\$5,888.81	\$0.00
TOTALS	\$27,800.38	\$0.00
NET CHANGES by Change Order	\$27,800.38	\$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**

By: **Jessica Vaughn** Digitally signed by Jessica Vaughn
DN: c=US, E=jvaughn@gtgcompanies.com, O=GTG
Companies, CN=Jessica Vaughn
Date: 2023.11.07 12:00:01-0600 Date: **11/07/23**

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 \$ **355,687.65**

(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:  Date: **11-7-2023**

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: 9
 APPLICATION DATE: 11/07/23
 PERIOD TO: 11/07/23
 PROJECT NO: 230007

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	General Conditions	\$58,275.00	\$30,500.00	\$12,000.00	\$0.00	\$42,500.00	72.93%	\$15,775.00	\$2,125.00
2	Bond	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100.00%	\$0.00	\$900.00
3	Submittal Exchange	\$5,400.00	\$5,400.00	\$0.00	\$0.00	\$5,400.00	100.00%	\$0.00	\$270.00
4	Temp Barricades Material	\$3,793.00	\$3,793.00	\$0.00	\$0.00	\$3,793.00	100.00%	\$0.00	\$189.65
5	Temp Barricades Labor	\$2,530.00	\$2,530.00	\$0.00	\$0.00	\$2,530.00	100.00%	\$0.00	\$126.50
6	Cleaning	\$5,300.00	\$3,000.00	\$500.00	\$0.00	\$3,500.00	66.04%	\$1,800.00	\$175.00
7	Demolition	\$22,356.00	\$22,356.00	\$0.00	\$0.00	\$22,356.00	100.00%	\$0.00	\$1,117.80
8	Concrete Footings Material	\$1,936.00	\$1,936.00	\$0.00	\$0.00	\$1,936.00	100.00%	\$0.00	\$96.80
9	Concrete Footings Labor	\$1,292.00	\$1,292.00	\$0.00	\$0.00	\$1,292.00	100.00%	\$0.00	\$64.60
10	Concrete Slab on Grade Material	\$26,400.00	\$26,400.00	\$0.00	\$0.00	\$26,400.00	100.00%	\$0.00	\$1,320.00
11	Concrete Slab on Grade Labor	\$17,600.00	\$17,600.00	\$0.00	\$0.00	\$17,600.00	100.00%	\$0.00	\$880.00
12	Steel Material	\$1,480.00	\$0.00	\$1,480.00	\$0.00	\$1,480.00	100.00%	\$0.00	\$74.00
13	Rough Carpentry Material/Framing	\$32,580.00	\$20,000.00	\$12,580.00	\$0.00	\$32,580.00	100.00%	\$0.00	\$1,629.00
14	Rough Carpentry and Steel Labor/Framing	\$21,720.00	\$13,500.00	\$8,220.00	\$0.00	\$21,720.00	100.00%	\$0.00	\$1,086.00
15	Millwork Material	\$63,388.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	31.55%	\$43,388.00	\$1,000.00
16	Millwork Labor	\$10,185.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	14.73%	\$8,685.00	\$75.00
17	Joint Sealants Material	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,600.00	\$0.00
18	Joint Sealants Labor	\$1,640.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,640.00	\$0.00
19	Door Material	\$28,020.00	\$28,020.00	\$0.00	\$0.00	\$28,020.00	100.00%	\$0.00	\$1,401.00
20	Door Labor	\$1,475.00	\$500.00	\$0.00	\$0.00	\$500.00	33.90%	\$975.00	\$25.00
21	Glass Material	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
22	Glass Labor	\$3,953.00	\$3,953.00	\$0.00	\$0.00	\$3,953.00	100.00%	\$0.00	\$197.65
23	Drywall/ACT Material	\$43,970.00	\$14,000.00	\$24,000.00	\$0.00	\$38,000.00	86.42%	\$5,970.00	\$1,900.00
24	Drywall/ACT Labor	\$29,313.00	\$11,000.00	\$8,000.00	\$0.00	\$19,000.00	64.82%	\$10,313.00	\$950.00
25	Tiling Material	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$500.00
26	Tiling Labor	\$6,578.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	30.40%	\$4,578.00	\$100.00
27	Flooring Material	\$20,000.00	\$8,000.00	\$12,000.00	\$0.00	\$20,000.00	100.00%	\$0.00	\$1,000.00
28	Flooring Labor	\$14,182.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	42.31%	\$8,182.00	\$300.00
29	Fluid Applied Flooring Material	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
30	Fluid Applied Flooring Labor	\$3,020.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,020.00	\$0.00
31	Paint Material	\$8,000.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	31.25%	\$5,500.00	\$125.00
32	Paint	\$11,667.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	25.71%	\$8,667.00	\$150.00
33	Specialties Material	\$5,000.00	\$2,000.00	\$3,000.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
34	Specialties Labor	\$2,088.00	\$250.00	\$0.00	\$0.00	\$250.00	11.97%	\$1,838.00	\$12.50
35	Signage	\$3,968.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,968.00	\$0.00
36	Window Treatment Material	\$1,501.00	\$1,501.00	\$0.00	\$0.00	\$1,501.00	100.00%	\$0.00	\$75.05
37	Window Treatment Labor	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100.00%	\$0.00	\$40.00
38	Wheelchair Lift Material	\$21,675.00	\$21,675.00	\$0.00	\$0.00	\$21,675.00	100.00%	\$0.00	\$1,083.75
39	Wheelchair Lift Labor	\$14,451.00	\$0.00	\$14,451.00	\$0.00	\$14,451.00	100.00%	\$0.00	\$722.55
40	Fire Suppression Material	\$6,000.00	\$2,500.00	\$3,500.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
41	Fire Suppression Labor	\$4,088.00	\$500.00	\$3,588.00	\$0.00	\$4,088.00	100.00%	\$0.00	\$204.40
42	HVAC Material	\$120,000.00	\$19,000.00	\$80,000.00	\$0.00	\$99,000.00	82.50%	\$21,000.00	\$4,950.00
43	HVAC Labor	\$73,881.00	\$14,000.00	\$46,000.00	\$0.00	\$60,000.00	81.21%	\$13,881.00	\$3,000.00
44	Plumbing Material	\$65,481.00	\$33,000.00	\$23,000.00	\$0.00	\$56,000.00	85.52%	\$9,481.00	\$2,800.00

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: 9
 APPLICATION DATE: 11/07/23
 PERIOD TO: 11/07/23
 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)		
45	Plumbing Labor	\$43,654.00	\$18,000.00	\$19,000.00	\$0.00	\$37,000.00	84.76%	\$6,654.00	\$1,850.00
46	Electrical Material	\$103,218.00	\$81,000.00	\$15,000.00	\$0.00	\$96,000.00	93.01%	\$7,218.00	\$4,800.00
47	Electrical Labor	\$68,813.00	\$27,500.00	\$25,000.00	\$0.00	\$52,500.00	76.29%	\$16,313.00	\$2,625.00
48	Excavation	\$5,476.00	\$0.00	\$5,476.00	\$0.00	\$5,476.00	100.00%	\$0.00	\$273.80
49	Paving Material	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%	\$0.00	\$450.00
50	Paving Labor	\$9,273.00	\$9,273.00	\$0.00	\$0.00	\$9,273.00	100.00%	\$0.00	\$463.65
51	Site Utilities	\$62,100.00	\$62,100.00	\$0.00	\$0.00	\$62,100.00	100.00%	\$0.00	\$3,105.00
52	Alt 1 - Station Alerting System Material	\$39,528.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	80.96%	\$7,528.00	\$1,600.00
53	Alt 1 - Station Alerting System Labor	\$26,352.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00	68.31%	\$8,352.00	\$900.00
54	CO#1 Door Hardware	\$694.16	\$694.16	\$0.00	\$0.00	\$694.16	100.00%	\$0.00	\$34.71
55	CO#2 PR-1 Electrical	\$11,695.91	\$11,695.91	\$0.00	\$0.00	\$11,695.91	100.00%	\$0.00	\$584.80
56	CO#3 Additional Doors	\$7,797.25	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,797.25	\$0.00
57	CO# 4 PR-2 Decon Exhaust	\$1,724.25	\$0.00	\$1,724.25	\$0.00	\$1,724.25	100.00%	\$0.00	\$86.21
58	CO#5 Move Ice Machine	\$1,645.88	\$0.00	\$1,645.88	\$0.00	\$1,645.88	100.00%	\$0.00	\$82.29
59	CO#6 Water Heater	\$2,009.70	\$0.00	\$2,009.70	\$0.00	\$2,009.70	100.00%	\$0.00	\$100.49
60	CO#7 Add'l Dryer Receptacle	\$2,233.23	\$0.00	\$2,233.23	\$0.00	\$2,233.23	100.00%	\$0.00	\$111.66
GRAND TOTALS		\$1,171,000.00	\$596,269.07	\$374,408.06	\$0.00	\$970,677.13	75.25%	\$228,123.25	\$48,533.86



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

Permit # 2023-1109
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 checked="" type="radio"/> Fair/Festival
<input type="radio"/> Outdoor Concert	<input type="radio"/> Temporary Structure(s)
<input type="radio"/> Fundraiser	<input type="radio"/> Other (please specify) _____

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Jason Thraen, Parks and Rec Director
Contact Mailing Address:	PO Box 426, Polk City, IA 50226
Contact Phone number:	515-329-8036 or 712-216-0967
Contact Email Address:	jthraen@polkcityia.gov
Sponsor Organization: <small>*(if applicable)</small>	Polk City P+R, Go Polk City

Event Information:

Name of Event:	Light Up Polk City	Requested event location:	Town Square
Event Date(s) & Time(s):	Friday, Dec 1 6-8pm	Event Setup & Teardown: (dates & times)	12-1-2023 4-6pm / 8-10pm
Estimated Attendance:	1500	Number of Vehicles:	8-12
Will Event Fee Be Charged?	Y or <input checked="" type="radio"/> N	Event Fee Amount: (if applicable)	—
Product Sales on Site:	Y or <input checked="" type="radio"/> N	Amplified sounds: (a noise waiver may be required)	<input checked="" type="radio"/> Y or N
Tent and/or canopy: Qty. _____	Y or <input checked="" type="radio"/> N	Inflatables: (valid State of Iowa permit required)	Y or <input checked="" type="radio"/> N Qty. _____
Access to water:	Y or <input checked="" type="radio"/> N	Access to electricity:	<input checked="" type="radio"/> Y or N
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or <input checked="" type="radio"/> N	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	Y or <input checked="" type="radio"/> N Qty. _____
Street Closure: Qty. <input checked="" type="radio"/> Y or N	<input checked="" type="radio"/> Y or N Qty. <u>2</u>	On Street Parking Closure:	Y or <input checked="" type="radio"/> N Qty. _____

- ① 2nd St. from Van Dorn through Broadway
② Broadway from 1st St. through 2nd St. > 4-10pm

Event Description: (describe activities)

Light Up PC will be a holiday celebration on the square. Activities will include square lighting, horse drawn carriage rides, characters, music, demonstrations, food, fire pits, & santa.

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

Local business and social group demonstrations will be located on 2nd St. closure.

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

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

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

Events serving alcohol will require Law Enforcement Officers to be on-site at each entrance/exit during said event and events interfering with non-participating vehicle traffic will require crowd/traffic control by a Law Enforcement Officer at each location. Applicant will be billed at a rate of \$40/hour per officer.

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

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

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

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

Additional Remarks:

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

Signature and Title of Applicant: _____

Date: 11/6/2023

✓ 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
waived	Application fee plus any other applicable fees

OFFICIAL USE ONLY:

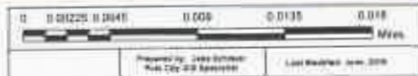
Department approvals:

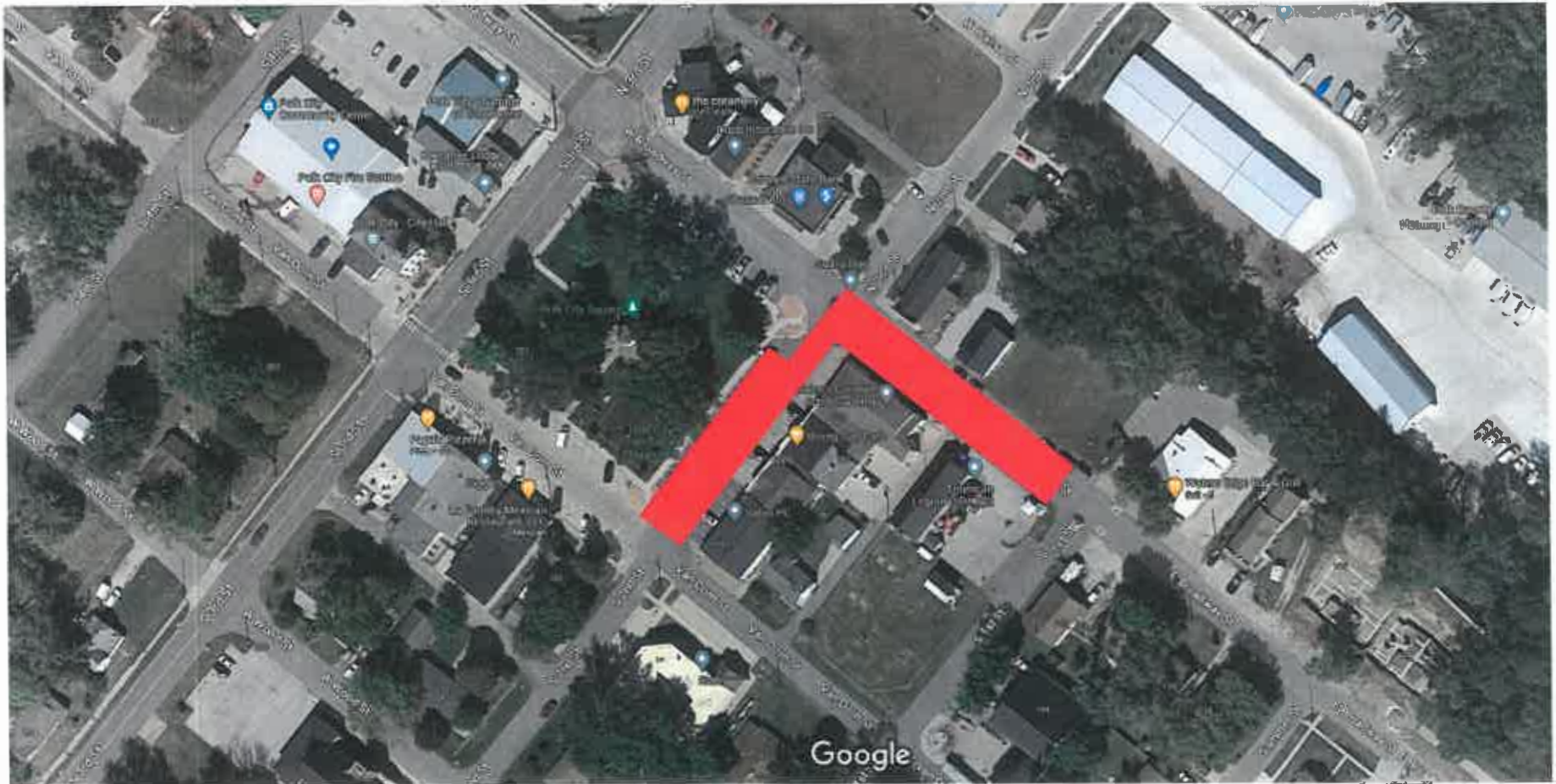
Fire Chief: _____ Police Chief: MS
Public Works Director: _____ City Manager: _____

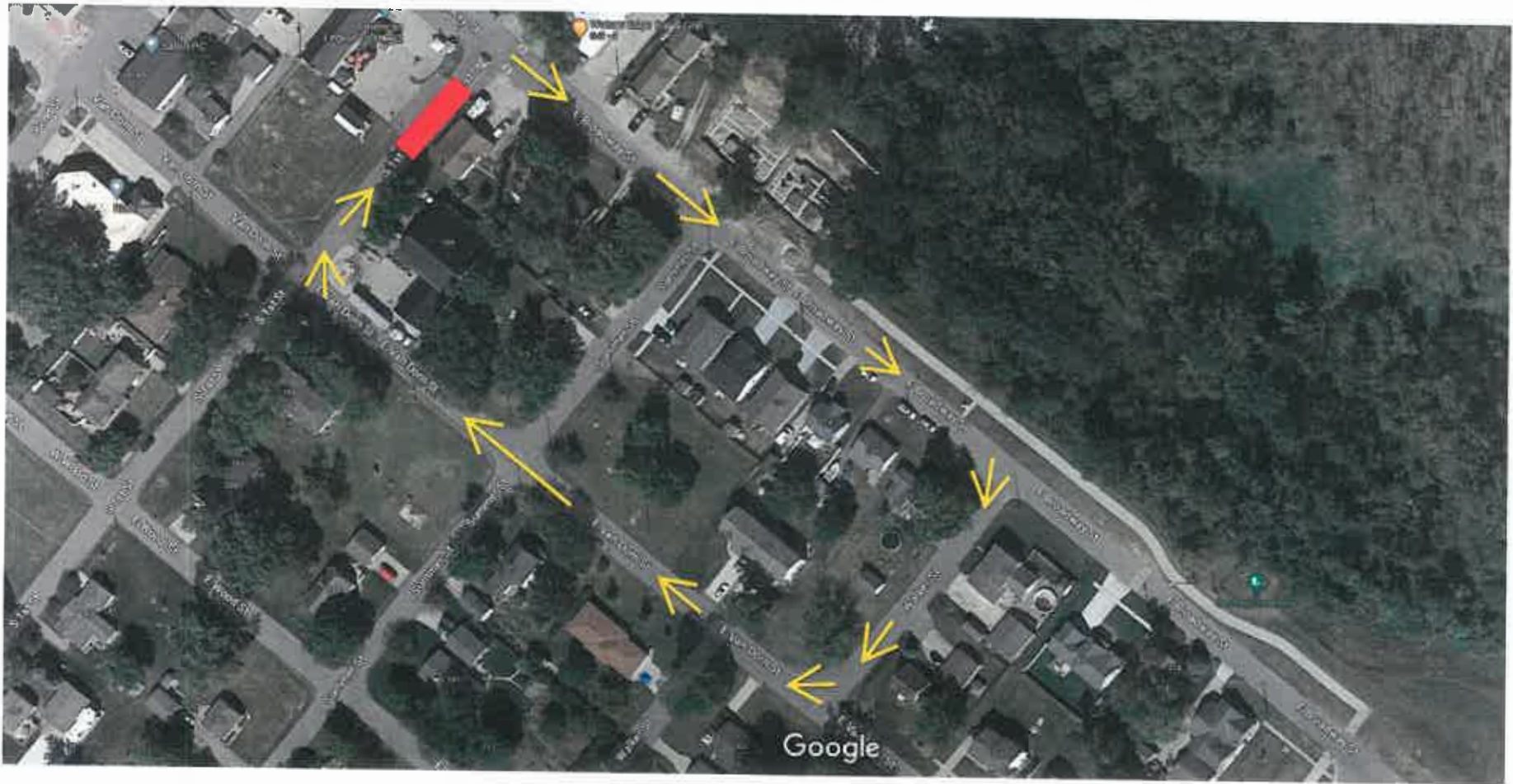
Parks/Rec Director: JT



City of Polk City









City of Polk City, Iowa City Council Agenda Communication

Date: November 13, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Set public hearing for FY24 budget amendment #1

BACKGROUND: On Monday, the City Council will set a public hearing for a budget amendment for the Fiscal Year 2024 (July 1, 2023-June 30, 2024). The proposed amendment includes amending for \$23,000 in revenue, and \$952,500 in expenditures. The largest line items that needs amended are for the purchase of property at 1600 W. Broadway Street and holding a special census. The city plans to use general fund reserves for the purchase of property. My recommendation for the special census is to use general fund reserves in FY24, and replenish those reserves with Local Option Sales Tax in FY2025.

Another significant expense is the addition of the Building Official to the city staff in September 2023. Although the budget will reflect additional expenses for this position in the amount of \$108,500, this change could provide for cost savings once the city begins conducting all building inspections in-house, instead of outsourcing them to a 3rd party. This change is estimated to occur January 1, 2024. Explanation for each adjustment is as follows:

Revenue:

1. Amend for RAGBRAI revenue in the amount of \$5,000
2. Amend for Police Forfeiture revenue in the amount of \$17,000

Expenses:

1. Amend for building department salary in the amount of \$65,000
2. Amend for building department overtime in the amount of \$2,500
3. Amend for Building Department FICA in the amount of \$6,000
4. Amend for Building Department IPERS in the amount of \$6,500
5. Amend for Building Department Group Insurance in the amount of \$20,000
6. Amend for Building Department Clothing allowance in the amount of \$500
7. Amend for Building Department vehicle allowance in the amount of \$4,000
8. Amend for Building Department subscriptions in the amount of \$500
9. Amend for Building Department training in the amount of \$1,000
10. Amend for Building Department travel and conference expenses in the amount of \$2,500
11. Amend for Ragbrai expenditures in the additional amount of \$5,000
12. Amend for property purchase for 1600 W. Broadway Street in the amount of \$420,000

13. Amend for a Special Census in the amount of \$402,000

14. Amend for police forfeiture expenditures in the amount of \$17,000

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 \$930,500. For the year ending, June 30, 2023, the City's General Fund will have a negative balance of -\$847,041 due to the property purchase and the special census, however, the City Council is using reserves for the purchase. I want to clarify that we are not spending more than we currently have available, the City does have very healthy general fund reserves, and we will spend some reserves, and replenish some of that availability next year with LOST funds.

RECOMMENDATION: It is my recommendation that the Council set the public hearing for budget amendment #1 for FY23-24 for Monday, December 11, 2023, at 6PM.

RESOLUTION NO. 2023-136

**A RESOLUTION SETTING A PUBLIC HEARING ON AN AMENDMENT TO
THE FY 23/24 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 2023-2024 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 December 11, 2023 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on the amendment to the FY 23/24 City Budget.

PASSED AND APPROVED the 13 day of November 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

Budget Amendment:

Revenue:

	<u>Account Number</u>	<u>Addition</u>	<u>New Budget Total</u>
Ragbrai Revenue	001-430-4700	\$5,000.00	\$10,000.00
Forfeiture Revenue	177-110-4530	\$17,000.00	\$17,000.00

Expenses:

Salary-Building Department	001-170-6010	\$65,000.00	\$65,000.00
Overtime	001-170-6040	\$2,500.00	\$2,500.00
City Share FICA	001-170-6110	\$6,000.00	\$6,000.00
City Share IPERS	001-170-6130	\$6,500.00	\$6,500.00
Group Insurance	001-170-6150	\$20,000.00	\$20,000.00
Clothing allowance	001-170-6181	\$500.00	\$500.00
Vehicle Allowance	001-170-6182	\$4,000.00	\$4,000.00
Subscriptions	001-170-6210	\$500.00	\$500.00
Training-Building	001-170-6230	\$1,000.00	\$1,000.00
Travel & Conference Expenses	001-170-6240	\$2,500.00	\$2,500.00
Ragbrai	001-430-6465	\$5,000.00	\$35,000.00
Special Census	001-699-6404	\$402,000.00	\$402,000.00
Property Purchase	001-699-6730	\$420,000.00	\$420,000.00
Forfeiture Expenses	177-110-6499	\$17,000.00	\$17,000.00

<u>General Fund Revenue</u>	<u>Police Revenue</u>		
\$5,000.00	\$17,000.00		
<u>Building & Housing</u>	<u>Culture & Rec Total</u>	<u>General Government</u>	<u>Police Forfeiture</u>
\$108,500.00	\$5,000.00	\$822,000.00	\$17,000.00

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of POLK CITY
Fiscal Year July 1, 2023 - June 30, 2024

The City of POLK CITY will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2024

Meeting Date/Time: 12/11/2023 06:00 PM

Contact: Jenny Coffin

Phone: (515) 984-6233

Meeting Location: City Hall Council Chambers
112 S. 3rd Street
Polk City IA 50226

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	3,631,949	0	3,631,949
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	3,631,949	0	3,631,949
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	887,632	0	887,632
Other City Taxes	6	1,047,568	0	1,047,568
Licenses & Permits	7	407,300	0	407,300
Use of Money & Property	8	323,300	0	323,300
Intergovernmental	9	772,590	0	772,590
Charges for Service	10	4,720,800	5,000	4,725,800
Special Assessments	11	7,500	0	7,500
Miscellaneous	12	108,217	17,000	125,217
Other Financing Sources	13	8,360,000	0	8,360,000
Transfers In	14	1,608,087	0	1,608,087
Total Revenues & Other Sources	15	21,874,943	22,000	21,896,943
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	2,830,350	17,000	2,847,350
Public Works	17	802,650	0	802,650
Health and Social Services	18	2,000	0	2,000
Culture and Recreation	19	892,550	5,000	897,550
Community and Economic Development	20	602,241	108,500	710,741
General Government	21	620,550	822,000	1,442,550
Debt Service	22	1,160,070	0	1,160,070
Capital Projects	23	17,046,600	0	17,046,600
Total Government Activities Expenditures	24	23,957,011	952,500	24,909,511
Business Type/Enterprise	25	3,917,443	0	3,917,443
Total Gov Activities & Business Expenditures	26	27,874,454	952,500	28,826,954
Transfers Out	27	1,608,087	0	1,608,087
Total Expenditures/Transfers Out	28	29,482,541	952,500	30,435,041
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-7,607,598	-930,500	-8,538,098
Beginning Fund Balance July 1, 2023	30	16,263,966	0	16,263,966
Ending Fund Balance June 30, 2024	31	8,656,368	-930,500	7,725,868

Explanation of Changes: The proposed amendment includes amending for \$23,000 in revenue, and \$952,500 in expenditures. The largest line items that needs amended are for the purchase of property at 1600 W. Broadway Street and holding a special census. The city plans to use general fund reserves for the purchase of property. My recommendation for the special census is to use general fund reserves in FY24, and replenish those reserves with Local Option Sales Tax in FY2025.

Another significant expense is the addition of the Building Official to the city staff in September 2023. Although the budget will reflect additional expenses for this position in the amount of \$108,500, this change could provide for cost savings once the city begins conducting all building inspections in-house, instead of outsourcing them to a 3rd party. This change is estimated to occur January 1, 2024. The financial considerations for this amendment are additional expenditures in the amount of \$930,500. For the year ending, June 30, 2023, the City's General Fund will have a negative balance of -\$847,041 due to the property purchase and the special census, however, the City Council is using reserves for the purchase. I want to clarify that we are not spending more than we currently have available, the City does have very healthy general fund reserves, and we will spend some reserves, and replenish some of that availability next year with LOST funds.

Polk City Water Department

Monthly Report

Month October

Year 2023

Total Water Pumped 13896357 Gallons

Monthly Daily Avg 448269 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** absent University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .5 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 .69 mg/l Polk City Lab.
Fluoride in System- Monthly Average .77 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.84 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 2.54 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .57 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .70 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 5.67 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .04 mg/l Polk City Lab.
Iron System Water- Monthly Average .03 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** 0.274 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average 0.108 mg/l Polk City Lab.
Manganese System Water- Monthly Average 0.053 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** 7.2 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.5 mg/l Polk City Lab.
pH System Water- Monthly Average 7.9 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: November 13, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Intent to participate in Central Iowa Water Works

BACKGROUND: On Monday evening, the City Council will review a resolution indicating the City of Polk City's intent to participate in Central Iowa Water Works (CIWW). The City Council has authorized a previous resolution, but this intent to participate will represent another step in the process and ensures that Polk City is included in the final agreement establishing CIWW. There are several other steps the City Council will need to take, including approving the final 28E/28F agreement.

ALTERNATIVES: Do not approve the resolution.

FINANCIAL CONSIDERATIONS: There are no financial considerations regarding this resolution. There are financial considerations involved with CIWW, and we will be discussing those as we get closer to authorizing the agreement.

RECOMMENDATION: It is my recommendation that the Council approve the resolution indicating intent to participate and authorizing the inclusion of Polk City in the final draft agreement for CIWW.

RESOLUTION NO. 2023-137

**RESOLUTION INDICATING INTENT TO PARTICIPATE AND AUTHORIZING THE
INCLUSION OF THE CITY OF POLK CITY IN FINAL DRAFT AGREEMENT
ESTABLISHING CENTRAL IOWA WATER WORKS**

WHEREAS, certain water utilities, rural water districts and governmental entities have developed a defined framework for the organization of a new regional water authority as a separate public entity created under Chapter 28E and Chapter 28F, Iowa Code, to be known as the "Central Iowa Water Works" ("CIWW") to act as a regional water wholesale production and supply entity under the material terms and conditions as set forth in the form of the Central Iowa Water Works 28E/28F Agreement, dated _____, 2023 (the "CIWW Agreement"), available for review at <https://bit.ly/CIWW28E>; and

WHEREAS, the City of Polk City believes it is in the best interest of its citizens and customers, and in fulfillment of its fiduciary duty to those citizens and customers for the provision of long-term comprehensive water needs, to participate as a Founding Agency of CIWW, as defined in the CIWW Agreement, subject to formal approval of the final CIWW Agreement by all anticipated Founding Agencies named therein.

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

Section 1. That the City of Polk City and its citizens and customers served by the City would benefit from membership as a Founding Agency in CIWW, in accordance with the CIWW Agreement.

Section 2. That the City of Polk City by this Resolution hereby expresses its current intent to participate and gives its authorization to be included as a Founding Agency in the final draft of the Agreement that will be circulated for approval.

Section 3. That any approval of the final CIWW Agreement will be subject to further consideration and action by the City Council of the City of Polk City, in its discretion, in accordance with the Iowa Code and other applicable law.

PASSED AND APPROVED this 13 day of November 2023.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF POLK)

I, the undersigned City Clerk of the City of Polk City, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the City hereto affixed this 16th day of October 2023.

City Clerk, City of Polk City, State of Iowa



City of Polk City, Iowa City Council Agenda Communication

Date: November 13, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Memorandum of Agreement with the United States Census Bureau for a Special Census

BACKGROUND: On Monday the City Council will review and consider approval of a memorandum of agreement for a special census. The City of Polk City's last official census count was 5,543. I am estimating a population of 6,770.

The special census target date is September 16, 2024, and the estimated cost for the special census is \$401,516. That payment will be due in February 2024, and the Census Bureau will track actual costs, which the city will be responsible for. I propose the City fund the special census with general fund reserves, and replenish those reserves with FY2025 Local Option Sales Tax.

The benefits of having a special census, and having a higher population is additional funding for both Road Use Tax and Local Option Sales Tax. Road Use Tax (RUT) is the easy projection for having a special census, and distributed state-wide. The City receives RUT dollars based upon per capita. For the current fiscal year, we receive \$130 per capita. That number increases each fiscal year, but with the estimated population for Polk City, I estimate that with RUT alone, the city would bring in an additional \$815,341.50 in RUT, which offsets the cost of the special census.

Local Option Sales Tax is a little bit more difficult to estimate, as only a portion of the formula (25%) is based on per capita. As other cities' populations in Polk County increase, the distribution for Polk City may not change very much. Therefore, for the purpose of the special census, I am estimating no increase to LOST because of these 2 circumstances. Polk City does typically have an increase in LOST from each fiscal year to the next, but I am not estimating for this purpose.

ALTERNATIVES: Do not approve the special census agreement

FINANCIAL CONSIDERATIONS: \$401,516; this is an estimated cost, and the City will be responsible for actual costs which could be more or less than the estimate.

RECOMMENDATION: It is my recommendation that the Council approve the memorandum of agreement with the United States Census Bureau.

Memorandum of Agreement
Through Which
The City of Polk City, Iowa
Is Purchasing a Special Census
From the U.S. Census Bureau

Agreement No. **0071-FY24-REI-21331-000**

1) Parties and Scope

This document establishes an agreement between the **City of Polk City, Iowa** (Governmental Unit) and the Decennial Census Management Division, U.S. Census Bureau, through which the Governmental Unit will pay the Census Bureau to take a special census under the authority of 13 United States Code (U.S.C.) § 196.

2) Authority

The Census Bureau may undertake this work pursuant to 13 U.S.C. § 196, which provides that the “Secretary may conduct special censuses for the government of any State, or of any county, city, or other political subdivision within a State, for the government of the District of Columbia, and for the government of any possession or area (including political subdivisions thereof) referred to in Section 191(a) of this title, on subjects covered by the censuses provided for in this title, upon payment to the Secretary of the actual or estimated cost of each such special census. The results of each such special census shall be designated ‘Official Census Statistics.’ These statistics may be used in the manner provided by applicable law.”

3) Cost Estimate

The Governmental Unit is responsible for all costs of taking the special census including, but not limited to, appropriately furnished office quarters, total compensation of all field enumeration and supervisory personnel, compensation of Census Bureau headquarters and regional office personnel for time allocated to the special census, overhead for headquarters and regional offices, processing and tabulation of data, and all other costs attributable to taking the special census. Based on the following factors the estimated cost for these services is **\$401,516**:

- Governmental Unit-provided estimated population of **6,800**,
- Governmental Unit -provided estimated housing unit count of **2,300**,
- and Governmental Unit -provided characteristics of the area(s) in which the special census will be conducted (including but not limited to geographic size, count of potential group quarters and transitory locations, and potential recent annexations).

A payment of that amount shall be furnished to the Census Bureau before any work on the special census is performed. The advance payment will be adjusted to actual costs and additional billing or refunds will be made as appropriate.

On a periodic basis, the parties will reconcile balances related to revenue and expenses for work performed under the agreement.

- a) The Census Bureau shall directly pay field representatives, field supervisors, and other temporary personnel hired locally to conduct the actual enumeration, at rates of pay fixed by the Census Bureau and based on the local area pay rates.
 - i) The Government Unit shall provide advance payment to the Census Bureau and/or United States for all funds to be expended by the Census Bureau resulting from payments to the Department of Labor under applicable federal workers' compensation and unemployment benefits laws.
- b) In addition to the salary expenses to be paid directly by the Census Bureau to all temporary employees hired locally, the Governmental Unit agrees to provide advance payment for all other expenses related to the taking of the special census, including but not limited to:
 - i) administrative and technical work performed by headquarters and regional personnel;
 - ii) printing and preparation of enumeration questionnaires and related materials;
 - iii) map preparation;
 - iv) tabulation expenses;
 - v) the cost of the designated Census Bureau employee's salary, allowances for subsistence at the standard federal rate per day, traveling expenses, other reasonable and necessary expenses, overhead, and other charges applicable to these costs; and
 - vi) other incidental expenses incurred by the Census Bureau in completing the special census.

In accordance with (3)(b) if actual cost exceeds the advance payment, the additional payment to the Census Bureau is due in full, 30 days from the date of the invoice.

4) Terms and Conditions

Acknowledging the foregoing, the parties agree as follows:

- a) The Census Bureau will receive reimbursement for all identifiable costs for the goods and services it is providing under this agreement:
 - i) The Census Bureau employee(s) shall oversee all aspects of the enumeration including the hiring, training, and separation of field representatives, field supervisors, and other temporary personnel employed locally to take the special census. The designated Census Bureau employee(s) shall exercise day-to-day technical supervision of these employees. All such temporary personnel shall be Federal Government employees and neither the Governmental Unit nor any representative of the Governmental Unit shall supervise, exercise control over, or in any other way interfere with such employees in the performance of their responsibilities.

- ii) The Governmental Unit shall update maps of the proposed special census area in accordance with instructions provided by the Census Bureau. The Governmental Unit shall provide any certification of legal boundaries within the proposed special census area as required by the Census Bureau. Once the Governmental Unit boundaries have been certified by the Census Bureau, these boundaries will become the official boundaries for the special census. Additionally, any annexations after the Governmental Unit has certified its boundaries will not be included in the special census. The special census will not be scheduled until these obligations have been completed to the satisfaction of the Census Bureau.
 - iii) The Census Bureau shall provide to the Governmental Unit the official population and housing unit count derived from the special census at the earliest practicable date after completion of the enumeration and the processing required to produce the statistical results, including but not limited to disclosure avoidance review (see Section 6). This count, which shall be as of the special census reference date (tentatively scheduled for **September 16, 2024**), will be provided in writing and signed by an appropriate Census Bureau official.
 - iv) The Census Bureau will not guarantee delivery of the final count by any specified date and shall not be held responsible for any loss or damages suffered by the Governmental Unit due to the data not being available by a specific date.
- b) The Governmental Unit accepts that responses to a special census, unlike a decennial census, are voluntary and some respondents may choose to not answer some questions. When this happens, the Census Bureau will make every effort to collect as much information as possible. If the Census Bureau cannot obtain information directly from respondents, the Census Bureau will follow statistical procedures to assign the missing information based on information provided by people in the housing unit or from people from neighboring housing units.

The Governmental Unit also accepts that, to complete the count of the group quarters population, it may be necessary for the Census Bureau to obtain information for people residing in certain institutions (such as correctional facilities with security issues) from administrative records rather than from the respondents themselves. The Census Bureau will provide detailed statistical results to the Governmental Unit subject to limitations imposed by Title 13 United States Code to protect the confidentiality of respondents.

Further, the Governmental Units accepts that Domestic Violence Shelters are out of scope for the special census and will not be included in any special census enumeration.

- c) The Census Bureau can only use the special census counts in the intercensal population estimates program if:
 - i.) the entire area of a governmental unit is included in the special census, and

- ii.) the legal boundaries of the governmental unit correspond to those used in the Population Estimates program (boundaries legally in effect on January 1 of the estimates year), and
- iii.) the boundaries are reported to the Census Bureau for processing by March 1 of the estimates year, and
- iv.) final approved counts from the special census enumeration are ready by August 1 of the estimates year.

If a Governmental Unit requests a partial special census, they do so with the understanding that the results of this partial special census will not be included in any subsequent Census Bureau population estimates.

- d) A Governmental Unit can request a special census for the entire area encompassed by that Governmental Unit, known as a full special census, or for only a portion of their area, known as a partial special census. A partial special census is conducted using the same methodologies and procedures as a full special census, but it is for a subset of areas within the jurisdiction of the local Governmental Unit. The areas requested in a partial special census must contain at least one full census tract that is completely within the jurisdiction of the Governmental Unit and can contain additional contiguous tracts or census blocks that are within the jurisdiction of the Governmental Unit.

In addition to impacting cost, the geography included in the special census may impact which data products the Governmental Units receive based on disclosure avoidance considerations. Regardless of the scope of the special census, the Governmental Unit will receive a letter from the director of the U.S. Census Bureau and a block-level special census data product that contains total population and total housing unit counts for the Governmental Unit. An additional data product may include a demographic profile for the entire governmental unit or whole tracts contained within the special census area. However, some Governmental Units may not receive the demographic profile based on the geography for which the special census is conducted. For those impacted Governmental Units, the Census Bureau will define the allowable data products that the Governmental Unit will receive prior to signing the MOA.

The Governmental Unit shall accept as final the official population count and other statistical results when provided by the Census Bureau.

- e) Upon request, the Governmental Unit shall supply – free of charge – satisfactory office space, other equipment, and furnishings as determined necessary and proper by the Census Bureau. This information will be included in an initial letter from the Regional Director to the Governmental Unit. These quarters must meet all security and confidentiality requirements as agreed to by the Census Bureau representative.
- f) In taking the special census, the Census Bureau is directly responsible for compensating all field personnel determined necessary by the Census Bureau for taking the special

census. The Census Bureau shall hire sufficiently qualified applicants for field representatives, field supervisors, and other positions as may be needed to complete the special census. Employees shall be selected for employment and separated under standards established by the Census Bureau, and shall take an oath or affirmation, as required, to protect the confidentiality of the information they collect. The Census Bureau shall be responsible for all administrative operations relating to the reconciliation and payment of these employees.

Such field personnel shall be and remain employees of the Census Bureau, subject to all applicable federal, state, and local laws, including but not limited to those pertaining to the Equal Employment Opportunity Act and the Fair Labor Standards Act applicable to these employees, and shall complete and file any and all reports required thereunder.

- g) The Governmental Unit is responsible for promoting the special census through locally-based targeted outreach efforts. This promotion may inform people about the special census, encourage people to apply to recruiting efforts, and/or encourage people living in the applicable area to respond.
- h) All temporary staff hired to conduct the special census, including but not limited to field representatives and field supervisors, are employees of the Federal Government. Therefore, regarding the negligent or wrongful acts of any temporary employees arising from their employment pursuant to this MOA, any claims and/or litigation arising from said acts will be adjudicated pursuant to the Federal Tort Claims Act, 28 U.S.C. 2671 et seq. (see section (3)(a)(ii) herein regarding reimbursement and indemnification requirements).
- i) The Census Bureau has a policy of publicly disclosing the identity of governmental units which have signed MOAs requesting and paying for a special census, and signature of this MOA constitutes agreement of the parties to this Census Bureau policy.

5) Confidentiality

The data, including individual information collected by the enumerators on the special census questionnaires, collected under this agreement are confidential under 13 U.S.C. § 9. All such special census questionnaires and all other papers relating to the special census are the property of the Census Bureau and under the law may only be made available to and examined by sworn Census Bureau officials and employees. Unlawful disclosure subjects Census Bureau employees to a fine of up to \$250,000 or imprisonment of up to 5 years, or both.

Should the Governmental Unit require access to Title 13 data to assist in the planning, data collection, data analysis, or production of final products, those staff members are required to obtain Census Bureau Special Sworn Status pursuant to 13 U.S.C. § 23(c). Such staff members must demonstrate that they have suitable background clearance, and they must take Title 13 awareness training. Any access to Title 13 data at the Governmental Unit's facility is subject to prior approval by the Census Bureau's Data Stewardship Executive Policy

Committee upon assurance that the facility security and information technology security meet Census Bureau requirements.

6) Disclosure Avoidance Review of Statistical Products

Title 13, Section 9 of the U.S.C. requires the Census Bureau to keep confidential the information collected from the public under the authority of Title 13. Section 214 of Title 13, U.S.C., and Sections 3551, 3559 and 3571 of Title 18, U.S.C., provide for the imposition of penalties of up to five years in prison and/or up to \$250,000.00 in fines for wrongful disclosure of confidential Census information.

Disclosure avoidance is the process for protecting the confidentiality of data, as required under Title 13 U.S.C. A disclosure of data occurs when someone can use published statistical information to identify an individual who has provided confidential information. For data tabulations, the Census Bureau uses disclosure avoidance procedures to modify or remove the characteristics that put confidential information at risk for disclosure. Although a published table may appear to show information about a specific individual, the Census Bureau has taken steps to disguise or suppress the original data, while making sure the results are still useful. The techniques used by the Census Bureau to protect confidentiality in tabulations vary, depending on the type of data.

Noise injection is the Census Bureau's preferred disclosure avoidance technique. By policy, noise injection is to be applied to all data products that are reported at geographic areas with small populations (GASP). For the purposes of this guidance, a GASP is a population that is smaller than the smallest population of any congressional district.

In cases when it is not feasible to fully implement noise injection within the period of the contract, a transition plan for implementing noise injection or other provable privacy methods must be developed in coordination with the Census Bureau. Noise injection may be required for microdata releases, depending on the characteristics of the microdata and the specific variables that are to be released. Data that cannot be publicly released may still be analyzed within the Federal Statistical Research Data Centers (FSRDCs) by individuals who have Special Sworn Status (SSS); the results of such analyses must still go through a disclosure avoidance process prior to being publicly released.

The parties understand that Title 13 confidentiality protection and disclosure avoidance techniques apply to all work described in this agreement. The disclosure avoidance methods are defined by the Census Bureau who has the responsibility of carrying out that work. Accordingly, upon completion of the tabulation, the data produced must be reviewed by the Census Bureau to ensure that no identifiable Title 13 data are or may be disclosed.

Should the Census Bureau's Disclosure Review Board (DRB) determine that the requested statistical product does or reasonably could result in such disclosure, then the data product will be modified prior to approval for release to the party(ies) of this agreement. The DRB must approve before a research product can be released to an individual who does not have SSS and a

need to know or moved to a computer not approved for controlled data according to the Census Bureau's existing policies and procedures.

7) Contacts

Christopher M. Denno
Special Census Program Manager
Decennial Census Programs
U.S. Census Bureau
4600 Silver Hill Road
Suitland, MD 20746
(301) 763-4092
christopher.m.denno@census.gov

City of Polk City, Iowa
Chelsea Huisman, City Manager
112 S 3rd Street PO Box 426
Polk City, IA 50226
(515) 984-6233
chuisman@polkcityia.gov

The parties agree that if there is a change regarding the information in this section, the party making the change will notify the other party in writing of such change.

8) Duration of Agreement, Amendments, and Modifications

This agreement will become effective when signed by all parties. The agreement will terminate on **September 16, 2025**, but may be amended at any time by mutual consent of the parties. Any party may terminate this agreement by providing **30** days' written notice to the other party. This agreement is subject to the availability of funds.

9) Resolution of Disagreements

Should a disagreement arise on the interpretation of the provisions of this agreement, or amendments, and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

10) Termination Cost

If the **City of Polk City, Iowa** cancels the order, the Census Bureau is authorized to collect costs incurred prior to cancellation of the order plus any termination costs, up to the total payment amount provided for under this agreement.

FOR THE GOVERNMENTAL UNIT
BY:

NAME:
DATE:
TITLE:
AGENCY: City of Polk City, IA

FOR THE CENSUS BUREAU
BY:

Deborah Stempowski
DATE:
Associate Director for Decennial Census
Bureau of the Census

SPECIAL CENSUS CONTACT INFORMATION

A. Primary Contact

1. Name of Contact – *First, Middle, Last*

2. Title of Contact

3a. Mailing Address – *Number and street*

b. City

c. State

d. ZIP Code

4. Country

5a. Telephone No.

6. E-mail Address

B. Secondary Contact

1. Name of Contact – *First, Middle, Last*

2. Title of Contact

3a. Mailing Address – *Number and street*

b. City

c. State

d. ZIP Code

4. Country

5a. Telephone No.

6. E-mail Address

C. GIS Contact

1. Name of Contact – *First, Middle, Last*

2. Title of Contact

3a. Mailing Address – *Number and street*

b. City

c. State

d. ZIP Code

4. Country

5a. Telephone No.

6. E-mail Address

	<u>Population</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>FY2030</u>	
Road Use Tax	5543	\$720,590.00	\$723,361.50	\$728,904.50	\$734,447.50	\$737,219.00	\$739,990.50	\$742,762.00	\$5,127,275.00
Local Option Sales Tax	5543	\$1,050,000.00	\$1,075,000.00	\$1,100,000.00	\$1,125,000.00	\$1,150,000.00	\$1,175,000.00	\$1,200,000.00	\$7,875,000.00

	<u>Population</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>FY2030</u>	
Road Use Tax	6770	\$720,590.00	\$723,361.50	\$890,255.00	\$897,025.00	\$900,410.00	\$903,795.00	\$907,180.00	\$5,942,616.50
Local Option Sales Tax	6770	\$1,050,000.00	\$1,075,000.00	\$1,100,000.00	\$1,125,000.00	\$1,150,000.00	\$1,175,000.00	\$1,200,000.00	\$7,875,000.00

Road Use Tax Increase	\$815,341.50
LOST Money Increase	\$0.00
Cost of Special Census	<u>\$401,516.00</u>
New Road Use Tax Money	\$413,825.50

UNITED STATES DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU SPECIAL CENSUS PROGRAM

Business Collections ACH Credit Instructions

Please provide the following instructions to your Financial Institution for the remittance of Automated Clearing House (ACH) credits to the United States Department of Commerce, U.S. Census Bureau.

NACHA Record Type Code	NACHA Field	NACHA Data Element Name	Required Information
5	3	Company Name	<i>Enter the name of the payor/governmental unit and associated Tax Identification Number (TIN)</i>
5	6	Standard Entry Class Code	CCD
5	9	Effective Entry Date	<i>Enter intended settlement date</i>
6	2	Transaction Code*	22
6	3 & 4	Receiving DFI Identification (ABA routing #)	051036706
6	5	DFI Account Number	813040001001
6	6	Amount	<i>Enter payment amount</i>
6	8	Receiving Company Name	US Census Bureau <i>Enter project number - found in email</i>

*ACH debits are not permitted to this ABA routing number. All debits received will be automatically returned.

Questions regarding these instructions should be directed to fin.receipts.management.staff.list@census.gov or Armond Master at (301)-763-3713.

Additional Details as found in Federal Reserve E-Payments Routing Directory

Bank Name: CREDIT GATEWAY-ACH RECEIVER
 Location: ST. PAUL, MINNESOTA
 Telephone No: 877-815-1206
 Servicing FRB No: 051000033

2. CONTACT INFORMATION

A. Contact type - Invoice

1. Name of Contact – *First, Middle, Last*

2. Title of Contact

3a. Mailing Address – *Number and street*

b. City

c. State

d. ZIP Code

4. Country

5a. Telephone No.

b. FAX

6. E-mail Address

B. Contact type - Financial

1. Name of Contact – *First, Middle, Last*

2. Title of Contact

3a. Mailing Address – *Number and street*

b. City

c. State

d. ZIP Code

4. Country

5a. Telephone No.

b. FAX

6. E-mail Address

C. Contact type – Acceptance

1. Name of Contact – *First, Middle, Last*

2. Title of Contact

3a. Mailing Address – *Number and street*

b. City

c. State

d. ZIP Code

4. Country

5a. Telephone No.

b. FAX

6. E-mail Address

UNITED STATES DEPARTMENT OF COMMERCE

U.S. CENSUS BUREAU

Credit Gateway- Fedwire Information

Guidance:

1. The customer must go to their financial institution or bank and complete the appropriate form to process a wire transfer.
2. The form must be completed with the following information:

Beneficiary Name:	U.S. Census Bureau
Address:	4600 Silver Hill Road Washington, DC 20233
Bank Name:	Federal Reserve Bank of NY
Address:	33 Liberty Street New York, NY 10045
Routing Code:	021030004
Account Number:	813040001000
Swift Code:	FRNYUS33FX1 (Must use for all international transfers)
Currency:	U.S. Dollar
IBAN Number:	Not Applicable

3. The following information is required from the customer:
 - Company Name
 - Address
 - Telephone Number
 - Contact Name
 - Product or Service Ordered
 - Any information to reference or identify the purpose of the wired funds, including Project Code, P.O. number or Bill number, if applicable.
4. The customer must be informed that they might be charged an extra fee for processing wire transfers at their bank.

REVIEW OF PETITION TO REZONE

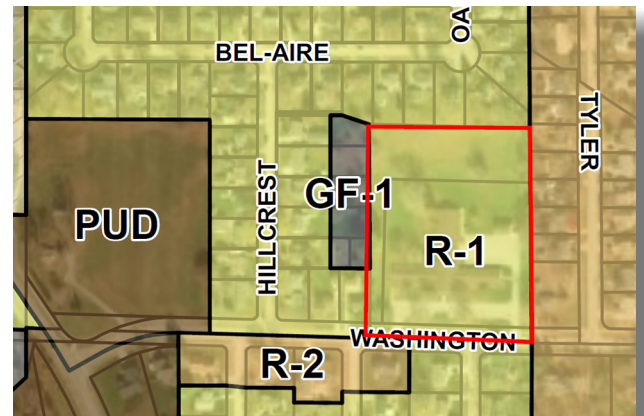
Date: October 4, 2023 Prepared by: Kathleen Connor
 Travis D. Thornburgh, P.E.

Subject Property: On With Life parcels Project No.: 123.1107.01

BACKGROUND:

The Site Plan for On With Life was approved by City Council on April 24, 2023 for renovation of the vacant Polk City Nursing Home and Rehabilitation Center into an in-patient skilled nursing facility for individuals who have experienced a brain injury and require long-term care. At this time, this 3.4-acre site continues to be a long-standing non-conforming use of this property per the R-1 zoning district regulations. On With Life, Inc. is in the process of purchasing the vacant 1.68-acre L-shaped parcel on the north and west side of their 3.4-acre original property to enhance their facility.

The applicant has submitted a signed *Petition to Rezone* both of their properties, outlined in red on the Zoning Map to the right, from R-1 Single Family Detached Residential to R-3 Multiple Family Residential (Restricted), along with abutting ½ ROW for W. Washington Avenue. Current adjacent zoning includes R-1, R-2 and GF-1. The proposed rezoning would bring their facility into compliance with the Zoning Regulations.



Owners of 50.01% of the 250' buffer surrounding the proposed zoning boundary have consented to the proposed rezoning. The date of the public hearing for this this rezoning will be set after P&Z forwards their recommendation to City Council.

COMPREHENSIVE PLAN:

The 2016 Comprehensive Plan designated the nursing home, the abutting L-shaped parcel, and the abutting GG-1 for civic use which is compatible with the in-patient care facility on the subject properties. As a result, there is no need for an amendment to the Comprehensive Plan unless P&Z prefers this area to be designated for high-density residential use. If so, a public hearing for the amendment to the Comprehensive Plan will be scheduled along with City Council's public hearing on the proposed rezoning.



REVIEW COMMENTS:

All staff review comments have been addressed.

RECOMMENDATION REGARDING THE PROPOSED REZONING:

On September 18, 2023, the Planning & Zoning Commission recommended Council approval of the applicant's request to rezone their property to R-3 Multiple Family Residential. Further, Planning & Zoning recommended that City Council approve restrictions for the parcel, limiting the permitted uses of these parcels to be Nursing Homes, Assisted Care Facilities, Independent Care Facilities, and Group Homes. The property owner agreed to these restrictions via email to City Staff on September 14, 2023.

ORDINANCE NO. 2023-9700

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING PROPERTY LOCATED AT 1002 W WASHINGTON AVE FROM R-1 SINGLE FAMILY DETACHED RESIDENTIAL TO R-3 (RESTRICTED) MULTIPLE-FAMILY RESIDENTIAL WITH RESTRICTIONS LIMITING USES TO NURSING HOMES, ASSISTED CARE FACILITIES, INDEPENDENT CARE FACILITIES AND GROUP HOMES

WHEREAS, on the 18 day of September 2023, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

THAT PART OF THE EAST 419 FEET OF LOT 14 IN THE OFFICIAL PLAT OF THE NORTH ½ OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M. CITY OF POLK CITY, POLK COUNTY, IOWA, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE EAST LINE OF SAID LOT 14, THAT IS 30.0 FEET NORTH OF THE SOUTHEAST CORNER THEREOF, SAID POINT ALSO BEING ON THE NORTH RIGHT-OF-WAY LINE OF NORTHWEST 114TH AVENUE, AS IT NOW EXISTS; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS WEST (ASSUMED FOR THE PURPOSES OF THE DESCRIPTION ONLY) ALONG SAID NORTH RIGHT-OF-WAY LINE, 389.11 FEET; THENCE NORTH 00 DEGREES 19 MINUTES WEST 387.00 FEET; THENCE NORTH 89 DEGREES 49 MINUTES 20 SECONDS EAST 376.88 FEET TO A POINT ON SAID EAST LINE OF LOT 14; THENCE SOUTH 02 DEGREES 07 MINUTES 13 SECONDS EAST, ALONG SAID EAST LINE, 388.43 FEET TO THE POINT OF BEGINNING, POLK COUNTY, IOWA, INCLUDING THE ADJACENT HALF RIGHT-OF-WAY.

AND

THE EAST 419 FEET OF LOT FOURTEEN (14) IN THE OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., NOW INCLUDED IN AND FORMING A PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA, EXCEPT BEGINNING AT A POINT ON THE EAST LINE OF SAID LOT 14 THAT IS 30 FEET NORTH OF THE SOUTHEAST CORNER THEREOF, SAID POINT ALSO BEING ON THE NORTH RIGHT-OF-WAY LINE OF NW 114TH AVENUE AS IT NOW EXISTS; THENCE NORTH 90°00'00" WEST (ASSUMED FOR THE PURPOSE OF THIS DESCRIPTION ONLY) ALONG SAID NORTH RIGHT-OF-WAY LINE, 389.11 FEET; THENCE NORTH 00°19'00" WEST 387 FEET; THENCE NORTH 89°49'20" EAST, 376.88 FEET TO A POINT ON THE EAST LINE OF LOT 14; THENCE SOUTH 02°07'13" EAST, ALONG SAID EAST LINE, 388.43 FEET TO THE POINT OF BEGINNING, INCLUDING THE ADJACENT HALF RIGHT-OF-WAY.

be considered for rezoning from zoning classification R-1 Single Family detached Residential to R-3 (RESTRICTED) Multiple-Family Residential with Restrictions Limiting Uses to Nursing Homes, Assisted Care Facilities, Independent Care Facilities and Group Homes; and

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

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

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property from R-1 Single Family detached Residential to R-3 (RESTRICTED) Multiple-Family Residential with Restrictions Limiting Uses to Nursing Homes, Assisted Care Facilities, Independent Care Facilities and Group Homes.

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

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

PASSED AND APPROVED this _____ of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

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



City of Polk City, Iowa City Council Agenda Communication

Date: November 13, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Cable Television Regulations Ordinance Amendment

BACKGROUND: On Monday the City Council will have the 3rd and final reading for an amendment to the City's Cable Television regulations ordinance. The proposed change is for Mediacom to install vaults rather than pedestals in the City ROW. Vaults have a much cleaner look to them, and we are recommending that Mediacom install them wherever possible.

ALTERNATIVES: Do not approve the Ordinance

FINANCIAL CONSIDERATIONS: There are no financial considerations for this amendment to the Ordinance.

RECOMMENDATION: It is my recommendation that the Council approve the 3rd and final reading on Monday, November 13, 2023.

ORDINANCE NO. 2023-8100

**AN ORDINANCE AMENDING CHAPTER 115, CABLE TELEVISION
REGULATIONS**

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

Section 1. Chapter 115, Cable Television Regulations, Section 115.12, Installation and Maintenance of Property of the Grantee, is hereby amended by adopting the underlined language:

115.12 INSTALLATION AND MAINTENANCE OF PROPERTY OF THE GRANTEE. During the term of the franchise, the property of the Grantee shall be constructed, operated, maintained, repaired, replaced, renewed, reconstructed, and removed in accordance with generally accepted engineering principles so as not to endanger or interfere with the lives of persons or to interfere with improvements which the City may deem proper to make or to unnecessarily hinder or obstruct pedestrian or vehicular traffic or use of public property or private property. Grantee shall install utility vaults rather than pedestals in all instances where such installation is possible.

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

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

PASSED AND APPROVED this ____ of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading:

Second Reading:

Third Reading: _

Date Adopted: __

Date of Publication:



Date October 24, 2023
To: Chelsea Huisman
 City of Polk City
 P.O. Box 426
 Polk City, IA 50226-0426

INVOICE SUMMARY - SEPTEBER SERVICES

GENERAL ENGINEERING

<u>Meetings</u>	123.0001.01	\$	1,133.00
<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	\$	1,493.50
<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	\$	206.00
<i>Respond to questions re: proposed irrigation well in WCTH, Maintenance bond notifications, and misc water issues.</i>			
<u>Sanitary Sewers:</u>	123.0001.01	\$	103.00
<i>Respond to questions re: future NE Trunk sewer alignment and timing, easement width, and misc. sewer issues.</i>			
<u>Storm Sewers:</u>	123.0001.01	\$	206.00
<i>Respond to concerns re: drainage issues, research prior Storm Water Management Plans, and misc. drainage and storm sewer issues.</i>			
<u>Street Dept.</u>	123.0001.01	\$	721.00
<i>Coordinate Re ROW permits for franchise utilities, timing of street openings, letter re: CIP update, and misc. street and trail issues.</i>			
<u>General:</u>	123.0001.01	\$	875.50
<i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, ordinances, and miscellaneous issues.</i>			
<u>GIS</u>	123.0001.01	\$	412.00
<i>Complete Zoning Map, plot wall maps, and update shared mapping.</i>			

SUBTOTAL **\$ 5,150.00**

CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

2024 Street Repairs Project	123.0771.01	\$	3,925.00
High Trestle Trail to Neal Smith Trail Connector - Phase 1	123.0674.01	\$	61,740.00
High Trestle Trail to Neal Smith Trail Connector - Phase 6 & 7	123.0770.01	\$	6,805.00
N. 3rd Street & Vista Lake Avenue Improvements Project	121.0455.01	\$	1,513.75
RAGBRAI Bicycle Volume Counts	123.0001.01	\$	482.25
Woodhave Linear Park Locates Survey: Easement Plat	122.0001.01	\$	542.50

SUBTOTAL **\$ 75,008.50**

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Antler Ridge Plat 1: Construction Phase Services - Trunk Sewer	122.0178.01	\$	13,023.75
Antler Ridge Plat 2: Const Dwgs and SWMP review	123.0289.01	\$	1,238.00
Big Creek Ridge Plat 1: Preliminary Plat	123.0787.01	\$	230.00
Crossroads at the Lakes Plat 3: Const. Phase Services, Final Plat	122.0914.01	\$	3,621.00
Lakefront Office Park Lot 1 Site Plan: Amendment for HVAC screening	122.1532.01	\$	217.00
Lincoln Township (Elwell) Plat of Survey	123.1030.01	\$	575.00
Monarch Crossing Plat 1	123.1076.01	\$	2,449.00
On With Life Rezoning Petition: legal descr, 250' buffer, Consent	123.1107.01	\$	1,008.00

SUBTOTAL **\$ 22,361.75**

TOTAL **\$ 102,520.25**



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.0001.01 - 9

Email

Project 123.0001.01 Polk City: General Engineering 2023

Professional Services through September 30, 2023

Meetings

Services include prepare for and attend in-person and virtual meetings including two Council meetings, P&Z meeting, meeting with Cody Olson, and Prairie Meadows Grant luncheon.

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Principal Planner I, Engineer III, Total Services, and Task Subtotal.

Development and Building

Services include research and respond to questions re: Young property and annexation; request for site plan inspection; address questions from staff and developer's professionals re: platting in ETJ, potential subdivisions within city, requirements for vacating alley near Roeco LLC parcel, engineering review fees, consolidation of City Hall parcels in accordance with Plat of Survey, and construction drawings requirements; coordinate with staff re: development projects status; and miscellaneous development issues.

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Principal Planner I, Engineer III, Total Services, and Task Subtotal.

Water Dept

Services include research and deny CDA request for well in WCTH for irrigation due to impact on city's nearby wells and finalize Maintenance Bond notification letter for 1311 Timber Valley Drive.

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Engineer VIII, Engineer III, Total Services, and Task Subtotal.

Sanitary Sewers

Services include coordinate with staff regarding optional alignment of trunk sewer through Growdon parcel and establish required easement width

	Hours	Rate	Amount	
Engineer III	1.00	103.00	103.00	
Total Services	1.00		103.00	
Total Services				103.00
Task Subtotal				\$103.00

Storm Sewers

Services include review of resident's drainage concerns near the northeast corner of On With Life property and research SWMP for library in relation to future soccer fields on 1600 W Broadway

	Hours	Rate	Amount	
Principal Planner I	2.00	103.00	206.00	
Total Services	2.00		206.00	
Total Services				206.00
Task Subtotal				\$206.00

Street Dept

Services include coordinate with staff and review ROW permit applications for franchise utilities, street naming for north/south curvilinear collector street, timing of removal of barricades in relation to street light installation; prepare capital improvements update letter for inclusion in Council packet; and miscellaneous street and trail issues.

	Hours	Rate	Amount	
Principal Planner I	3.50	103.00	360.50	
Engineer III	3.50	103.00	360.50	
Total Services	7.00		721.00	
Total Services				721.00
Task Subtotal				\$721.00

General Areas

Services include attend update project status report and coordinate with City Staff re: Council agenda items, P&Z items and meeting cancellation, Resolutions, Ordinances, packet preparation, and miscellaneous issues.

	Hours	Rate	Amount	
Principal Planner I	8.50	103.00	875.50	
Total Services	8.50		875.50	
Total Services				875.50
Task Subtotal				\$875.50

GIS Services

Services include final revisions on Zoning Map and plot wall maps, and coordinate with staff re: Zoning Map sharing and city wide utility line updates.

	Hours	Rate	Amount	
Environmental Scientist IV	2.50	103.00	257.50	
Technician V	1.50	103.00	154.50	
Total Services	4.00		412.00	
Total Services				412.00
Task Subtotal				\$412.00

Amount Due this Invoice \$5,150.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.0771.01 - 3

Email

Project 123.0771.01 2024 Street Repairs Project

Professional Services through September 30, 2023

Services include submission of the Final Plans to the City of Polk City, bid related services, including posting plans and specifications to QuestCDN and answering contractor questions.

Basic Services
Lump Sum Fees

Table with 6 columns: Contract Amount, % Compl, Total Billed to Date, Previous Billed, Current Billed. Rows include Project Admin, Final Design and Plans, Update Street Repair Inventory, Bid Phase Services, Total Fee, and Total Lump Sum Fees (3,925.00).

Construction Services
Lump Sum Fees

Table with 6 columns: Contract Amount, % Compl, Total Billed to Date, Previous Billed, Current Billed. Rows include Const Admin, Removal Marking, Total Fee, and Total Lump Sum Fees (0.00).

Amount Due this Invoice \$3,925.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
 City of Polk City
 PO Box 426
 112 3rd Street
 Polk City, IA 50226-0426

Invoice No: 123.0674.01 - 3

Email

Project 123.0674.01 High Trestle Trail to Neal Smith Trail Connector-Phase 1

Professional Services through September 30, 2023

Services include completion and submittal of the Preliminary Plans to the Iowa DOT, continued coordination with Polk County regarding N. 3rd Street Right of Way, completion of Preliminary Design, and wetland/stream delineation.

**Basic Services
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Project Admin	10,000.00	35.00	3,500.00	2,000.00	1,500.00
Concept Statement	3,000.00	100.00	3,000.00	3,000.00	0.00
Topo Survey	9,500.00	100.00	9,500.00	9,500.00	0.00
ROW	6,800.00	90.00	6,120.00	4,080.00	2,040.00
Survey Plats	13,000.00	0.00	0.00	0.00	0.00
Monument Preservation	1,500.00	0.00	0.00	0.00	0.00
Title Work	4,275.00	0.00	0.00	0.00	0.00
Prelim Design SA	58,000.00	90.00	52,200.00	5,800.00	46,400.00
Prelim Design SBI	16,500.00	90.00	14,850.00	3,300.00	11,550.00
Public Info Meeting	4,500.00	0.00	0.00	0.00	0.00
Utility Coord	5,000.00	0.00	0.00	0.00	0.00
Final Design SA	56,000.00	0.00	0.00	0.00	0.00
Final Design SBI	6,200.00	0.00	0.00	0.00	0.00
Streetlight Design	4,200.00	0.00	0.00	0.00	0.00
Bid Phase Services	1,500.00	0.00	0.00	0.00	0.00
Total Fee	199,975.00		89,170.00	27,680.00	61,490.00
Total Lump Sum Fees					61,490.00
Phase Subtotal					\$61,490.00

**Additional Services
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Wetland and Stream Delineation	5,000.00	40.00	2,000.00	1,750.00	250.00
404 Permitting	1,000.00	0.00	0.00	0.00	0.00
ROW	22,500.00	0.00	0.00	0.00	0.00

Project	123.0674.01	PlkCty-HTTtoNealSmithTrlConnector-Phs1			Invoice	3	
Total Fee		28,500.00	2,000.00	1,750.00		250.00	
		Total Lump Sum Fees					250.00
				Phase Subtotal		\$250.00	
Amount Due this Invoice						<u>\$61,740.00</u>	

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
 City of Polk City
 PO Box 426
 112 3rd Street
 Polk City, IA 50226-0426

Invoice No: 123.0770.01 - 4

Email

Project 123.0770.01 High Trestle Trail to Neal Smith Trail Connector-Phases 6 & 7

Professional Services through September 30, 2023

Services include completion of the boundary and topographic survey, progression of preliminary design, and hydraulic modeling for the proposed detention basin to be placed on the parcel.

**Basic Services
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Project Admin	6,200.00	20.00	1,240.00	930.00	310.00
Topo and Boundary Survey	9,600.00	100.00	9,600.00	7,680.00	1,920.00
Prelim Design and Plans	11,500.00	75.00	8,625.00	6,900.00	1,725.00
Final Design and Plans	11,000.00	0.00	0.00	0.00	0.00
Construction Permits	1,000.00	0.00	0.00	0.00	0.00
Hydraulic Modeling	4,750.00	60.00	2,850.00	0.00	2,850.00
Bid Phase Services	3,000.00	0.00	0.00	0.00	0.00
Total Fee	47,050.00		22,315.00	15,510.00	6,805.00
Total Lump Sum Fees					6,805.00

**Additional Services
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Wetland and Stream Delineation	5,000.00	100.00	5,000.00	5,000.00	0.00
Wetland and Stream Permitting	4,500.00	0.00	0.00	0.00	0.00
T&E Habitat Survey	6,000.00	0.00	0.00	0.00	0.00
Alternative Analysis	8,000.00	0.00	0.00	0.00	0.00
Real Estate App	4,000.00	0.00	0.00	0.00	0.00
Total Fee	27,500.00		5,000.00	5,000.00	0.00
Total Lump Sum Fees					0.00

Amount Due this Invoice \$6,805.00

Project	123.0770.01	PlkCty-HTTtoNealSmithTrlConnector-Phs6&7	Invoice	4
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Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
 City of Polk City
 PO Box 426
 112 3rd Street
 Polk City, IA 50226-0426

Invoice No: 121.0455.01 - 26

Email

Project 121.0455.01 North 3rd St and Vista Lake Ave Intersection Improvements

Professional Services through September 30, 2023

**Basic Services
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Proj Admin	12,200.00	100.00	12,200.00	12,200.00	0.00
Topo Survey	14,700.00	100.00	14,700.00	14,700.00	0.00
Prelim Design and Plans	45,400.00	100.00	45,400.00	45,400.00	0.00
Final Design and Plans	41,600.00	100.00	41,600.00	41,600.00	0.00
Landscaping and Planting Design	8,100.00	100.00	8,100.00	8,100.00	0.00
Public Info Meeting	7,500.00	100.00	7,500.00	7,500.00	0.00
Bid Phase Serv	2,900.00	100.00	2,900.00	2,900.00	0.00
RRFB	7,250.00	100.00	7,250.00	7,250.00	0.00
Street Lighting Design and Plans	4,300.00	100.00	4,300.00	4,300.00	0.00
Total Fee	143,950.00		143,950.00	143,950.00	0.00
Total Lump Sum Fees					0.00
Phase Subtotal					0.00

Additional Services

Billing Limits	Current	Prior	To-Date
Total Billings Limit	0.00	33,550.00	33,550.00
Phase Subtotal			0.00

Pass Thru Costs

Task Subtotal			0.00
Phase Subtotal			0.00

Construction Services

Services include preparation of record drawings and coordination with adjacent property owners regarding installation of the replacement pine trees.

Hourly Services

	Hours	Rate	Amount
Engineer VI	.75	157.00	117.75

Project	121.0455.01	PlkCty-North3rdStVistaLakeAveIntImprov		Invoice	26
Engineer III		4.50	124.00	558.00	
Lead Technician		2.00	133.00	266.00	
Technician V		6.50	88.00	572.00	
	Total Services	13.75		1,513.75	
					1,513.75
Billing Limits		Current	Prior	To-Date	
Total Billings		1,513.75	51,473.25	52,987.00	
Limit				58,100.00	
Remaining				5,113.00	
			Phase Subtotal		\$1,513.75
			Amount Due this Invoice		<u>\$1,513.75</u>

	Total	Prior	Current
Billings to Date	231,237.20	229,723.45	1,513.75

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Laura Lamberty



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.0001.01I - 2

Email

Project 123.0001.01I RAGBRAI Bicycle Volume Counts

Professional Services through September 30, 2023

Services include review of bicycle counts, verification counts to determine accuracy of initial count, and preparation of summary memo for City's use.

Basic Services

Traffic Count & Video Processing

Hourly Services

	Hours	Rate	Amount	
Engineer I	2.75	109.00	299.75	
Technician II	2.50	73.00	182.50	
Total Services	5.25		482.25	482.25
		Task Subtotal		\$482.25
		Phase Subtotal		\$482.25

Amount Due this Invoice \$482.25

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 122.0001.01I - 2

Email

Project 122.0001.01I Woodhaven Linear Park Locates Survey

Professional Services through September 30, 2023

Services include preparation of Easement Plat for future trail connection on USACE property and provision of Easement Plat to Jason Theran for the city's use in obtaining Recreational Trail Easement from USACE.

Design Locates Survey

Task Subtotal 0.00

Easement Plat

	Hours	Rate	Amount	
Land Surveyor VIII	.50	181.00	90.50	
Technician VII	4.00	113.00	452.00	
Total Services	4.50		542.50	
Total Services				542.50
			Task Subtotal	\$542.50

Amount Due this Invoice \$542.50

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 122.0178.01 - 18

Email

Project 122.0178.01 Antler Ridge Plat 1

Professional Services through September 30, 2023

Development Agreement

Phase Subtotal 0.00

Preliminary Plat

Phase Subtotal 0.00

Traffic Impact Study

Phase Subtotal 0.00

Construction Drawings San Sewer Only

Phase Subtotal 0.00

Const Dwgs Review

Phase Subtotal 0.00

Construction Phase Services

Services include construction observation of sanitary trunk sewer construction including observation of installation of pipe and manholes, trench box installation, erosion control, and testing for moisture and density, and documentation including photos and reports. Services also included coordination and meetings with CMT re: test results and proctors to be used based on special specifications related to elimination of 6-month surcharge. Services also include construction administration including coordination with MidAm re: relocation of distribution poles, response to questions from developer's appraiser re: project status, coordination with Nilles re: project phasing, limits of proposed surcharge area, status of E. Southside Drive vacation and utility pole relocation; and coordination with field personnel and city staff.

Table with 4 columns: Service, Hours, Rate, Amount. Rows include Principal Planner, Engineer III, Lead Technician, Technician III, Total Services, and Phase Subtotal.

Final Plat

Phase Subtotal 0.00

Project	122.0178.01	PlkCty-AntlerRidgePlat1	Invoice	18
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Amount Due this Invoice **\$13,023.75**

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.0289.01 - 4

Email

Project 123.0289.01 Antler Ridge Subdiv Plat 2

Professional Services through September 30, 2023

Services include review of Submittal #2 of the construction drawings, research of outstanding issues related to conditions of approval of the Preliminary Plat, and coordination with the developer's engineer regarding need for rezoning to rectify slight discrepancies based on revised lot layouts.

Const Dwgs Review

Table with 4 columns: Description, Hours, Rate, Amount. Rows include Principal Planner I, Engineer III, Total Services, and Task Subtotal.

SWMP Review

Task Subtotal 0.00

Construction Phase Services

Task Subtotal 0.00

Final Plat Review

Task Subtotal 0.00

Amount Due this Invoice \$1,238.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.0787.01 - 4

Email

Project 123.0787.01 Big Creek Ridge Plat 1

Professional Services through September 30, 2023

Services include review of temporary easements proposed on the parcel south of Big Creek Ridge.

Preliminary Plat

	Hours	Rate	Amount
Principal Planner I	1.00	230.00	230.00
Total Services	1.00		230.00
Total Services			230.00
Task Subtotal			\$230.00

Construction Drawings

Task Subtotal 0.00

SWMP Review

Task Subtotal 0.00

Amount Due this Invoice \$230.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
 City of Polk City
 PO Box 426
 112 3rd Street
 Polk City, IA 50226-0426

Invoice No: 122.0914.01 - 9

Email

Project 122.0914.01 Crossroads at the Lakes Plat 3

Professional Services through September 30, 2023

Construction Services

Services include review required documentation including SWMP certification, Surveyor's certification, as-built Record Drawings, Sidewalk Bond, and Service Locates; coordinate with Nick Furness re: punchlist completion and Public Works acceptance; and prepare letter recommending acceptance of public improvements.

	Hours	Rate	Amount	
Principal Planner I	2.00	217.00	434.00	
Engineer III	3.50	129.00	451.50	
Total Services	5.50		885.50	
Total Services				885.50
Phase Subtotal				\$885.50

	Total	Prior	Current
Billings to Date	5,832.75	4,947.25	885.50

Final Plat

Services include respond to Jenna Kimberley re: questions on final plat, coordinate with City Attorney re: Letter of Credit vs Sidewalk Bond, review revised Final Plat submittal and update memo, coordinate with City Manager on land valuation, calculate park dedication fee including credit for prior land dedications, review MidAmerican Energy contract, letter re: developer's responsibility to install CBUs, review legal documents including easements, update Memo to Council, prepare packets for City Council meeting, review Resolution approving Final Plat, and coordinate with City Clerk re: developer responsibility to record Engineering Exhibit. Services also include downloading shapefiles and updating Polk City's GIS to include water main, sanitary sewers, and storm sewers installed by the developer and to be accepted by the City including updating ArcOnline.

	Hours	Rate	Amount	
Principal Planner I	4.00	217.00	868.00	
Environmental Scientist IV	10.50	141.00	1,480.50	
Engineer III	3.00	129.00	387.00	
Total Services	17.50		2,735.50	
Total Services				2,735.50
Phase Subtotal				\$2,735.50

	Total	Prior	Current
Billings to Date	8,441.75	5,706.25	2,735.50

Project	122.0914.01	PlkCty-CrossroadsattheLakesPlat3	Invoice	9
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Amount Due this Invoice \$3,621.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 122.1532.01 - 5

Email

Project 122.1532.01 Lakefront Office Park Lot 1 Site Plan

Professional Services through September 30, 2023

Development Review

Services include review of minor Site Plan Amendment for revised size and location of roof-mounted HVAC screening materials, coordinate with Pat Carruthers-Green re: proposed changes, and coordinate with Chelsea Husiman re: City Manager administrative approval of minor Site Plan Amendment rather than requiring P&Z approval.

	Hours	Rate	Amount
Principal Planner I	1.00	217.00	217.00
Total Services	1.00		217.00
Total Services			217.00
		Phase Subtotal	\$217.00

Amount Due this Invoice \$217.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.1030.01 - 1

Email

Project 123.1030.01 Lincoln Township Elwell POS

Professional Services through September 30, 2023

Services include review of Submittal 1 of the Preliminary Plat for platting subdivision, research use of Polk County "cluster option" for this land division and determine Polk City equivalent zoning, coordinate with Mike Brooner re: Polk County's approval for use of Rural Plat of Survey rather than Plat of Subdivision, begin review of Submittal 2 of the Plat of Survey in accordance with Polk City zoning and subdivision ordinances, coordinate with developer on need for written requests for waiver of hydrant coverage requirement and permission for use of flag lot, and coordination with Polk County.

Plat Review

	Hours	Rate	Amount
Principal Planner I	2.50	230.00	575.00
Total Services	2.50		575.00
Total Services			575.00
		Task Subtotal	\$575.00

Amount Due this Invoice \$575.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Travis Thornburgh



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.1076.01 - 2

Email

Project 123.1076.01 Monarch Crossing Plat 1

Professional Services through September 30, 2023

Prelim Plat Review

Services include complete review of Submittal 1 including review of Storm Water Management Plan and roadway alignment, finalize Memo dated 9/1/23 and forward to developer, download and review Submittal 2 including review of proposed alignment of future NE Trunk Sewer and future trail through plat, coordinate with staff on various issues including street names, research and respond to CDA questions on various comments and follow up on NE Trunk Sewer depth and easement width, update review comments, update Memo dated 9/12/23, download and review Submittal 3, update review Memo dated 9/15/23, compile P&Z packet information, confirm P&Z's recommendation was fully address, and compile Council packet information including recommended "subject to" stipulations for Council approval.

Table with 4 columns: Role, Hours, Rate, Amount. Rows include Principal Planner I, Engineer VIII, Engineer III, Total Services, and Task Subtotal.

Amount Due this Invoice \$2,449.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

October 26, 2023

Chelsea Huisman
City of Polk City
PO Box 426
112 3rd Street
Polk City, IA 50226-0426

Invoice No: 123.1107.01 - 1

Email

Project 123.1107.01 On With Life Rezoning

Professional Services through September 30, 2023

Rezoning Review

Services include review of revised legal description for rezoning to correct errors and include abutting half fight-of-way, coordinate with Nicole Neal regarding ownership of L-shaped parcel, coordinate with staff and developer re: two signatures mistakenly based on rezoning to commercial in lieu of appropriate R-3 multiple-family zoning, review revised consent table, review Future Land Use Plan to determine there is no need to amend Comprehensive Plan, prepare Memo re: proposed rezoning, discuss zoning restrictions to limit use of property to uses similar to proposed facility, review closing materials to ensure OWL is the titleholder for both parcels, prepare packet materials for P&Z meeting, review P&Z recommendation, and prepare packet materials for public hearing at City Council meeting.

Table with 4 columns: Description, Hours, Rate, Amount. Rows include Principal Planner I, Engineer III, Total Services, and Task Subtotal.

Amount Due this Invoice \$1,008.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor