

Agenda -Notice of Meeting

Polk City | City Council

October 10, 2022 | 6:00 pm

City Hall Council Chambers

Public Meeting participation in person or via phone

Call in # 515-726-3598 Participant Code 535355

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

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

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

Steve Karsjen | Mayor

Ron Anderson | Pro Tem

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

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearing

- a. Public Hearing for proposed Rezoning of property west of NW 44th Street and South of E Southside Dr
 - i. First Reading of Ordinance 2022-2300 rezoning Holly Woods from R-2 and R-2A to R-1, Single Family Residential

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

6. Consent Items

- a. City Council Meeting Minutes for September 26, 2022
- b. Receive and file Parks Meeting Minutes for October 3, 2022
- c. Claims listing October 10, 2022
- d. Receive and file the September 2022 Library Report
- e. Resolution 2022-115 giving authorization to apply for Firehouse Subs Public Safety Foundation Grant
- f. Block Party October 29, 2022, 6pm – Midnight with street closure of Westside Drive between Tyler St. and Sunset St.
- g. Resolution 2022-116 setting Date for Public Hearing on Urban Renewal Plan Amendment
- h. Resolution 2022-117 approving PA-xx updating Drug Policy
- i. Receive and file the September 2022 Water Department Report
- j. Receive and file the September 2022 Parks & Recreation Report
- k. Acknowledge revision of the Fire Department Policies and Procedures
- l. Resolution 2022-118 approving Pay Application No. 7 for the N. 3rd Street & Vista Lake Avenue Intersection Improvements in the amount of \$232,324.55

7. Business Items

- a. Authorize purchase of Police Department K9 vehicle replacement not to exceed \$35,000
- b. Snyder & Associates August 2022 Engineering Services Invoice in the amount of \$28,613.50

8. Mayor Proclamation – National Friends of Libraries Week October 16-22, 2022

9. Reports & Particulars

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

10. Adjournment

--next meeting date October 24, 2022



City of Polk City, Iowa

City Council Agenda Communication

Date: October 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing for proposed Rezoning of Property west of NW 44th St. and south of E. Southside Dr. & Resolution to approve rezoning

BACKGROUND: On Monday evening, the City Council will hold a public hearing for a requested rezoning on the Holly Woods development. The Holly Woods plat was approved by the City Council on August 22, 2022. As part of that review and approval process, the City Council approved the plat subject to the developer requesting approval of a clean-up rezoning. This rezoning petition has been reviewed by the P&Z Commission, with a recommendation to the City Council to approve.

The clean-up is relative to the northwest corner of Lot 1, which includes a small area that is currently zoned R-2A and also a larger area which is zoned R-2. This re-zoning petition is to re-zone the entire Holly Woods lot to R-1.

ALTERNATIVES: Do not approve

FINANCIAL CONSIDERATIONS: There are no financial considerations for this proposed re-zoning change.

RECOMMENDATION: It is my recommendation that the Council approve the re-zoning request.

REZONING REVIEW

Date: September 15, 2022

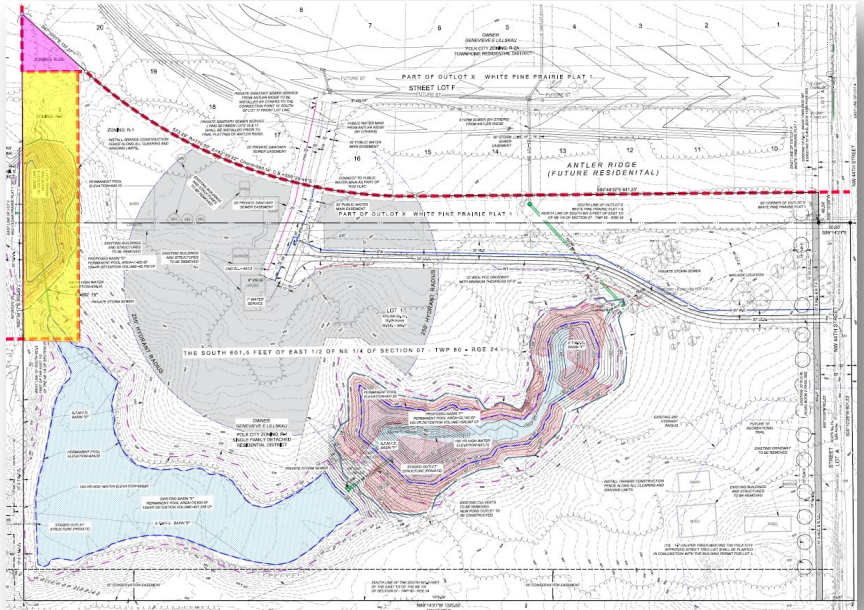
 Prepared by: Kathleen Connor, Planner
 Travis D. Thornburgh, P.E.

Project: Holly Woods

Project No.: 122.0450.01

GENERAL INFORMATION:

Applicant:	Holly Woods, LLC
Property Owner:	Genevieve Lillskau
Developer:	Holly Woods LLC (Dean Quirk)
Requested Action:	Approval of Clean-up Rezoning
Location	West of NW 44 th Street &
Lot Size:	20.39 acres
Existing Zoning:	Primarily R-1 with some R-2 and R-2A
Proposed Zoning:	R-1



PROJECT DESCRIPTION:

When the Preliminary Plat for Holly Woods was considered for approval, the north west corner of Lot 1 included a small area zoned as R-2A, highlighted in yellow above, and a larger area zoned as R-2, highlighted in yellow above. P&Z recommended approval of the Preliminary Plat subject to staff's recommendations, one of which to require the developer to submit a Petition to Rezone these R-2 and R-2A areas to R-1 single-family residential so the entirety of Lot 1 will be in the same zoning district per city. The Preliminary Plat for Holly Woods was then approved by City Council on August 22, 2022 subject to the developer requesting approval of clean-up rezoning so that all of Lot 1 is zoned as R-1.

REVIEW COMMENTS:

The Petition to Rezone is in accordance with the city's approval of the Preliminary Plat. The entire buffer area surrounding this rezoning is owned by Antler Ridge LLC or Genevieve Lillskau; both parties have consented to the proposed rezoning.

RECOMMENDATION:

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

- A. Approve the applicant's request to rezone their property to R-1 Single Family Detached Residential as presented.

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

NOTICE OF PETITION FOR REZONING

YOU ARE HEREBY NOTIFIED that on the 10 day of October 2022, Polk City City Council will hold a public meeting on a petition submitted to the City of Polk City, Iowa:

- 1) To rezone property located along NW 44th Street, Polk City, Iowa, known as Holly Woods**
 - a. 0.97 acres from the zoning classifications of R-2 One and Two-Family Residential and R-2A Townhome Residential to a zoning classification R-1 Single Family detached Residential, and legally described as follows:**

The property is legally described as follows:

THAT PART OF OUTLOT X, WHITE PINE PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA; AND THAT PART OF THE SOUTH 601.5 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 07, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTH 601.5 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 07; THENCE NORTH 00 DEGREES 34 MINUTES 17 SECONDS EAST, A DISTANCE OF 416.54 FEET, TO THE POINT OF BEGINNING; THENCE NORTH 00 DEGREES 34 MINUTES 17 SECONDS EAST, A DISTANCE OF 517.32 FEET; THENCE SOUTH 47 DEGREES 10 MINUTES 01 SECONDS EAST, A DISTANCE OF 137.27 FEET; THENCE NORTH 89 DEGREES 25 MINUTES 43 SECONDS WEST, A DISTANCE OF 13.57 FEET; THENCE SOUTH 00 DEGREES 34 MINUTES 13 SECONDS WEST, A DISTANCE OF 425.00 FEET; THENCE NORTH 89 DEGREES 25 MINUTES 43 SECONDS WEST, A DISTANCE OF 88.03 FEET, TO THE POINT OF BEGINNING.

CONTAINING 0.97 ACRES MORE OR LESS.

YOU ARE FURTHER NOTIFIED that said petitions will come before the City Council on October 10, 2022 at 6:00 p.m. at which time you may appear and present any reasons that you may have, either in favor of or against said proposed rezoning.

DATED this 26 day of September 2022.

Jenny Coffin, City Clerk

PETITION FOR REZONING

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

We, the undersigned owners of the following described property:

OUTLOT X, WHITE PINE PRAIRIE PLAT 1 AND

THE SOUTH 601.5 FEET OF THE EAST 1/2 OF THE NE 1/4 OF SECTION 07 - TWP 80 - RGE 24

Request that said property be rezoned from its present Zoning Classification of R-2 & R2A
to Zoning Classification R-1 for the purpose of
Zoning boundary clean up to match the rest of future Lot 1 Holly Woods

PROPERTY OWNER:

Genevieve E. Lillskau

Owner's Name (please print)

Genevieve E. Lillskau P.O.A.

Signature

PROPERTY OWNER (when jointly owned):

Owner's Name (please print)

Signature

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

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

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

CONSENT TABLE

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

Property Owner	Parcel Area within 250' Buffer (Acres)	% of Total 250' Buffer Area (%)	Consenting % Only (%)
GENEVIEVE E LILLSKAU	8.71 ACRES	62.5%	<i>Genevieve Lillskau</i>
ANTLER RIDGE, LLC	5.22 ACRES	37.5%	<i>Deborah</i>
TOTALS	13.93 Acres	100 %	%*

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

ORDINANCE NO. 2022-2300

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING PORTIONS OF THE LILLSKAU PROPERTY LOCATED WEST OF NW 44TH STREET, POLK CITY, IOWA TO INCLUDE 0.97 ACRES FROM ZONING CLASSIFICATION OF R-2 ONE AND TWO-FAMILY RESIDENTIAL AND R-2A TOWNHOME RESIDENTIAL TO A ZONING CLASSIFICATION R-1 SINGLE FAMILY DETACHED

WHEREAS, on the 19th day of September 2022, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

THAT PART OF OUTLOT X, WHITE PINE PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA; AND THAT PART OF THE SOUTH 601.5 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 07, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTH 601.5 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 07; THENCE NORTH 00 DEGREES 34 MINUTES 17 SECONDS EAST, A DISTANCE OF 416.54 FEET, TO THE POINT OF BEGINNING; THENCE NORTH 00 DEGREES 34 MINUTES 17 SECONDS EAST, A DISTANCE OF 517.32 FEET; THENCE SOUTH 47 DEGREES 10 MINUTES 01 SECONDS EAST, A DISTANCE OF 137.27 FEET; THENCE NORTH 89 DEGREES 25 MINUTES 43 SECONDS WEST, A DISTANCE OF 13.57 FEET; THENCE SOUTH 00 DEGREES 34 MINUTES 13 SECONDS WEST, A DISTANCE OF 425.00 FEET; THENCE NORTH 89 DEGREES 25 MINUTES 43 SECONDS WEST, A DISTANCE OF 88.03 FEET, TO THE POINT OF BEGINNING.
CONTAINING 0.97 ACRES MORE OR LESS.

be considered for rezoning from zoning classification of R-2 One and Two-Family Residential and R-2A Townhome Residential to a zoning classification R-1 Single Family detached Residential; and

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

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

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the 0.97 acres from R-2 One and Two-Family Residential and R-2A Townhome Residential to a zoning classification R-1 Single Family detached Residential.

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

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

PASSED AND APPROVED this _____ of _____ 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

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

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. September 26, 2022
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., September 26, 2022. The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Mayor Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Anderson, Vogel, Sarchet | In attendance
Dvorak | Absent
3. **MOTION:** A motion was made by Anderson and seconded by Walters to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed annexation of certain parcels of real estate into the City of Polk City at 6:00 pm. City Clerk Coffin, said that the notice was published August 26, 2022, and no comments had been received for or against the proposed annexation. City Manager Huisman provided a report. No one was present to be heard for or against the proposed annexation.
MOTION: A motion was made by Sarchet and seconded by Vogel to close the public hearing at 6:03 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-110 annexing certain parcels of real estate into the City of Polk City
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for September 12, 2022
 - b. City Council Work Session Meeting Minutes for September 12, 2022
 - c. Receive and file P&Z Meeting Minutes for September 19, 2022
 - d. Claims listing September 26, 2022
 - e. August 2022 Finance Report
 - f. FY 21.22 Street Finance Report
 - g. Receive and file the August 2022 Police Department Report
 - h. Receive and file the August 2022 Water Department Report
 - i. Receive and file the August 2022 Fire Department Report
 - j. Acknowledge Library Resolution 2022-11L hiring Allyson Reister as Youth Services Librarian and setting pay at \$22.12 effective September 28, 2022
 - k. Resolution 2022-111 approving Construction Drawings for Crossroads at the Lakes Plat 3
 - l. Resolution 2022-112 setting Public Hearing on the Rezoning Petition for Holly Woods
 - m. Addendum to T Mobile Antenna Lease Agreement
 - n. Certificate of Completion of Public Improvements with Deer Haven Land Company
 - o. Resolution 2022-113 approving construction contract and bond with Elder Corporation for the West Bridge Road Water Main Loop Project

MOTION: A motion was made by Vogel and seconded by Sarchet to approve the consent agenda items
MOTION CARRIED UNANIMOUSLY
7. **Business Items**
 - a. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-114 approving Preliminary Plat for Antler Ridge
MOTION CARRIED UNANIMOUSLY

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

- Parks & Recreation Director Thraen invited everyone to the events this weekend, Biketober fundraising event that the Friends of the Parks is holding and Fall Fest on the Square presented by Parks & Recreation Department along with Go Polk City.

9. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:32 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –October 10, 2022

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, October 3, 2022
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on October 3, 2022. The agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** /The meeting was called to order at 6:00 p.m.
2. **Roll Call** | Reed, Otis, Converse, Savage, Jablonski | In attendance
Haaland, Delaney | Absent.
3. **MOTION:** A motion was made by Reed and seconded by Savage to approve the August 1, 2022 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. **Polk City Little League Sports Complex Use** – Darren Ten-Napel of the Polk City Little League presented an overview of the current use of the fields and the value they bring to their league and the effort that goes into maintaining the fields. The fields also receive a lot of use by traveling teams, who in the past have tried to use the Little League’s equipment but are unable to access due to being in a locked shed. He also reviewed adjacent communities (Sheldahl, Huxley, Slater, Elkhart) and has confirmed that those communities have a fee for field use to help with the ongoing maintenance costs and potential future improvements. Darren recommended that Thraen do a cost comparison with other communities and establish consistent guidelines for all users to help with the upkeep and field preparations. Reed asked if the current city code allows for a structure to charge fees. Thraen confirmed that it does, though some updates to the policy would be required. Jablonski asked how travel teams are currently scheduled, which they currently contact Director Thraen. Reed said most communities have signage at fields requiring contacting the city to reserve fields before use to help deter traveling teams from showing up unexpectedly, causing scheduling issues with the other community teams. Thraen mentioned the current city staffing does not allow for regular policing of the field use but thanked the local groups for helping with this. Otis said by implementing these changes now, it would be a great transition to help with long-term maintenance for future regional park fields.
6. **Regional Park Project Update** – City Manager Huisman provided an overview of the status of the proposed regional park. 57 acres were purchased two years ago, and a consultant was hired after that to do a park-wide master plan, completed in August of 2021 with an estimated overall cost of \$25 million. Nothing has occurred since then, however the regional park remains a priority, the city is just trying to assess ways to finance it. Past referendums for this type of project have failed, most likely due to lack of diversification in funding sources. If this were to go to a referendum, city wants to make sure to approach it correctly. The city is also assessing how to phase the project more affordable. A key requirement for successful implementation of this project will be more water service for our community. The city is in the process of doing a feasibility study for a new water tower site, and one potential site could be at this regional park. The city is also considering an option of working with adjacent neighbor, Knapp Properties to do a mass grading of the regional park along with the new nearby residential development. Converse asked if \$5M is still slated in the 5-year CIP for the park, which Huisman confirmed it is. Otis asked about the impacts to the future trail that is slated to go through the regional park, which Huisman confirmed would happen once grading commences for the project.
7. **Update on Lost Lake Park Phase II** – Director Thraen said that the park opened today. Some minor work still needed to complete, such as backfilling, sidewalk connection to trail, signage, garbage cans, benches, etc., as well as install of gaga ball pit. There will be a grand opening or ribbon cutting in the future, likely in the spring.
8. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Parks and Recreation Director Thraen commended a successful recent Fall Fest event, which was co-hosted

between the City of Polk City and Go Polk City. He also mentioned that the inaugural Polk City Friends of the Park bike ride event was a success. Funds from the bike ride will go towards new bike racks and fix-it stations throughout town.

- Council Liaison Vogel also extended congratulations on a successful Fall Fest event. Vogel mentioned that the city is in the design process for the new city hall and fire station remodel and confirmed that the trail connection along Bridge Road will happen next year, after the current water main loop project is complete.
- Commission member Otis asked about status for request to RAGBRAI, Director Thraen confirmed that a request has been sent into the committee for Polk City to be a potential stop along the route. It has not been confirmed yet by RAGBRAI.

9. **MOTION:** A motion was made by Converse and seconded by Reed to adjourn at 6:39 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – November 7, 2022

Submitted by Parks Commission Secretary:



Monica Converse

Attest:

Jason Thraen, Parks & Recreation Director

CLAIMS REPORT		
CITY OF POLK CITY	DATED	10/10/2022
VENDOR	REFERENCE	AMOUNT
72 DEGREES	MECHANICAL PERMIT REIMBURSMT	\$ 75.00
911 CUSTOM	VEST - WHIPPLE	\$ 783.00
Absolute Concrete Construction	3RD/VISTA LAKE INTERSECTION	\$ 232,324.55
AMAZON BUSINESS	EXTERNAL HARD-DRIVES	\$ 354.22
AMERICAN PLAYGROUND COMPANY	LOST LAKE PARK PLAYGROUND	\$ 105,229.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 2,457.22
BAKER & TAYLOR	LIBRARY BOOKS	\$ 1,991.41
BRICK LAW FIRM	CITY ATTORNEY FEES	\$ 7,674.94
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 504.64
CFI TIRE SERVICE	TIRE REPLACEMENTS	\$ 1,199.20
CHELSEA HUISMAN	MILEAGE REIMBURSEMENT-LEAGUE	\$ 172.00
CHRISTIAN BROTHERS AUTOMOTIVE	#22 SERVICE	\$ 143.94
CITY LAUNDERING	FIRST AID SUPPLIES	\$ 105.90
CITY OF POLK CITY	UB ASSISTANCE OCTOBER 2022	\$ 198.54
CONVERSIGHT.AI INC	MYLIBRO SOFTWARE SUBSCRIPTION	\$ 2,550.00
CORE AND MAIN	HYDRANT MATERIALS	\$ 1,675.00
Crystal Clear Water Co	PURCHASED WATER	\$ 43.00
D & K PRODUCTS	POND MAINTENANCE	\$ 394.10
DEMCO INC.	LIBRARY SUPPLIES	\$ 157.81
Des Moines Water Works	PURCHASED WATER	\$ 56,268.69
ELECTRONIC ENGINEERING CO.	SHARED ALARM MONITORING	\$ 70.00
ETECH SOLUTIONS LLC	PRO-IT OCTOBER 2022	\$ 5,250.19
FEH DESIGN	FEH SCHEMATIC	\$ 9,800.00
GET SOME GUNS LLC	GUN CLEANING SUPPLIES	\$ 13.49
GREAT OUTDOORS FOUNDATION	GREAT OUTDOORS OUTING/KARSJEN	\$ 125.00
GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 495.40
HAWKINS INC	CHLORINE	\$ 927.75
I.A.M.U.	SGCIS OCT-NOV22 SAFETY TRAINING	\$ 2,310.45
I.C.A.P.	ADDED PROPERTY INSURANCE	\$ 430.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 6,702.00
Iowa Prison Industries	ACADEMY UNIFORMS	\$ 460.00
ISU POLK COUNTY EXTENSION	7D MOSQUITO CERTIFICATION X 3	\$ 105.00
JACLYN BREES	ADULT FALL YOGA REFUND	\$ 90.00
JENNY COFFIN	MILEAGE REIMBURSEMENT	\$ 181.25
JEREMY SIEPKER	MILEAGE REIMBURSEMENT	\$ 348.75
KARL CHEVROLET	CAGE FOR TAHOE	\$ 1,233.72
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 127.25
MCKINNEY TOWING	K-9 UNIT TOW FOR REPAIR	\$ 165.85
MERI MERRITT	MILEAGE REIMBURSEMENT	\$ 211.86
METRO WASTE AUTHORITY	HAZARDOUS WASTE DISPOSAL	\$ 973.02
MI-FIBER	CITY INTERNET	\$ 9.95
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 33.22
NICHE ACADEMY	SUBSCRIPTION	\$ 500.00

ONESOURCE	BACKGROUND CHECK	\$ 52.00
OVERDRIVE INC	DIGITAL AUDIOBOOK	\$ 59.99
PC Print Center	OFFICE SUPPLIES	\$ 225.00
PITNEY BOWES	POSTAGE METER RENTAL	\$ 164.97
POLK CITY POLICE DEPARTMENT	FALL FEST SECURITY	\$ 400.00
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 450.00
RACOM	EDACS	\$ 862.92
RUAN, INCORPORATED	T10901/T11190 VEHICLE LEASES	\$ 3,053.76
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 15,742.94
Sandry Fire Supply L.L.C.	O-RINGS SCBA FILL STATION	\$ 15.84
SBS SERVICES GROUP LLC	JANITORIAL - SEPTEMBER 2022	\$ 1,763.57
Smith's Sewer Service	SHELTER HOUSE SEWER FIX	\$ 350.00
STATE STEEL OF DES MOINES	STOCK STEEL	\$ 444.20
STEVE KARSJEN	MILEAGE-COMMUNITY LEADERS DAY	\$ 31.38
STOREY KENWORTHY	UTILITY BILLING ENVELOPES	\$ 615.25
TANNER OWEN	C461 BATTERY CHARGER	\$ 74.85
TOTAL QUALITY INC.	LAWNCARE	\$ 13,460.00
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 17.04
Accounts Payable Total		\$ 482,650.02
GENERAL		\$ 60,442.17
ROAD USE		\$ 3,423.54
L.M.I		\$ 198.54
PC COMM. LIB TRUST		\$ 2,550.00
CAPITAL IMPROVEMENTS		\$ 346,453.55
CAPITAL EQUIPMENT/VEHICLE		\$ 4,287.48
WATER		\$ 60,900.84
SEWER		\$ 4,393.90
TOTAL FUNDS		\$ 482,650.02

AGENDA FOR POLK CITY LIBRARY BOARD MEETING

Polk City Community Library
1500 W. Broadway, Polk City, IA
Monday, October 3, 2022 at 6:00 pm

I. Call to order

II. Approval of the agenda

III. Consent Items

1. Approve the September 2022 Board Minutes
2. Approve the September 2022 Special Board Meeting Minutes
3. Approve August 2022 financial statements
 - a. August 2022 History
 - b. August 2022 Budget
 - c. August 2022 Revenue & Expenses

IV. Communication from the Public

V. Director's Report

1. September 2022 Stats

VI. Liaison report

VII. Board Education: Corey Hoodjer

VIII. Agenda Items

1. Review Patron Behavior Policy
2. Approve closing of library on October 25 from 11:45-1:30 so staff can attend city luncheon.

IX. Adjourn

Next Meeting Monday, November 7, 2022 at 6:30 P.M.

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

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library
1500 W. Broadway, Polk City, IA
Tuesday, September 6, 2022 at 6:30 pm

I. Call to order – Lisa Mart called meeting to order at 6:32pm.

II. Approval of the agenda

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

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

III. Consent Items

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

1. Approve the [August 2022 Board Minutes](#)
2. Approve July 2022 financial statements
 - a. [July 2022 History](#)
 - b. [July 2022 Budget](#)
 - c. [July 2022 Revenue & Expenses](#)

IV. Communication from the Public – None

V. Director's Report

Library Director's Report
August 2022

Library Statistics:

- August Circulation and library usage
 - August 2022 circulation decreased by 381 checkouts compared to July 2022 and increased by 958 compared to August 2021.
 - 2,406 individuals visited the library in August. This is a decrease of 518 compared to July 2022. It is an increase of 556 visitors compared to August 2021.
 - Library Patrons saved \$59,091 in August by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 48 passport applications were processed
 - 2 Notary appointments
 - 33 Adventure Passes were used saving patrons \$1,356.
- Youth Services Librarian, Alexa Minasian, has resigned. Her last day will be September 9, 2022. We have started the search for her replacement.
- During the month of August, we did not see as big of a drop in library usage as we have in years past. We may consider keeping our extra part-time help through the first 2 weeks of August next year; perhaps even just Monday-Wednesday as Thursdays and Fridays tend to be quieter.

- The Friends of the Library book sale on Friday, August 5 raised \$365.
- Youth programming flyers were created for fall programming and were available on the activity tables at both West and Big Creek Elementary during back-to-school events.
- The WooHoo/BooHoo coffee on August 23 was not well attended.
- The library has applied for a grant from Metro Waste Authority to purchase a bottle filling station for our water fountains. The MWA is giving away \$1,000 toward the purchase of a bottle filler. Our current fountains need to be replaced so I have been getting quotes for the total cost. The Friends of the Library have indicated a willingness to help with the expense of replacement.
- The library's book vendor, Baker & Taylor, was a victim of a ransomware attack during the weekend of August 20. As of August 29, libraries are still unable to order materials, download MARC records or call or email the company. This also affects all reporting through the State Library of Iowa as they contract with a Baker & Taylor subsidiary for completing all annual reports and accreditation reports.
- The library produced its first monthly newsletter for September. Currently only 3 subscribers, but we will continue to advertise it.
- September is Library Card month.
- The library is once again providing access to our electronic resources to all North Polk students.
- Fall programming will begin the week of September 12.
- Director Noack will be attending the Association of Rural and Small Libraries (ARSL) conference in Chattanooga, TN from September 14-17.
- Director Noack will be on vacation from September 19-24.

1. [August 2022 Stats](#)

LIBRARY -August 2022 STATS SNAPSHOT	August 2021	August 2022	July 2022
Total Visitors	1,969	2,406	2,924
People Checking Out	409	453	496
Polk City Cardholders	366	402	428
Polk City Checkouts	3,600	4,156	4,313
Open Access Cardholders	24	24	30
Open Access Checkouts	248	308	317
Rural Cardholders	19	27	38
Rural Checkouts	142	298	433
Bridges E-book/Audiobook Checkouts	724	914	1,005
Outgoing ILL Books	34	30	19
Total Checkouts (incl. Bridges & Outgoing ILL)	4,748	5,706	6,087
Auto Renewals	786	793	828
Total Checkouts (adjusted for auto-renewal)	3,962	4,913	5,259
Incoming ILL Books	27	30	26
Reserves Placed	421	306	365
Materials Added	173	158	197

Materials Withdrawn	121	112	775
New Cards Issued	22	25	42
Computer Users	30	36	28
WiFi Users (on site)	286	399	434
Reference Questions	5	20	20
AWE Station Usage	142	183	147
AWE Games Played	259	230	409
Adult Programs	11	18	24
Adult Program Attendance	84	159	158
Youth Programs	2	2	25
Youth Program Attendance	26	11	883
Tutoring	0	3	8
No. of Meeting Room Uses by Outside Groups	0	0	0
Patron Savings (physical materials only)	\$49,893	\$59,091	\$64,338
Passports	31	48	33
Blank Park Zoo Adventure Pass (\$44)	13	16	14
Science Center of Iowa Adventure Pass (\$44)	9	7	12
Botanical Gardens Adventure Pass (\$34)	1	3	1
Des Moines Children's Museum (\$36)	2	2	4
Reiman Gardens (\$34)	4	5	5
TOTAL ADVENTURE PASS SAVINGS	\$1,210	\$1,356	\$1,492
Summer Reading Signups (0-11) as of 7/31			376
Summer Reading Signups (12-18) as of 7/31			40
Adult Reading Participation as of 7/31			156
Facebook Page Views Aug 1-31)	344	163	174
Facebook Post Reach (Aug 1-31)	4,569	2,447	2,641
New FacebookPageFollowers(Aug 1-31)	7	not reported	not reported
New Facebook Page Likes (Aug 1-31)	6	18	8
Website Views	1,185	2,492	3,364

VI. Liaison report – None

VII. Board Education – Corey Hoodjer was not present tonight

VIII. Agenda Items

1. Review [Social Media Policy](#) – reviewed; no changes

2. Approve Resolution 2022-09L authorizing Library Director to proceed with the process of replacing the locks on the library and installing electronic access capabilities for the library as budgeted for fiscal year 2023.

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve Resolution 2022-09L, authorizing the Library Director to proceed with replacing locks on the Polk City Community Library doors in accordance with the budget with Strauss Security Solutions for locksmith services up to \$12,000 as allocated by fiscal year 2023 library budget.

MOTION PASSED unanimously.

3. Approve [Resolution 2022-10L](#) authorizing the allocation of \$2,600 from the Library Trust account for the purpose of creating a myLIBRO library app.

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve Resolution 2022-10L, authorizing the allocation of \$2600 from Library Trust account to create a myLIBRO library app.

MOTION PASSED unanimously.

4. Approve [alternate operating hours](#) for select days in September due to staffing issues.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve alternating operating hours for select days in September due to staffing issues as proposed.

MOTION PASSED unanimously.

IX. Adjourn – President Mart adjourned meeting at 7:06pm.

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to adjourn meeting.

MOTION PASSED unanimously.

Next Meeting Monday, October 3, 2022 at 6:00 P.M.

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

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library
1500 W. Broadway, Polk City, IA
Monday, September 12, 2022 at 7:00 pm
Zoom Link: <https://us02web.zoom.us/j/82788030202>

I. Call to order – Meeting was called to order by President Mart at 7:00p.m.

II. Approval of the agenda

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

MOTION PASSED unanimously.

Board Members Present in Person: Angie Conley

Board Members Present via Zoom: Rod Bergren, Corey Hoodjer, Lisa Mart

Board Members Absent: None

Library Director Present: Jamie Noack

City Council Liaison Present: None

Guests Present: None

III. Agenda Items

1. Approve [Resolution 2022-11L](#) authorizing the hiring of Allyson Reister as a Youth Services Librarian.

MOTION: A motion was made by Angie Conley and seconded by Corey Hoodjer to approve Resolution 2022-11L authorizing the hiring of Allyson Reister as a Youth Services Librarian.

MOTION PASSED unanimously.

IV. Adjourn – Meeting was adjourned by President Mart at 7:02p.m.

MOTION: A motion was made by Corey Hoodjer and seconded by Angie Conley to adjourn meeting.

MOTION PASSED unanimously.

Next Meeting Monday, October 3, 2022 at 6:00 P.M.

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

Library Director's Report September 2022

Library Statistics:

- September Circulation and library usage
 - September 2022 circulation decreased by 1,186 checkouts compared to August 2022 and increased by 432 compared to September 2021.
 - 1,839 individuals visited the library in September. This is a decrease of 567 compared to August 2022. It is an increase of 181 visitors compared to September 2021.
 - Library Patrons saved \$47,156 in September by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 26 passport applications were processed
 - 5 Notary appointments
 - 11 Adventure passes were used saving patrons \$454.

- Youth Services Librarian, Allyson Reister started on September 28.
- The Friends of the Library will meet October 5, 2022.
- Fall programming has been well-attended.
- Director Noack attended the Association of Rural and Small Libraries (ARSL) conference in Chattanooga, TN from September 14-17. This was the most valuable conference. It would be extremely beneficial if at least 2 full-time library staff could attend the conference in Wichita in 2023.
- Director Noack will attend the Iowa Library Association conference in Coralville from October 12-14 where she will present with the Huxley library director on libraries as passport acceptance facilities. Director Noack has also served on the planning committee for the ILA conference.
- The Friends of the Library had an activity at Fall Fest on October 1.
- October 16-23, 2022 is National Friends of the Library Week
- The myLibro app has a scheduled "launch" of November 7, but they anticipate we will have access to it sooner than that.
- The electronic access and re-keying of the library will happen as soon as SEI has all of the parts in stock. They do anticipate it will be done in October.
- The library may have a tent at Go Polk City's Trunk or Treat event at West Elementary on October 30.
- Effective October 1, 2022 the library has ended its contract with Creativebug due to lack of usage.
- Today the State Library of Iowa, in partnership with the University of Iowa Law Library, launched the People's Law Library of Iowa, a new legal resource website providing easy to understand information on topics related to Iowa's laws. The library will have this resource added to our website before the end of the week.
- Director Noack is planning to attend a workshop on planning library construction/renovation projects post-COVID in Waterloo on November 4. Board members are welcome to attend. Register thru Iowa Learns.

LIBRARY -SEPTEMBER 2022 STATS SNAPSHOT	September 2021	September 2022	August 2022
Total Visitors	1,658	1,839	2,406
People Checking Out	358	392	453
Polk City Cardholders	314	348	402
Polk City Checkouts	2,804	3,167	4,156
Open Access Cardholders	23	19	24
Open Access Checkouts	234	149	308
Rural Cardholders	21	25	27
Rural Checkouts	262	284	298
Bridges E-book/Audiobook Checkouts	764	893	914
Outgoing ILL Books	23	27	30
Total Checkouts (incl. Bridges & Outgoing ILL)	4,088	4,520	5,706
Auto Renewals	694	666	793
Total Checkouts (adjusted for auto-renewal)	3,394	3,854	4,913
Incoming ILL Books	27	25	30
Reserves Placed	404	343	306
Materials Added	131	140	158
Materials Withdrawn	396	40	112
New Cards Issued	25	32	25
Computer Users	12	31	36
WiFi Users (on site)	227	354	399
Reference Questions	1	20	20
AWE Station Usage	unavailable	209	183
AWE Games Played	unavailable	277	230
Adult Programs	35	30	18
Adult Program Attendance	218	231	159
Youth Programs	13	10	2
Youth Program Attendance	236	226	11
Tutoring	0	0	3
No. of Meeting Room Uses by Outside Groups	1	3	0
Patron Savings (physical materials only)	\$41,775	\$47,156	\$59,091
Passports	26	26	48
Blank Park Zoo Adventure Pass (\$44)	5	5	16
Science Center of Iowa Adventure Pass (\$44)	4	3	7
Botanical Gardens Adventure Pass (\$34)	1	2	3
Des Moines Children's Museum (\$36)	1	0	2
Reiman Gardens (\$34)	0	1	5
TOTAL ADVENTURE PASS SAVINGS	\$466	\$454	\$1,356
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (Sept 1-30)	152	97	163
Facebook Post Reach (Sept 1-30)	8,727	1,105	2,447
New Facebook Page Followers(Sept 1-30)	10	not reported	not reported
New Facebook Page Likes (Sept 1-30)	9	10	18
Website Views	1,107	2,272	2,492

Patron Behavior Policy

The Polk City Community Library Board have deemed the following the policy for patron behavior policy.

The Library is maintained as a publicly supported agency. Certain rules of conduct and responsibilities must be adhered to if the Library is to effectively carry out its mission.

The Board of Trustees believes that Library patrons have the right to use Library materials and services without being impeded by other Library users; that Library patrons and employees have the right to an environment that is secure and comfortable, and available facilities are in good condition. No persons shall engage in any conduct which disturbs or interferes with patrons or employees of the Library including but not restricting to the following:

- A. Any behavior that endangers the safety or health of yourself and/or others.
- B. Violation of any local, State or Federal law within the Library.
- C. Vandalism or deliberate destruction of Library materials.
- D. Theft of Library materials or the personal property of other patrons or staff members.
- E. Deliberate disruption of library procedures or misuse of staff time.
- F. Use of abusive or obscene language or gestures at other patrons or the staff.
- G. Deliberate use of the Library for inappropriate purposes, such as:
 - 1) Sleeping
 - 2) Loitering inside or outside of the building
 - 3) Skateboarding, roller-blading, or bicycling on Library property
 - 4) Climbing, hanging or running in the library is prohibited
 - 5) Playing radios or other devices loudly enough to disturb or distract patrons
 - 6) Writing or carving on furniture, walls or other library property
 - 7) Placing gum underneath tables or on furniture or carpet
 - 8) Using snuff or chewing tobacco
 - 9) Excessive display of affection which includes sexual conduct or physical contact disruptive to other patrons or staff
 - 10) Misusing or abusing the restroom facilities
 - 11) Bringing animals other than service dogs or therapy dogs into the library
- H. Loud talking, laughing, or other noise which disturbs or could disturb other patrons or staff.
- I. Eating or drinking in the computer lab or in any amount/type not permitted. Food is allowed in moderate amounts and limited to snack type food. Food may not be delivered to a patron at the library unless it is pre-approved for use in a meeting room. Drinks must have a lid. PLEASE NOTE: Any food or drink confiscated will be immediately disposed of in consideration of health factors. These items will not be kept for patrons to retrieve on the way out of the building.
- J. Smoking is prohibited in any public building and on its grounds, per Iowa Law 7/1/08.

K. Patrons must be fully clothed, including shoes and shirt.

L. Hygiene-a patron may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and enjoy the facility.

M. Staff areas are off-limits to patrons; anyone found in designated staff or employee areas will be required to leave the premises immediately.

N. Other kinds of behavior deemed inappropriate by the Library Director or her/his delegated staff.

*These are examples only and are not all inclusive as to the type of misuse of the Library.

* These rules apply to the library's building, parking lot and grounds.

Exceptions to the above may be authorized by the Library Director and/or the Library Board of Trustees. No exception, however, will be made regarding the use of tobacco, or smoking.

EXTREME MISCONDUCT

Engaging in inappropriate conversation or behavior, sexual advances, or physical and/or verbal assault.

Sexual behavior, including but not limited to demonstrations of consensual sexual behavior, exposure, offensive touching, masturbation, or sexual harassment of other patrons or staff.

Engaging in Voyeurism/peeping.

Remaining in the building after closing.

Defacing, destroying, hiding or stealing Library property. Refer to Iowa Code 714.5, and 808.12)

Consuming, selling, or giving of alcohol and/or controlled substances.

Gambling

Possessing any kind of weapons, firearms, or explosive devices on Library property.

Extreme misconduct may warrant immediate consequences up to and including contacting law enforcement officials and termination of library privileges.

ADULTS

Adult patrons who have caused repeated disruption in the Library will be warned that their Library privileges will be revoked and they will not be allowed to enter the building if the behavior continues. If these patrons continue to cause disturbances, they will be barred from the Library for one month. If, when their Library privileges are reinstated, the disturbances continue, the Library will take legal actions to bar the individual from Library property for at least one year. Library staff has the authority to ban any disruptive patron and may summon the police if necessary.

MINORS

Parents are responsible for their children’s behavior while on the Library property. Disruptive children, as well as adults, will be asked to leave the building after receiving one verbal warning. If the child is under nine (9) years old and no accompanying adult is in the library, the staff will make an attempt to locate a parent by telephone and require that an adult pick the child up immediately from the Library. Police may be called to provide assistance. More than one such occurrence, or the inability of the parent to provide immediate assistance, may result in suspension of Library privileges for the child and his or her parent(s) at the discretion of the Library Director.

NO TRESPASS ORDER

Patrons who refuse to behave after being suspended or engage in behavior considered to be excessive, pose a danger to themselves or others, or in any way would be considered a willful disregard of law and/or this policy will be banned from the library building, parking lot and grounds via a “no trespass order”. Depending upon the situation, the library has the option to ban the patron on a permanent or temporary basis.

CALLING THE POLICE

In cases where a patron poses a clear danger to self or others, or where s/he deliberately violates the law, or where s/he refuses to leave the Library after being required to do so, the police will be contacted.

These guidelines are designed to make your library visit safe, productive, and pleasant. Please help us keep our collection intact and in good condition and help us maintain our building for all to use.

Section 392.5 of the Code of Iowa delegates to Library Board of Trustees the right to establish the rules and regulations for use of the library.

Accepted by the Polk City Community Library Board: September 13, 2005

Revised March 5, 2018

Reviewed June 1, 2020

Revised October 5, 2020

Reviewed October 3, 2022

President

Polk City Community Library

I have read a copy of the Patron Behavior Policy for the Polk City Community Library and I am aware of the type of proper conduct required in the public library. I have been warned regarding my conduct in the library and on library property.

Signed _____

DATE: _____

Staff member initials: _____



City of Polk City, Iowa

City Council Agenda Communication

Date: October 10, 2022
To: Mayor & City Council
From: Karla Hogrefe – Fire Chief
Subject: Firehouse Subs Grant

BACKGROUND: The Fire Department is in need to replace 2 outdated Thermal Imaging Cameras. We currently carry one on each fire apparatus. The Thermal Imaging Camera (TIC) can be used in multiple scenarios and is a very important safety tool in the fire service. The Thermal Imaging Camera is a handheld device that provides critical information to size up a fire incident, locate fires within in a structure, track fire growth, and locate victims and downed firefighters.

ALTERNATIVES: We could wait and attempt to budget the funds for purchase of upgraded TICs.

FINANCIAL CONSIDERATIONS: Firehouse Subs offers a grant for up to \$35,000.00. We would like to apply for 2 TICs that cost \$26,690.00. This grant does not require a local match, therefore there would be no cost to the Polk City Fire Department.

RECOMMENDATION: Approve the Fire Department to apply for the Firehouse Subs Grant for new thermal imaging cameras. The grant opened October 6 and they only allow 600 applicants, so we must act fast.

RESOLUTION NO. 2022-115

**A RESOLUTION GIVING AUTHORIZATION TO APPLY FOR FIREHOUSE SUBS
PUBLIC SAFETY FOUNDATION GRANT**

WHEREAS, the City of Polk City is desirous to apply for funding from the Firehouse Subs Public Safety Foundation Grant; and

WHEREAS, this funding is intended to provide lifesaving equipment and prevention education tools to first responders and public safety organizations; and

WHEREAS, the City of Polk City has identified a need to replace two outdated Thermal Imaging Cameras.

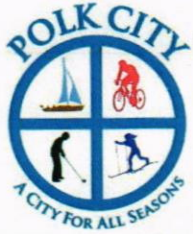
NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa to authorize application to the Firehouse Subs Public Safety Foundation Grant for the proposed purchase of two Thermal Imaging Cameras.

PASSED AND APPROVED the 10th day of October 2022.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk



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

Permit # _____
Application Fee* \$50

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

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

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

Please check the following type of event:

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

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	<u>Jason Merritt</u>
Contact Mailing Address:	<u>1200 Westside Drive</u>
Contact Phone number:	<u>515 601 3996</u>
Contact Email Address:	<u>merrittcustomperformance@gmail.com</u>
Sponsor Organization: <small>*(if applicable)</small>	<u>Merritt Customs, LLC</u>

Event Information:

Name of Event:	<u>Merrittween</u>	Requested event location:	<u>12</u>
Event Date(s) & Time(s):	<u>10/29</u> ↓ <u>6p-12a</u>	Event Setup & Teardown: (dates & times)	<u>10/29</u> <u>10/30</u>
Estimated Attendance:	<u>60</u>	Number of Vehicles:	<u>10-15</u>
Will Event Fee Be Charged?	Y or <u>N</u>	Event Fee Amount: (if applicable)	<u>0</u>
Product Sales on Site:	Y or <u>N</u>	Amplified sounds: (a noise waiver may be required)	<u>Y</u> or N
Tent and/or canopy: Qty. _____	Y or <u>N</u>	Inflatables: (valid State of Iowa permit required)	Y or <u>N</u> Qty. _____
Access to water:	Y or <u>N</u>	Access to electricity:	Y or <u>N</u>
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or <u>N</u>	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<u>Y</u> or N Qty. <u>1</u>
Street Closure: Qty. <u>1</u>	Y or <u>N</u>	On Street Parking Closure:	<u>Y</u> or N Qty. <u>1</u>

Event Description: (describe activities)

Halloween Party

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

[Handwritten scribble]

Barricades Required:	Qty. <u>4</u>	Security on site:	Y <input checked="" type="radio"/> N
Traffic Control:	Y <input checked="" type="radio"/> N	Emergency Services:	Y <input checked="" type="radio"/> N

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

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

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

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

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

Additional Remarks:

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

Signature and Title of Applicant: [Handwritten Signature]

Date: 10 / 4 / 22

✓ If Provided

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

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



City of Polk City, Iowa City Council Agenda Communication

Date: October 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Setting the date for public hearing on urban renewal plan amendment

BACKGROUND: On Monday evening, the City Council will set a Public Hearing for November 14, 2022 at 6PM on a proposed amendment to the City's Urban Renewal Plan. The plan amendment will include 1) Polk City Chamber & Economic Development Corporation Development Agreement and 2) Admin Support Program. The City amended the Urban Renewal Plan 2 years ago for 3 year periods, and my recommendation is to amend the plan for 5 year periods for both of these activities. Both programs will occur fiscal years 2024-2028.

1. In the last few years, the City has entered into a development agreement with GoPolkCity for the City's contribution to the organization. The development agreement allows for the City to reimburse the general fund with TIF funds for activities conducted in the urban renewal area. The proposed development agreement is a 5-year agreement; however, annual appropriations will need to be approved annually. The total amount of the development agreement will be \$375,000-or \$75,000 for each year.
2. We have also started an admin support program, which allows us to reimburse the City's general fund for urban renewal activity expenses. Some of these activities include bond counsel fees, financial advisor fees, and staff salaries. The proposed program would not exceed \$250,000-or \$50,000 for each year.

ALTERNATIVES: Do not set the public hearing

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

RECOMMENDATION: It is my recommendation that the Council set the public hearing for the regularly scheduled Council meeting on Monday, November 14, 2022.

SET DATE FOR HEARING ON URBAN
RENEWAL PLAN AMENDMENT

511493-New

Polk City, Iowa

October 10, 2022

The City Council of the City of Polk City, Iowa, met on October 10, 2022, at 6 o'clock, p.m., at the City Hall Council Chambers in the City, for the purpose of setting a date for 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 Mayor announced that an amendment to the urban renewal plan for the Polk City Area II Urban Renewal Area had been prepared, and that it was now necessary to set a date for a public hearing on the proposed amendment to the urban renewal plan. Accordingly, Council Member _____ moved the adoption of the following resolution entitled "Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment," and the motion was seconded by Council Member _____. Following 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 as follows:

RESOLUTION NO. 2022-116

Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

WHEREAS, this City Council of the City of Polk City, Iowa (the “City”) by resolution previously 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 Polk City Chamber of Commerce Support Program previously approved in the October, 2020 Amendment to the Plan and (2) updates the description of the City’s Urban Renewal Administration and Professional Support Program previously approved in the October, 2020 Amendment to the Plan; and

WHEREAS, it is now necessary that a date be set for a public hearing on the Amendment;

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

Section 1. This City Council will meet at the City Hall Council Chambers in Polk City, Iowa, on November 14, 2022, at 6 o’clock p.m., at which time and place it will hold a public hearing on the Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Manager is hereby designated as the City’s representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Polk County and the North Polk Community School District be invited to participate in the consultation.

Passed and approved October 10, 2022.

Mayor

Attest:

City Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED URBAN RENEWAL PLAN
AMENDMENT

Notice Is Hereby Given: That at 6 o'clock p.m., at the City Hall Council Chambers in Polk City, Iowa, on November 14, 2022, the City Council of the City of Polk City, Iowa, will hold a public hearing on the question of amending the urban renewal plan for the Polk City Area II Urban Renewal Area to (1) update the description of the City's Polk City Chamber of Commerce Support Program previously approved in the October, 2020 Amendment to the Plan and (2) update the description of the City's Urban Renewal Administration and Professional Support Program previously approved in the October, 2020 Amendment to the Plan.

A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matters of the hearing.

City Clerk
Jenny Coffin

• • • • •

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
POLK COUNTY
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa do hereby certify that pursuant to the resolution of its City Council fixing a date of public hearing on a proposed urban renewal plan amendment, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City, and copies were sent to the county and school district.

WITNESS my hand this ____ day of _____, 2022.

City Clerk

(Attach here publisher's affidavit of publication of notice.)

(PLEASE NOTE: This certificate must not be dated until the publication has been made and you have reviewed it to be sure that the notice was published on the date indicated in the attached affidavit.)

STATE OF IOWA
POLK COUNTY
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa do hereby certify 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 those 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 setting a date for public hearing on a proposed urban renewal plan amendment.

WITNESS my hand this ___ day of _____, 2022.

City Clerk



October 5, 2022

VIA EMAIL

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Polk City Area II Urban Renewal Area Amendment
Our File No. 511493-New

Dear Chelsea:

We have prepared the attached materials which will enable the City Council to act on October 10, 2022 to set November 14, 2022 as the date for a public hearing on an amendment to the existing urban renewal plan for the Area.

The notice which is included in the attached resolution must be published once, not less than four (4) and not more than twenty (20) days prior to the date selected for the hearing. The last date on which the notice can effectively be published is November 10, 2022. Please print a separate copy of the notice for delivery to the newspaper and email a copy of the published notice to lemke.susan@dorsey.com.

Also, a “consultation session” must be set up with Polk County and the North Polk Community School District. Please refer to my separate letter attached for further details.

Please return one fully executed set of these proceedings once all the actions have been taken and contact John Danos, Erin Regan, Severie Orngard, or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Jenny Coffin



October 5, 2022

VIA EMAIL

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Polk City Area II Urban Renewal Area Amendment/Consultation Session
Our File Number: 511493-New

Dear Chelsea:

The Iowa Urban Renewal Law requires that the City provide information concerning a proposed urban renewal plan amendment to certain other governmental bodies which might be affected by the use of tax increment financing within the amended urban renewal area. Specifically, the City must send a copy of the urban renewal plan amendment and an invitation to attend a meeting to discuss the urban renewal plan amendment to any county and school district whose jurisdiction covers any property to be included within the amended urban renewal area. This consultation must be held at least two weeks before the public hearing on November 14, 2022.

It is our understanding that the property within the City's amended urban renewal area would affect Polk County and the North Polk Community School District.

Attached is a draft letter which you may use in order to provide notification to these governmental entities of the date, time and place of a meeting at which they may discuss the urban renewal plan amendment. The law does not require that this be a meeting of the City Council, and you may use your discretion about who represents the City at the meeting.

Along with the letter, you should send a copy of the urban renewal plan amendment and a copy of the notice of the public hearing on the urban renewal plan amendment.

According to our records, here are the mailing addresses for the individuals who should receive the notification letter and the enclosures:

Board of Supervisors
c/o Polk County Auditor
Administration Building
111 Court Avenue, Room 230
Des Moines, Iowa 50309

Superintendent
North Polk Community School District
13930 NE 6th Street
Alleman, Iowa 50007

Please call John Danos, Erin Regan, Severie Orngard or me if you have questions.

Kind regards,

Amy Bjork

Attachment

cc: Jenny Coffin

DATE: October 10, 2022

TO: Board of Supervisors, Polk County
Superintendent, North Polk Community School District

FROM: City Council
City of Polk City, Iowa

RE: Polk City Area II Urban Renewal Area Amendment

The City of Polk City is in the process of amending the urban renewal plan for the Polk City Area II Urban Renewal Area and, pursuant to Section 403.5 of the Code of Iowa, the City is sending you the enclosed copy of its urban renewal plan amendment and scheduling a meeting at which you will have the opportunity to discuss this amendment.

The meeting to discuss our urban renewal plan amendment has been set for October 26 2022, at 2 o'clock p.m. at the City Hall in Polk City. If you are unable to send a representative to the meeting, we invite your written comments. In addition, Section 403.5 gives your designated representative the right to make written recommendations concerning the urban renewal plan amendment no later than seven days following the date of the meeting.

The City Council will also hold a public hearing on this urban renewal plan amendment at 6 o'clock p.m. on November 14, 2022, and a copy of the notice of hearing is enclosed for your information.

Please call our City Manager at (515) 984-6233 if you have questions.

Enclosure

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

November, 2022

The Urban Renewal Plan (the “Plan”) for the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) of the City of Polk City, Iowa (the “City”) is being amended for the purposes of (1) updating the description of the City’s Urban Renewal Administration and Professional Support Program and (2) updating the description of the City’s Polk City Chamber of Commerce Support Program.

1) Update Description of the Urban Renewal Administration and Professional Support Program. It is now necessary to update the description of the Urban Renewal Administration and Professional Support Program, previously approved in the October 12, 2020 Amendment to the Plan, as follows:

Name of Program: 2024-2028 Urban Renewal Administration and Professional Support Program

Date of Council Approval of Program: October 12, 2020, and updated on November 14, 2022

Description of Program: The City will provide administrative and professional support to its urban renewal projects and initiatives in the City’s 2024 through 2028 fiscal years (the “Admin Support Program”). The Admin Support Program will include planning, staffing, grant writing and administration, document support, record management, accounting, legal services and such other services as are necessary to carry out and effectuate the urban renewal initiatives and objectives of the City.

Description of Use of TIF for the Program: The City will fund its support contributions under the Admin Support Program from the proceeds of internal advances (the “Advances”) of cash on hand. The City will repay the Advances from incremental property tax revenues to be derived from the Urban Renewal Area. The amount of the Advances will be determined from year to year. The total amount of incremental property tax revenues to be applied to the City’s Admin Support Program for the City’s fiscal years 2024 through 2028 shall not exceed \$375,000.

2) Update Description of the Polk City Chamber of Commerce Support Program. It is now necessary to update the description of the Polk City Chamber of Commerce Support Program, previously approved in the October 12, 2020 Amendment to the Plan, as follows:

Name of Project: 2024-2028 Polk City Chamber of Commerce Support Program

Date of Council Approval of Project: October 12, 2020, and updated on November 14, 2022

Declaration of Support Program as an Urban Renewal Project: The City Council acknowledges the importance of the Polk City Chamber of Commerce (the “Chamber”) in the ongoing promotion of economic development in the Urban Renewal Area. The City intends to enter into an economic development support agreement with the Chamber, which will provide a mechanism for the City to make annual support payments to the Chamber for a period of five fiscal years. Under said agreement, the Chamber will commit to continuing its efforts to carry out economic development support programs, promotional events, initiatives and activities within the Urban Renewal Area.

Description of Use of TIF for the Support Program: It is anticipated that the City will pay for the Polk City Chamber of Commerce Support Program with a combination of borrowed funds, proceeds of internal advances of City funds on-hand and/or through an economic development agreement with negotiated annual appropriation payments. In all cases, the City’s obligations will be repaid with incremental property tax revenues derived from the Urban Renewal Area. The amount of incremental property tax revenues to be expended by the City in connection with the Polk City Chamber of Commerce Support Program will not exceed \$250,000.

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

Constitutional debt limit of the City:	<u>\$30,838,010</u>
Outstanding general obligation debt of the City:	<u>\$ _____</u>
Proposed maximum indebtedness to be incurred in connection with this November, 2022 Amendment*:	<u>\$ 625,000</u>

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



City of Polk City, Iowa

City Council Agenda Communication

Date: October 10, 2022, City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: City Drug Testing Policy

BACKGROUND: For the City Council's consideration on Monday is an updated city drug testing policy. Our previous policy from 2009, needed to be updated. Our City Attorney, Brick Gentry, has provided updates which include new law requirements for drug testing for all city employees.

This policy is referenced in the Employee Handbook. All city employees will receive a copy of the new policy and be asked to acknowledge the updated policy.

ALTERNATIVES: Do not approve the policy

FINANCIAL CONSIDERATIONS: There are no financial considerations for this policy

RECOMMENDATION: It is my recommendation that the Council approve the City Drug testing policy.

RESOLUTION NO. 2022-117

**A RESOLUTION ADOPTING POLICY PA-52
DRUG TESTING**

WHEREAS, the City of Polk City recognizes the need for updating the City's drug testing policy from 2009 that includes new law requirements for drug testing for all city employees; and

WHEREAS, the City of Polk City Employee Handbook references this policy attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA-52, Drug Testing.

PASSED AND APPROVED, this the 10th day of October 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

P&A – 52
CITY OF POLK CITY

CITY OF POLK CITY, IOWA
DRUG-FREE WORKPLACE
SECTION 1 – GENERAL OVERVIEW

Goals, Policies, Criteria and Procedure Goals: The purpose of this policy is to update the City’s drug testing policy from 2009 that includes new law requirements for drug testing for all city employees.

Policy

The City of Polk City Employee Handbook references this policy, so all City employees with receive a copy of the new policy and be asked to acknowledge the updated policy.

I. INTRODUCTION

It is the policy of the City of Polk City, Iowa (“Employer”) to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the Employer’s ability to operate effectively and efficiently in its task to serve its citizens. Due to this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in Employer’s business off Employer’s premises is strictly prohibited. “Workplace” shall have the meaning of any building, premises, owned or leased motor vehicle, owned or lease implement, owned or leased equipment, Employer events or functions, Employer meetings, and all property within the city limits of Polk City in which the Employer is currently exercising control. Such conduct is also prohibited during non-working time to the extent that in the opinion of Employer, it impairs an employee’s ability to perform on the job or threatens the reputation or integrity of Employer.

Compliance with this policy is mandatory and constitutes a condition of employment with this Employer. Any employee violating this policy will be subject to disciplinary actions described below.

This policy is not designed to be exhaustive. The Employer commits to follow any applicable state and federal laws within the interpretative framework of the respective federal agencies in carrying out this section. Any procedure and standard not laid out herein is supplemented by applicable federal and state laws.

II. GENERAL PROHIBITIONS

A. The sale, manufacture, distribution, purchase, use, possession, of/or reporting to work or working while impaired by alcohol, intoxicants, non-prescribed narcotics, hallucinogenic drugs, amphetamines such as ecstasy, cocaine, marijuana, opiates, phencyclidine, or other non-prescribed controlled substances as defined in schedule I, II, III, IV, and V of the federal Controlled Substances Act, 21 U.S.C. § 801, et seq. and corresponding regulations is prohibited while on Employer’s property, during working hours, or while conducting Employer’s business outside the workplace.



- B. The distribution, sale, purchase, use, or possession of equipment, products and materials which are used, intended for use, or designed for use with non-prescribed controlled substances also is prohibited while on Employer's property or during working hours.
- C. Reporting to or being at work under the influence of alcohol, intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed substances is prohibited.
- D. Reporting to or being at work under the influence of prescribed narcotics where, in the opinion of the Employer, such use impairs the employee's ability to perform the duties of his or her job, or where such use poses a risk to the safety of the employee, other persons, or property.
- E. An employee of the Employer who is convicted under a criminal drug statute for a violation occurring in the workplace, including pleas of nolo contendere (i.e., no contest), shall notify his or her immediate supervisor no later than five (5) business days after such conviction. Failure to do so may result in discipline or termination of employment.

To educate employees on the dangers of drug abuse, Employer has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which the dangers of drug abuse, Employer's policy regarding drugs, the availability of counseling, and Employer's employee assistance program will be discussed.

III. DISCIPLINARY ACTION

Violations of this policy will result in disciplinary action up to and including termination of employment. In lieu of termination, other disciplinary action may be taken as determined to be appropriate in the judgment of Employer's management. This may include suspension of an employee or requiring the employee's attendance and successful completion of an approved substance abuse assistance or rehabilitation program. At its discretion, Employer may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment at the cost of the employee.

IV. EXEMPTIONS

Employer provides the mandatory exemptions to this policy per applicable state and federal law. Employer must be promptly notified of a triggering condition which allows the employee to become exempt under the policy. Employer need not be notified until the occasion of a test under this policy. Upon notification, the Employer will examine the applicable laws governing the exemptions and provide an employee a written explanation of the applicability of this policy within 10 days of notice of a possible exemption. Employers may require sufficient medical evidence to substantiate the triggering condition. Employer may waive this policy if the triggering condition is a qualifying disability under the Americans with Disability Act (ADA) as with any later amendments.

Drugs prescribed by a licensed physician for a specific individual may be possessed and used on the Employer's workplace or while engaged in Employer's business off Employer's premises only if the prescribed drug does not impair the individual or the individual's ability to perform his or her job safely.

Generally, over-the-counter drugs may be possessed and used on the Employer's workplace or while engaged in Employer's business off Employer's premises. The over-the-counter drug must be used for its intended purpose according to manufacturer or physician's instructions. Over-the-counter drugs should be kept in their original container which provides warning labels to ensure the safety of the workplace. If medical determination is made that such over-the-counter drugs impair an employee's ability to perform their duties, the employer may limit the use of such drugs according to state and federal regulations.



SECTION II - DRUG TESTING FOR EMPLOYEES NOT SUBJECT TO FEDERAL DOT-MANDATED TESTING

I. OVERVIEW

In addition to the policies described above, Employer administers and enforces the terms of this controlled substances (drug) and alcohol testing program in accordance with Iowa Code § 730.5. This program applies to all Employer employees but is supplemented for those who are covered by the federal DOT controlled substance and alcohol testing procedures. Any testing done under this policy shall be only for the purpose of detecting controlled substances or alcohol, and all test results are confidential and shall not be revealed by the Employer or by the laboratory conducting the tests.

Employer will conduct drug tests on the individuals as provided in this policy, which is a condition of obtaining or maintaining employment with Employer.

II. WRITTEN PROGRAM/MINORS

A. WRITTEN PROGRAM

The drug or alcohol testing or retesting conducted by Employer shall be carried out within the terms of this written policy which has been provided to every employee subject to testing, and is available for review by employees and prospective employees. The parents of an employee or prospective employee who is a minor shall be provided a copy of the written policy and the Employer shall obtain a receipt or acknowledgement from the parent that a copy of the policy has been received. Providing a copy of the written policy to a parent of a minor by certified mail, return receipt requested, satisfies the requirements of Iowa law.

B. MINORS

In addition, any notice required to be provided to an individual pursuant to a drug or alcohol test conducted pursuant to this policy, shall also be provided to the parent of the individual by certified mail, return receipt requested, if the individual tested is a minor. In providing information or notice to a parent, this Employer shall rely on the information regarding the identity of a parent as provided by the minor.

For purposes of this policy, "*minor*" means an individual who is under eighteen years of age and is not considered by law to be an adult, and "*parent*" means one biological or adoptive parent, a stepparent, or a legal guardian or custodian of the minor.

III. TESTING TIMES

Tests will be given during, or immediately before or after a regularly scheduled work period. Time required for testing will be considered compensable work time. If an employee is not scheduled to be at work at the time of an unannounced testing, or if the employee has been excused from work prior to the time testing is announced, in accordance with the Employer's policies, then the employee will not be drug tested.

IV. COSTS

Employer shall pay all actual costs for drug or alcohol testing of employees and prospective employees required by the Employer except as provided in VI. Further, Employer shall provide transportation or pay reasonable transportation costs to employees if drug or alcohol sample collection is conducted at a location other than the employee's normal work site. The Employer will not pay for confirmatory testing but will reimburse the employee if the confirmative test indicates that the test sample was in fact negative when the initial test was positive for the substance or alcohol tested for.



V. WHEN TESTING IS CONDUCTED**A. REHABILITATION**

Drug or alcohol testing will be conducted on the employee during or after completion of drug or alcohol rehabilitation.

B. REASONABLE SUSPICION

Testing will be conducted upon reasonable suspicion of alcohol or drug use in violation of the Employer's written policy. Reasonable suspicion exists when:

- The Employer directly observes drug or alcohol use or the physical signs of being impaired by such drug or alcohol use while the employee is at work, or if the Employer receives a report of such use from a reliable and credible source;
- The employee engages in abnormal conduct or erratic behavior at work or if the employee's work performance significantly deteriorates.
- There is evidence that the employee tampered with a drug or alcohol test.
- There is evidence that the employee caused an accident while at work which resulted in a physical injury, for which injury, if suffered by an employee, a record or report could be required under Iowa Code chapter 88, or damage to property or equipment in excess of \$1000.00, or if the vehicle driven by the employee is disabled or must be towed post-accident.
- There is evidence that the employee manufactured, sold, distributed, solicited, possessed, or used drugs while working or while on the Employer's premises or while operating the Employer's vehicle, machinery, or equipment.

C. PROSPECTIVE EMPLOYEES

Any and all applicants are subject to alcohol and/or drug testing as if they were employees unless not applicable by implication or expressly provided for.

D. ACCIDENT INVESTIGATION

A drug and/or alcohol test can be ordered if an accident happens at the workplace which causes physical injury for which injury, if suffered by an employee, a record or report could be required under Iowa Code chapter 88, or property damage in excess of \$1,000.00. This Employer may rely and take action upon the results of any blood test for drugs or alcohol made on any employee involved in an accident at work if the test is administered by or at the direction of the person providing treatment or care to the employee without request or suggestion by the Employer that a test be conducted, and Employer has lawfully obtained the results of the test. This Employer shall not be deemed to have requested or required a test in conjunction with the provision of medical treatment following a workplace accident by providing information concerning the circumstance of the accident. Any test for alcohol must be conducted within eight (8) hours from the time of the accident while any drug testing must be within thirty-two (32) hours from the time of the accident. The employee must remain available for these tests and cooperate in every way to facilitate prompt testing.

VI. TESTING PROCEDURE**A. SAMPLE COLLECTION**

Drug samples will be collected under sanitary conditions. The individuals collecting the samples shall, to the extent possible, protect and respect your privacy. We will require proof of identification from the person providing the test sample. We will also indicate the type of sample (blood, urine, or hair) that will be used for testing. Any hair samples must be limited to the portion of the hair closest to the skin. The hair sample must be no longer than one and one-half (1.5) inches. All samples will be properly labeled and handled to avoid misidentification. The Employer will provide the employee or prospective employee with a list of the drugs to be tested. Upon providing a sample, the employee must disclose any relevant medical information, including medications they are currently taking or have taken in the past so that legal medications can be considered when analyzing and reporting the results.

B. PRIVACY

If the sample collected is urine, procedures shall be established to provide for individual privacy in the collection of the sample unless there is a reasonable suspicion that a particular individual subject to testing may alter or substitute the urine specimen to be provided, or has previously altered or substituted a urine specimen provided pursuant to a drug or alcohol test. For purposes of this paragraph, "*individual privacy*" means a location at the collection site where urination can occur in private, which has been secured by visual inspection to ensure that other persons are not present, which provides that undetected access to the location is not possible during urination, and which provides for the ability to effectively restrict access to the location during the time the specimen is provided. If an individual is providing a sample and collection of the sample is directly monitored or observed by another individual, the individual who is directly monitoring or observing the collection shall be of the same gender as the individual from whom the sample is being collected.

C. SPLIT SAMPLE TESTING AND REVIEW

For current employees, except for alcohol testing, the sample provided will be "split" into two components at the time of collection in the presence of the employee to be able to re-test and verify results. The second portion of the specimen or sample shall be of sufficient quantity to permit a second, independent confirmatory test. If the specimen is urine, the sample shall be split such that the primary sample contains at least thirty milliliters and the secondary sample contains at least fifteen milliliters. Both samples will then be sent to a lab certified by the U.S. Department of Health and Human Services or the Iowa Department of Public Health for testing. The lab will be instructed that, in addition to any requirements for storage of the initial sample that may be imposed upon the laboratory as a condition for certification or approval, the laboratory shall store the second portion of any sample until receipt of a confirmed negative test result or for a period of at least forty-five calendar days following the completion of the initial confirmatory testing, if the first portion yielded a confirmed positive test result. All initial positive results will be confirmed by using a different process than was used in the first screening. For the drug confirmation test, the test shall be by use of a different chemical process than was used in the initial screen for drugs. The confirmatory drug test shall be a chromatographic technique such as gas chromatography/mass spectrometry, or another comparably reliable analytical method. A qualified medical review officer at the lab will review all confirmed positive results, the chain of custody of the samples, and the medical information provided by the employee before the results are reported to Employer.

D. ALCOHOL TESTING

The requirements governing alcohol testing, including initial and confirmatory testing, are set forth in the regulations adopted as of January 1, 1999, by the United States Department of Transportation for alcohol testing required to be conducted pursuant to the federal Omnibus Transportation Employee Testing Act of 1991. A summary of such, applicable to all employees, is located within Section XIII, subsection G.

E. POSITIVE TEST RESULTS

A positive result is one that indicates a: (1) presence of a controlled substance in the system of an employee or prospective employee; or (2) an alcohol concentration of .02 grams, or more, of alcohol per two hundred ten liters of breath, or its equivalent.

F. NOTIFICATION

Once we receive notification of a confirmed positive test, we will notify the employee in writing by certified mail, return receipt requested, of the results. If a confirmed positive drug or alcohol test for a prospective employee is reported to the Employer by the medical review officer, the Employer shall notify the prospective employee in writing of the results of the test, of the name and address of the medical review officer who made the report, and of the prospective employee's right to request records under Subsection VII. We will also notify current employees of their right to request and obtain a confirmatory test on the second sample provided by the employee at the employee's expense. Within seven (7) days from the date the Employer mail the results to the employee, an employee who desires a confirmatory test must provide us with: (a) identification of an approved laboratory, and (b) the fee for conducting the confirmatory test. All requests must be made in person or by certified mail, return receipt requested, within the seven (7) day period. The results of the second test will be forwarded to the Employer. If the second test does not confirm the results of the first test, we will pay for the second test and the first test cannot be used as a basis for disciplinary action.

For prospective employees, we will notify the prospective employee in writing of the confirmed positive results, the



name and address of the medical review officer who made the report, and the prospective employee's right to request records concerning the test.

VII. DOCUMENTATION AND RECORDS

Samples, except for samples collected for alcohol testing, shall be labeled so as to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided, and samples shall be handled and tracked in a manner such that control and accountability are maintained from initial collection to each stage in handling, testing, and storage, through final disposition.

An employee or prospective employee shall be provided an opportunity to provide any information which may be considered relevant to the test, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information. To assist an employee or prospective employee in providing the information described in this subparagraph, the Employer shall provide an employee or prospective employee with a list of the drugs to be tested.

VIII. DISCIPLINARY PROCEDURES

Upon receipt of a confirmed positive test or upon a current or prospective employee's refusal to take a test, the employee will be disciplined or terminated in accordance with the policy set forth in "Section I - Drug-free Workplace". Any action taken against an employee or prospective employee shall be based only on the results of the drug or alcohol test. If the employee meets the conditions of the alcohol rehabilitation program described below, then the employee will not be terminated provided that the program's requirements are followed.

A prospective employee who has a confirmed positive test or who refuses to take a test shall be refused employment.

Following a drug or alcohol test, but prior to receipt of the final results of the drug or alcohol test, this Employer may suspend a current employee, with or without pay, pending the outcome of the test. An employee who has been suspended shall be reinstated, with back pay, and interest on such amount at eighteen percent per annum compounded annually, if applicable, if the result of the test is not a confirmed positive drug or alcohol test which indicates a violation of this Employer's written policy.

That an employee refuses to take a drug or alcohol test includes but is not limited to the following situations:

- Failure to cooperate with the testing process;
- Failure to timely present at the testing site without a showing of exigent circumstances;
- Failure to provide the required amount of urine as directed;
- Failure to take a second test at the Employer's direction;
- Failure to allow for monitoring; and
- Failure to provide unadulterated or unsubstituted urine.

IX. AWARENESS PROGRAM

We will maintain a file of local employee assistance providers, certified alcohol and drug abuse programs; mental health providers; and other persons or organizations available to assist employees with personal and behavioral problems. Please contact the Human Resources Staff for more information as well as see the information provided at the end of this policy.

X. TRAINING



This Employer requires supervisory personnel involved with drug or alcohol testing to attend a minimum of two hours of initial training and to attend, on an annual basis thereafter, a minimum of one hour of subsequent training. The training shall include, but is not limited to, information concerning the recognition of evidence of employee alcohol and other drug abuse, the documentation and corroboration of employee alcohol and other drug abuse, and the referral of employees who abuse alcohol or other drugs to the employee assistance program or to the resource file maintained by the Employer. Employer commits to making this resource file accessible and known to the employees.

XI. CONFIDENTIALITY

All communications received by this Employer relevant to an employee or prospective employee drug or alcohol test results, or otherwise received through the drug or alcohol testing program, are confidential communications and shall not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except as otherwise provided or authorized by Iowa law.

An employee, or a prospective employee, who is the subject of a drug or alcohol test conducted pursuant to this written policy and for whom a confirmed positive test result is reported shall, upon written request, have access to any records relating to the employee's drug or alcohol test, including records of the laboratory where the testing was conducted and any records relating to the results of any relevant certification or review by a medical review officer. However, a prospective employee shall be entitled to records only if the prospective employee requests the records within fifteen calendar days from the date this Employer provided the prospective employee written notice of the results of a drug or alcohol test.

Except as provided by Iowa law and as necessary to conduct drug or alcohol testing under this program and to file an annual report pursuant to Iowa Code § 730.5(16), a laboratory and a medical review officer conducting drug or alcohol testing shall not use or disclose to any person any personally identifiable information regarding such testing, including the names of individuals tested, even if unaccompanied by the results of the test.

XII. USE AND DISCLOSURE OF INFORMATION

This Employer may use and disclose information concerning the results of a drug or alcohol test conducted pursuant to this program under any of the following circumstances:

1. In an arbitration proceeding pursuant to a collective bargaining agreement, or an administrative agency proceeding or judicial proceeding under workers' compensation laws or unemployment compensation laws or under common or statutory laws where action taken by this Employer based on the test is relevant or is challenged.
2. To any federal agency or administrative agency of the federal government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract.
3. To any agency of this state authorized to license individuals if the employee tested is licensed by that agency and the rules of that agency require such disclosure.
4. To a union representing the employee if such disclosure would be required by federal labor laws.
5. To a substance abuse evaluation or treatment facility or professional for the purpose of evaluation or treatment of the employee.

Positive test results from this Employer's drug or alcohol testing program shall not be used as evidence in any criminal action against the employee or prospective employee tested.



XIII. EMPLOYEES COVERED BY THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991 AND/OR AN EMPLOYEE WHOSE NATURE OF WORK IS CONTROLLED BY REGULATIONS FROM THE PIPELINE HAZARDOUS MATERIALS SAFETY ADMINISTRATION

A. APPLICABILITY

Applicants and employees who are operating or will be operating a motor vehicle of any kind which requires the acquisition and possession of a Commercial Driver's License (CDL) are subject to additional procedures which amend and supplement the aforementioned policy and procedures. Applicants and employees who are operating or will be operating in areas of work that are regulated by the Pipeline Hazardous Material Safety Administration are subject to additional procedures which amend and supplement the aforementioned policy and procedures. The Employer finds that employees who hold and actively use a CDL are in a safety-sensitive position. The Employer finds that employees who operate within the scope of the regulations promulgated by the Pipeline Hazardous Materials Safety Administration are in a safety-sensitive position. A safety-sensitive position is an activity, that by the nature of the work performed, poses a significant risk to cause serious harm or death to others.

Prior to allowing an employee or applicant to perform a task that requires a CDL, the applicant or employee may be required to provide the preceding two years of alcohol test results of 0.04 or greater, positive drug test results, and refusals to be tested.

Prior to allowing an employee or applicant to perform a task regulated by the Pipeline Hazardous Material Safety Administration may be required to provide the preceding two years of alcohol test results of 0.04 or greater, positive drug test results, and refusals to be tested.

This section is not designed to be exhaustive. The Employer commits to follow any applicable state and federal laws within the interpretative framework of the respective federal agencies in carrying out this section. Any procedure and standard not laid out herein is supplemented by applicable federal and state laws.

B. GENERAL PROHIBITIONS

An employee or applicant subject to this section may not:

- Report for duty while under the influence of a controlled substance or having an alcohol concentration of 0.02 or greater.
- Perform any work covered under this section after consuming alcohol or controlled substance within the last four (4) hours unless emergency circumstances control.
- Use alcohol or controlled substances on specified on-call hours
- Use alcohol or a controlled substance within eight (8) hours after an accident

C. RANDOM TESTING REQUIREMENT

Random testing will be conducted as follows:

- Annually, ten percent (10%) of all employees possessing a CDL who are using the license to perform any work on behalf of the Employer or used any of the Employer's owned or leased vehicles subject to a CDL requirement may be selected for random alcohol tests and/or drug tests pursuant to this policy.
- Annually, ten percent (10%) of all employees whose work is governed by the rules and regulations of the Pipeline Hazardous Material Safety may be selected for random alcohol tests and/or drug tests pursuant to this policy.
- The selection will be based on a random number generator which will use the employee's social security numbers to identify each employee. Each employee will have an equal chance to be selected each year regardless of a prior selection.
- Each employee will be notified of the selection and given instructions to proceed to the site of the test within forty-eight (48) hours of selection.
- If the employee is not scheduled to work within the forty-eight (48) hour period, the employee will



be sent to the testing site at the beginning of their next scheduled shift.

D. FOLLOW-UP/RETURN TO DUTY

A violation of this policy by an employee subject to this clause in which the Employer chooses suspension or other disciplinary action other than termination will be subject to additional testing before returning to the prior position. This testing will take place six (6) times in the first year the employee has been returned to work. If a determination is made by a substance abuse counselor that an employee needs help resolving a drug or alcohol abuse problem will be subject to follow-up testing.

E. COLLECTION

Notwithstanding previous collection methods, Employees subject to this section must undergo the following procedures to be tested:

- Identity will be verified with a valid ID card.
- The collection site will be one with restricted access, secured water sources, and lacking cleaning products and other fluids.
- Pockets must be emptied.
- Hands must be washed and dried.
- Allow an employee to select, if so chosen, the test kit and open it in the presence of the employee.
- Request a 45mL sample of urine.
- In the presence of the employee, pour the urine into two separate bottles, seal it with tamper-safe tape, and ask the employee to sign the seals.
- Request employee to provide name, date of birth, and phone number on the Medical Review Officer's Copy of the Federal Drug Testing Custody and Control Form.
- Complete any and all necessary sections on the Custody and Control Form while listing all prescription and over-the-counter drugs the employee may be taking.

F. POST-COLLECTION

- After testing, the medical review officer will review the test for accuracy
- Provide a negative result to the Employer.
- If the test result is positive, conduct an interview with the employee to ascertain if a genuine medical reason exists for the result.
- If a legitimate medical reason exists, the medical review officer may report the test as negative to the employer.
- If no acceptable medical documentation is provided or the employee refuses to discuss the matter with the medical review officer, the medical review officer may report the positive test to the Employer.
- In any other case, the medical review officer will report the result to the employer.
- If the medical review officer does not believe that an employee has a legitimate medical reason for the positive test, the employee may facilitate that the employee's treating physician contact the medical review officer within five days of the provision of the positive test.
- Any medical records disclosed may be disclosed to the Employer if the medical review officer determines that test is positive and no genuine medical reason exists or that the test is negative but in the opinion of the medical review officer, that the employee is medically unqualified per Department of Transportation regulations.
- The medical review officer will inform the employee that they have seventy-two (72) hours to request that the B "split" bottle be sent to another certified laboratory for additional analysis.

G. ALCOHOL TESTING

The following procedures will control and supplement this policy in regard to employees or applicants subject to this section and general employees and applicants to the extent state law requires:

- All alcohol testing will be conducted with a DOT-approved device.
- A private testing area will be provided with the general public being excluded from the area.
- The employee shall sign the Alcohol Testing Form as instructed.



- A screening test will be performed and the result shown to the employee.
- A copy of the test will be provided to the employee and the Employer.
- If the screening shows a result of less than 0.02, no further action is needed.
- If the screening test shows a result of 0.02 or more, the employee must take a confirmatory test which must be administered by an Evidential Breath Testing device.
- The confirmatory test must take place at least fifteen (15) minutes after the screening test, but not more than thirty (30) minutes after the same.
- The employee is not allowed to eat, drink, smoke, place anything in the mouth, or leave the testing site.
- An air blank will be performed to verify that no residual alcohol in the Evidential Breath Testing device or in the air is present.
- The confirmation test will take place with a new mouthpiece.
- The test results will be given to the Employer and employee.
- Any result of 0.02 or greater will be reported to the Employer.
- Inadequate air provided will be treated as a refusal to test unless a documented legitimate, medical reason is provided.
- If the result is 0.02 or greater, but less than 0.04, the employee will be removed from performing any safety-sensitive functions for the next twenty-four (24) hours.

H. ANTI-DRUG PLAN- 49 CFR PART 199.101

In compliance with the regulations set forth, the Employer provides or will provide subject to the policy the following information:

- The name and address of each laboratory used for testing:
- The name and address of each medical review officer:

XIV. ADULTERATED OR SUBSTITUTED TESTS

An adulterated or substituted test is a collected specimen from an employee or applicant subject to this policy’s testing procedures that have been altered or contaminated, as indicated in any testing results. Pursuant to Iowa Code § 715A.11(6), the Employer may report to law enforcement authorities an adulterated or substituted test when the Employer has reasonable suspicion or knowledge that an applicant or employee has used synthetic urine or urine additive to adulterate or substitute the test.

XV. ALCOHOL AND DRUG PROGRAMS

FOR MORE INFORMATION ABOUT THIS POLICY AND RESOURCES FOR ASSISTANCE IN SUBSTANCE OR ALCOHOL ABUSE:

- Cocaine Anonymous: (800) 347-8998
- Center for Substance Abuse (800) WORKPLACE
- National Clearinghouse for Alcohol and Drug Abuse: (800) 729-6686
- NIDA’S treatment Hotline: (800) 622-HELP
- Iowa’s Drug & Alcohol Helpline: (866) 242-4111
- Alcohol & Drug Dependence Hope Line: (800) 622-2255
- Marijuana Anonymous: (800) 766-6779
- Inhalant Prevention Coalition: (800) 269-4237
- AI-Anon: (888) 425-2666
- Iowa Center for Substance Abuse Treatment: (866) 242-4111



EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of and have reviewed **Employer’s Drug-Free Workplace and Drug and Alcohol Testing** and that I agree to abide by its terms as a condition of my employment. I understand that if I violate the provisions of the policy, I may be immediately discharged.

By my signature below, I hereby consent to be tested for controlled substances and/or alcohol pursuant to the terms of this policy.

Name of Employee (Please print): _____

Employee's Signature: _____



Polk City Water Department

Monthly Report

Month September

Year 2022

Total Water Pumped 20006.640 Gallons
Monthly Daily Avg 666.888 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** Bent 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** .7 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 .79 mg/l Polk City Lab.
Fluoride in System- Monthly Average .73 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** .72 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.11 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .51 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .96 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.47 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** 0.227 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average 0.142 mg/l Polk City Lab.
Manganese System Water- Monthly Average 0.056 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.9 mg/l Polk City Lab.
pH Finish Water-Monthly Average 8.0 mg/l Polk City Lab.
pH System Water- Monthly Average 8.3 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa

City Council Agenda Communication

Date: October 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

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

1. Staff, along with Go Polk City, finalized plans for the 2nd annual Fall Fest. This family friendly event will take place October 1st from 3-7pm and coincide with “Fenders Fest,” hosted by Fenders Brewing.
2. Polk City Friends of the Parks met on September 27th. Planning for their October 1st bike ride fundraiser continues. “Biketoberfest” will be offered in complement to Fall Fest and Fenders Fest. Proceeds of this event will go toward the group’s Leonard Park shade structure project and future bike accessories for Polk City parks and trails.
3. September programming included Start Smart Football, Adult Bags League, and Senior Social Hour.
4. Emerald Ash Borer treatment was continued for ash trees at town square and the sports complex.
5. Sports Complex baseball/softball fields had 48 reservations in September. 236 total field reservations in 2022.
6. Community Center had 0 private rentals in September. 9 total rentals in 2022.
7. Miller Park Shelter House had 1 private rental in September. 29 total rentals in 2022.



City of Polk City, Iowa City Council Agenda Communication

Date: October 10, 2022
To: Mayor & City Council
From: Karla Hogrefe – Fire Chief
Subject: Standard Operating Guidelines Updates

BACKGROUND: The fire department has policies and procedures which provides an outline and direction to and for our members. These policies and procedure were established in 2005. Some have been revised throughout the years and others remain the same.

The fire department has had several changes in how we provide service to the community. This requires revising and removing policies and procedures. The Officers of the department are in the process of reviewing all 111 policies and procedures and SOG's and have begun to make some revisions. We have attached the following revised administrative policies and procedures for your review and acknowledgement:

- 401 – Medical Assignment – Revised
- 402 – Rescue Assignment – Revised
- 403 – Paramedic Response – Revised
- 404 – Paramedic Interchangeability – Revised
- 406 – Patient Care Reports – Revised
- 407 – Water Rescue – Revised
- 408 – Auto & Mutual Aid Medical & Rescue Assignments – Revised
- 409 – Ice & Cold Water Rescue – Revised
- 410 – Refusal of Care, Transportation, or Destination – Revised
- 411 – Public Access Defibrillation – Revised
- 412 – Release of Patient Care to Basic Level – Removed
- 413 – Ambulance – Decontamination - Revised

ALTERNATIVES: Continue with the same policy and procedures.

FINANCIAL CONSIDERATIONS: No cost associated with these changes.

RECOMMENDATION: Acknowledge and accept these revisions so the operations of the fire department is up to date and appropriate for the times.



October 10, 2022

Honorable Mayor and City Council
City of Polk City
112 S. 3rd Street
Polk City, Iowa

RE: PARTIAL PAYMENT APPLICATION NO. 7
NORTH 3RD STREET AND VISTA LAKE AVENUE
INTERSECTION IMPROVEMENTS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 7 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project. This payment application includes work completed by the Contractor through September 30, 2022.

Work completed during this pay period includes paving of colored median pavement in the south, west, and north legs of the intersection, paving of truck apron, trail on the north and west legs of the intersection, and transitioning of the project to construction of the east leg. In the next month, we anticipate the Contractor will construct the east leg of the intersection, along with associated median pavement and trail paving.

We recommend approval of partial payment application No. 7, in the amount of \$232,324.55, to the Contractor, Absolute Concrete, for work completed through September 30, 2022. Approximately 75.8% of the total contract work has been completed and 99 of the 129 working days for the project have been charged, representing 76.7% of the contract period.

Please contact me should you have any questions on this payment application. We will be in attendance at the October 10, 2022 City Council meeting to answer any questions regarding these items.

Sincerely,
SNYDER & ASSOCIATES, INC.

Travis D. Thornburgh, P.E.

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates
Laura C. Lamberty, P.E., Snyder & Associates

RESOLUTION NO 2022-118

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT APPLICATION
NO. 7 FOR THE NORTH 3RD STREET AND VISTA LAKE AVENUE INTERSECTION
IMPROVEMENTS PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2021-124 ordering construction for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project on November 22, 2021; and

WHEREAS, the City Council approved Resolution 2022-02 on January 10, 2022 awarding the construction contract to Absolute Concrete Construction, Inc of Slater, Iowa; and

WHEREAS, on January 24, 2022 the City Council approved Resolution 2022-12 approving the contract in the amount of \$1,534,961 with additive bid alternates totaling \$51,345 for a total contract of \$1,586,306; and

WHEREAS, on April 11, 2022 the City Council approved Resolution 2022-39 approving Change Order No. 1 in the amount of \$40,145; and

WHEREAS, on April 11, 2022 the City Council approved Resolution 2022-40 approving Partial Pay App No. 1 in the amount of \$36,440.57; and

WHEREAS, on May 9, 2022 the City Council approved Resolution 2022-63 approving Partial Pay App No. 2 in the amount of \$164,734.07; and

WHEREAS, on June 13, 2022 the City Council approved Resolution 2022-70 approving Partial Pay App No. 3 in the amount of \$110,380.98; and

WHEREAS, on July 11, 2022 the City Council approved Resolution 2022-86 approving Partial Pay App No. 4 in the amount of \$79,332.60; and

WHEREAS, on August 8, 2022 the City Council approved Resolution 2022-93 approving Partial Pay App No. 5 in the amount of \$98,045.93; and

WHEREAS, on September 12, 2022 the City Council approved Resolution 2022-109 approving Partial Pay App No. 6 in the amount of \$420,570.23; and

WHEREAS, Absolute Concrete Construction, Inc and the City Engineer have submitted the Application for Partial Payment Application No. 7 giving a detailed estimate of work completed with an application for payment in the amount of \$232,324.55.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment Application No. 7 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project, and the City Clerk/Treasurer is hereby authorized to issue a check to Absolute Concrete Construction, Inc in the amount of \$232,324.55.

PASSED AND APPROVED the 10th day of October 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

APPLICATION FOR PARTIAL PAYMENT NO. 7

PROJECT: N. 3rd Street and Vista Lake Avenue Intersection Improvements Project

S&A PROJECT NO.: 121.0455.01

OWNER: City of Polk City
CONTRACTOR: Absolute Concrete Construction, Inc.
ADDRESS: 1000 West 6th Avenue
Slater, Iowa 50244
DATE: 10/5/2022

PAYMENT PERIOD: 9/1/2022 to 9/30/2022

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 1,586,306.00
Net Change by Change Order: \$ 40,145.00
Contract Amount to Date: \$ 1,626,451.00

CONTRACT PERIOD: TOTAL WORKING DAYS:

Original Contract Date: January 10, 2022

Original Contract Time: 120 (Milestone #1: Project Completion)

2. WORK SUMMARY:

Total Work Performed to Date: \$ 1,201,925.19
Retainage: 5.00% \$60,096.26
Total Earned Less Retainage: \$ 1,141,828.93
Less Previous Applications for Payment: \$ 909,504.38
AMOUNT DUE THIS APPLICATION: \$ 232,324.55

Added by Change Order: 9

Contract Time to Date: 129

Time Used to Date: 99

Contract Time Remaining: 30

Milestone #2: April 22, 2023
Landscape Completior

3. CONTRACTOR'S CERTIFICATION:

Milestone #3: Plant 180 Calendar Days

Watering and Maintenance Period:

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and

(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Absolute Concrete Construction, Inc.

CONTRACTOR

By [Signature] DATE: 10.5.22

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By [Signature] DATE: 10/05/2022

5. OWNER'S APPROVAL

City of Polk City

OWNER

By DATE:

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.01.	Clearing and Grubbing	1	LS	\$ 9,000.00	\$ 9,000.00	1		\$ 9,000.00
2.02.	Topsoil, On-Site, 6" Depth	1,515	CY	21.75	32,951.25	1,118		24,316.50
2.03.	Topsoil, Compost-Amended, Contractor Provided	503	CY	17.50	8,802.50	503		8,802.50
2.04.	Excavation, Class 10, Roadway and Borrow	1,830	CY	3.80	6,954.00	1,830		6,954.00
2.05.	Excavation, Class 10, Contractor Provided	2,440	CY	30.00	73,200.00	1,850		55,500.00
2.06.	Below Grade Excavation (Core Out)	1,000	CY	40.30	40,300.00	250		10,075.00
2.07.	Subgrade Preparation, 12" Depth	4,826	SY	2.50	12,065.00	3,165		7,912.50
2.08.	Subgrade Treatment, Geogrid, Triangular	1,500	SY	4.50	6,750.00	1,295		5,827.50
2.09.	Subbase, Modified, 8" Depth	3,530	SY	13.50	47,655.00	3,012		40,662.00
2.10.	Subbase, Special Backfill, 8" Depth	1,296	SY	13.50	17,496.00	473		6,385.50
2.11.	Removal of Structure, 15" Pipe Apron	2	EA	350.00	700.00	2		700.00
2.12.	Removal of Known Pipe Culvert, RCP, 15"	102	LF	19.00	1,938.00	102		1,938.00
2.13.	Removal of Known Pipe Culvert, RCP, 24"	24	LF	28.00	672.00	24		672.00
2.14.	Compaction Testing	1	LS	5,000.00	5,000.00	1.00		5,000.00
2.15.	Granular Shoulder, 8" Depth	104	TON	39.50	4,108.00	52		2,054.00
2.16.	Temporary Granular Surfacing	150	TON	37.00	5,550.00	150.00		5,550.00
3.01.	Trench Compaction	1	LS	3,000.00	3,000.00	1.00		3,000.00
4.01.	Storm Sewer, Trenched, RCP, 15" Dia.	463	LF	74.75	34,609.25	463		34,609.25
4.02.	Removal of Storm Sewer, PVC Subdrain, 6" Dia.	76	LF	12.50	950.00	76		950.00
4.03.	Removal of Storm Sewer, CMP, 15"	312	LF	16.00	4,992.00			-
4.04.	Removal of Storm Sewer, RCP, 15"	67	LF	18.00	1,206.00	67		1,206.00
4.05.	Storm Sewer, Abandonment, Fill and Plug	23	LF	96.25	2,213.75	23		2,213.75
4.06.	Temporary Pipe Culvert, Trenched, CMP, 15" Dia.	312	LF	66.75	20,826.00	312		20,826.00
4.07.	Pipe Apron, Guard, & Footing, RCP 15"	1	EA	3,150.00	3,150.00	1		3,150.00
4.08.	Subdrain, Corrugated PVC, 6" Dia.	801	LF	21.00	16,821.00	833		17,493.00
4.09.	Subdrain Cleanouts, Type A-1	3	EA	950.00	2,850.00	3		2,850.00
4.10.	Subdrain Outlets and Connections	11	EA	555.00	6,105.00	8		4,440.00
4.11.	Subdrain Outlets and Connections, 6" Dia. DR-305 Type A	2	EA	635.00	1,270.00	2		1,270.00
4.12.	SW-211, Connect Existing Pipe to Structure	1	EA	2,325.00	2,325.00	1		2,325.00
5.01.	Water Main, Trenched, PVC C900, 8"	264	LF	54.00	14,256.00	264		14,256.00
5.02.	Water Main, Trenched, PVC C900, 12"	342	LF	84.00	28,728.00	356		29,904.00
5.03.	Fitting, 22.5 Degree Bend, 8"	2	EA	707.00	1,414.00	2		1,414.00
5.04.	Fitting, 45 Degree Bend, 8"	3	EA	775.00	2,325.00	3		2,325.00
5.05.	Fitting, 45 Degree Bend, 12"	4	EA	1,150.00	4,600.00	7		8,050.00
5.06.	Fitting, 90 Degree Bend, 8"	1	EA	750.00	750.00			-
5.07.	Fitting, Cross, 12" x 8"	1	EA	1,705.00	1,705.00	1		1,705.00
5.08.	Water Service Stub, 3/4" Copper, With Corporation, Curb Stop and Box	1	EA	1,945.00	1,945.00	1		1,945.00
5.09.	Water Service, 3/4", to Median w/ Meter and Backflow Prevention Device	1	LS	8,225.00	8,225.00	0.75		6,168.75
5.10.	Valve, Gate, 8"	3	EA	2,195.00	6,585.00	2		4,390.00
5.11.	Valve, Gate, 12"	1	EA	3,510.00	3,510.00	1		3,510.00
5.12.	Valve, Gate, Hot Tap, 12"	2	EA	8,900.00	17,800.00	1		8,900.00
5.13.	Fire Hydrant Assembly	2	EA	6,350.00	12,700.00	2		12,700.00
5.14.	Flushing Device, Blowoff	1	EA	2,780.00	2,780.00	1		2,780.00
5.15.	Fire Hydrant Assembly Removal	1	EA	600.00	600.00	1		600.00
5.16.	Removal of Water Main	490	LF	24.50	12,005.00	490		12,005.00

5.17.	Connection to Existing Water Main, Cut-In	2	EA	2,675.00	5,350.00	2	5,350.00
6.01.	Manhole, SW-401, 48" Diameter	4	EA	4,255.00	17,020.00	4	17,020.00
6.02.	Intake, SW-507S	2	EA	4,650.00	9,300.00	2	9,300.00
6.03.	Intake, SW-507L	4	EA	4,650.00	18,600.00	4	18,600.00
6.04.	Manhole Adjustment, Minor	1	EA	475.00	475.00	1	475.00
6.05.	Manhole Adjustment, Major	2	EA	2,516.00	5,032.00	2	5,032.00
6.06.	Remove Intake	1	EA	715.00	715.00	1	715.00
7.01.	Pavement, PCC, 8" Depth	3,400	SY	90.00	306,000.00	2,892.5	260,325.00
7.02.	Median Curb, PCC, 6" Height, 12" Width, Dowelled	124	LF	60.00	7,440.00		-
7.03.	Curb and Gutter, 2.5' Width, 6" Standard Curb, Dowelled	282	LF	50.00	14,100.00		-
7.04.	Curb and Gutter, 2.0' Width, 6" Standard Curb	111	LF	60.00	6,660.00	117	7,020.00
7.05.	PCC Median, Truck Apron, 8" Depth, Colored and Stamped	406	SY	200.00	81,200.00	406	81,200.00
7.06.	Raised PCC Median Pavement, 6" Depth	214	SY	80.00	17,120.00	214	17,120.00
7.07.	PCC Median Paving, 8" Depth, Dowelled	44	SY	150.00	6,600.00		-
7.08.	PCC Pavement Samples and Testing	1	LS	5,000.00	5,000.00	0.76	3,800.00
7.09.	HMA Base Widening, 8" Depth	193	SY	74.50	14,378.50	220.88	16,455.56
7.10.	HMA Overlay, Levelling Course, 1/2" PG 58-28S	45	TON	143.00	6,435.00	20	2,860.00
7.11.	Removal of Sidewalk	145	SY	11.00	1,595.00	145	1,595.00
7.12.	Sidewalk, PCC, 4" Depth	112	SY	60.00	6,720.00	112	6,720.00
7.13.	Shared Use Path, PCC, 5" Depth	332	SY	55.00	18,260.00		-
7.14.	Sidewalk, PCC, 6" Depth	96	SY	70.00	6,720.00	81	5,670.00
7.15.	Detectable Warning	162	SF	50.00	8,100.00	80	4,000.00
7.16.	Pavement Removal	4,800	SY	11.00	52,800.00	4,000	44,000.00
7.17.	Milling, Variable Depth	160	SY	20.00	3,200.00	160	3,200.00
7.18.	Temporary Roadway Pavement	1,950	SY	33.75	65,812.50	1,937.7	65,397.38
7.19.	Temporary Pavement Patch	84	SY	130.00	10,920.00		-
8.01.	Temporary Traffic Signal	1	LS	8,500.00	8,500.00	0.60	5,100.00
8.02.	Painted Pavement Markings, Solvent/Waterborne	16.5	STA	90.00	1,485.00		-
8.03.	Painted Pavement Markings, Durable	27.5	STA	300.00	8,250.00		-
8.04.	Grooves Cut for Pavement Markings	27.5	STA	150.00	4,125.00		-
8.05.	Pavement Markings Removed	4.5	STA	250.00	1,125.00		-
8.06.	Temporary Traffic Control	1	LS	9,400.00	9,400.00	0.76	7,144.00
8.07.	Street Lighting System	1	LS	79,494.00	79,494.00		-
8.08.	Street Signs	1	LS	10,200.00	10,200.00		-
8.09.	Flaggers	20	CDAY	650.00	13,000.00	2	1,300.00
8.10.	Portable Dynamic Message Sign (PDMS)	45	CDAY	75.00	3,375.00	38	2,850.00
8.11.	Rectangular Rapid Flashing Beacons (North Pedestrian Crossing)	1	LS	19,095.00	19,095.00		-
9.01.	Conventional Seeding, Fertilizing, Mulching, Type 1	1.5	AC	6,000.00	9,000.00		-
9.02.	Conventional Seeding, Fertilizing, Mulching, Type 4	1.5	AC	3,000.00	4,500.00		-
9.03.	Large Shrub, #5 Container, With Warranty	17	EA	85.00	1,445.00		-
9.04.	Native Forb, Plugs 5" D x 2.25" W, With Warranty	1,400	LS	12.00	16,800.00		-
9.05.	Native Grass Seeding and Mulching	1	LS	1,200.00	1,200.00		-
9.06.	Plant Maintenance and Watering	1	LS	2,500.00	2,500.00		-
9.07.	Median Electrical Service	1	LS	7,025.00	7,025.00		-
9.08.	PCC Maintenance Curb, 12" Colored	73	LF	85.00	6,205.00	105	8,925.00
9.09.	Stormwater Pollution Prevention Plan (SWPPP) Preparation	1	LS	1,250.00	1,250.00	1.00	1,250.00
9.10.	Stormwater Pollution Prevention Plan (SWPPP) Management	1	LS	5,500.00	5,500.00	0.76	4,180.00
9.11.	Filter Sock, 9" Diameter	1,600	LF	1.75	2,800.00	626	1,095.50
9.12.	Filter Sock, Removal	1,600	LF	0.25	400.00		-

9.13.	Temporary RECP, Type 2C	120	SY	4.50	540.00			-
9.14.	Remove Existing Rip Rap	1	LS	1,450.75	1,450.75			-
9.15.	Rip Rap, Class D Revetment	62	TON	75.00	4,650.00			-
9.16.	Stabilized Construction Entrance	445	SY	11.50	5,117.50			-
9.17.	Silt Fence or Silt Fence Ditch Check	3,200	LF	1.75	5,600.00	338		591.50
9.18.	Silt Fence or Silt Fence, Removal of Sediment	3,200	LF	0.05	160.00			-
9.19.	Silt Fence or Silt Fence, Removal of Device	3,200	LF	0.05	160.00			-
9.20.	Inlet Protection Device, Open Throat	6	EA	150.00	900.00			-
9.21.	Inlet Protection Device, Maintenance	12	EA	50.00	600.00			-
9.22.	Chain Link Fence, Black Vinyl Chain Link, 42"	94	LF	57.00	5,358.00			-
11.01.	Mobilization	1	LS	100,000.00	100,000.00	1.00		100,000.00
11.02.	Concrete Washout	1	LS	2,000.00	2,000.00	0.76		1,520.00
11.03.	Remove Existing Monument Sign (Parcel 2)	1	LS	1,195.00	1,195.00	1		1,195.00
11.04.	Remove Existing Monument Sign (Parcel 4)	1	LS	1,615.00	1,615.00	1		1,615.00
ADDITIVE BID ALTERNATES:								
A.	Rectangular Rapid Flashing Beacons (East Pedestrian Crossing)	1	LS	19,095.00	19,095.00			-
B.	Median Pavement: Add Stamped Texture and Integral Color	258	SY	125.00	32,250.00	214		26,750.00
STORED MATERIALS SUMMARY:								
SM.01	Rectangular Rapid Flashing Beacons Materials			26,074.00	-	1		26,074.00
					TOTAL ORIGINAL CONTRACT =		\$ 1,586,306.00	
							\$ 1,161,780.19	
CHANGE ORDER SUMMARY:								
CO 1.1.	Pothole Existing Utilities	1	LS	2,389.00	2,389.00	1		2,389.00
CO 1.2.	Connection to Existing Manhole	1	EA	6,556.00	6,556.00	1		6,556.00
CO 1.3.	Sanitary Sewer, PVC, 8" Dia.	200	LF	138.00	27,600.00	200		27,600.00
CO 1.4.	Trench Box	1	LS	3,600.00	3,600.00	1		3,600.00
					-			-
					-			-
					-			-
					TOTAL CHANGE ORDERS =		\$ 40,145.00	
					TOTAL CONTRACT			
					& CHANGE ORDERS		\$ 1,201,925.19	



City of Polk City, Iowa City Council Agenda Communication

Date: October 5th 2022
To: Mayor & City Council
From: Chief Jeremy Siepker

Subject: Canine vehicle disposal and replacement purchase approval.

BACKGROUND: On September 7th, 2022, Officer Aicher was involved in an on-duty motor vehicle collision while operating the Canine Vehicle (2015 Ford Explorer) on his way to training at Canine Tactical in Chariton, IA. The vehicle has been determined to be a total loss along with most of the equipment that was inside the car. ICAP has appraised the vehicle to be valued at \$15,724.00 after our deductible and they would sell the salvaged car. I am still waiting on quotes for costs for the replacement equipment.

I have been looking at options to replace this vehicle so we can continue the Canine Program through the remainder of Eudoris' working life, which is anticipated to be an additional 3-4 years.

I have found one possible replacement option after being put in contact with Sheriff Raveling of Clay County, Iowa. He is in the process of replacing his 2017 Chevy Tahoe Canine Vehicle with a new Canine Vehicle and would be looking to sell the used unit. This vehicle would come full equipped and operational as a Canine Vehicle, we would only need to put in a radio, computer, camera and add our decals to the car. The estimated value of that vehicle would be between \$30,000 and \$35,000.

There will be very few opportunities to find a used canine equipped vehicle that will meet our needs, so I am asking the council to approve a do not exceed purchase price of \$35,000 to go towards the replacement of the canine vehicle so we do not miss out on an opportunity such as the option to purchase the used Clay County Tahoe. I am also asking the Council for approval to dispose of the totaled 2015 Ford Explorer by signing the title over to ICAP for the assessed value of \$15,724.00.

ALTERNATIVES: Do not approve a do not exceed purchase price of \$35,000 to replace the Polk City canine vehicle and do not approve the disposal of the 2015 Ford Explorer to ICAP for the assessed value of \$15,724.00.

FINANCIAL CONSIDERATIONS: The costs to replace the canine vehicle with a new Tahoe would far exceed what we will be receiving from ICAP for the total loss of our Ford Explorer. Finding a used vehicle for that replacement would be much more affordable option and would meet our needs to the see the Canine Program though the remainder of our dog's working life.

RECOMMENDATION: It is my recommendation that the Council approve a do not exceed amount of \$35,000 to purchase a replacement vehicle for the Canine Program and the disposal of the 2015 Ford Explorer.



Date October 3, 2022

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

INVOICE SUMMARY - AUGUST SERVICES

Services from August 1, 2022 through August 31, 2022

GENERAL ENGINEERING

<u>Meetings</u>	122.0001.01	\$	500.00
<i>Council and P&Z Meetings, City staff meetings, and meetings with developers and developer's engineers.</i>			
<u>Development and Building:</u>	122.0001.01	\$	2,350.00
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects, and building permits.</i>			
<u>Water Dept:</u>	122.0001.01	\$	-
<u>Sanitary Sewers:</u>	122.0001.01	\$	-
<u>Storm Sewers:</u>	122.0001.01	\$	350.00
<i>View videos and prepare Memo re: drainage issues on Oakwood Drive.</i>			
<u>Street Dept.</u>	122.0001.01	\$	300.00
<i>Update exhibits for TAP application; and coordinate with Chelsea Huisman re: improvements to street lights and electrical system at City</i>			
<u>General:</u>	122.0001.01	\$	1,300.00
<i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, and miscellaneous issues.</i>			
<u>GIS</u>	122.0001.01	\$	200.00
SUBTOTAL		\$	5,000.00

CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

2021 I & I Study - Phase 1	121.0300.01	\$	1,044.00
N. 3rd Street & Vista Lake Avenue Intersection Improvements	121.0455.01	\$	5,259.00
North Trunk Sewer Study	122.0001.01C	\$	3,657.50
USAC Culvert near Bridgeview Plat 2	122.0001.01D	\$	1,209.00
E. Vista Lake Avenue Construction Observation Services	122.0001.01F	\$	676.50
Neal Smith Trail Connection Concept along Bridge Road	122.0001.01G	\$	1,624.00
SUBTOTAL		\$	13,470.00

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Antler Ridge: Development Agr, Prelim Plat, and TIS	122.0178.01	\$	7,824.00
Holly Woods Plat: Preliminary Plat	122.0450.01	\$	627.00
Home State Bank: Site Plan	122.0358.04	\$	751.00
Kamps: Plat of Survey	122.1007.01	\$	651.00
Wolf Creek Townhomes Plat 13	121.0581.01	\$	290.50
SUBTOTAL		\$	10,143.50

TOTAL **\$ 28,613.50**

PROCLAMATION

WHEREAS, Friends of the Polk City Community Library raise money that enables our library to move from good to great – providing the resources for additional programming, much needed equipment, support for children’s summer reading, and special events throughout the year; and

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services; and

WHEREAS, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community.

NOW, THEREFORE, be it resolved that I, Steve Karsjen, proclaims October 16-22, 2022, as Friends of Libraries week in Polk City, Iowa and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better

Dated this 10th day of October 2022

Steve Karsjen, Mayor



NATIONAL FRIENDS OF LIBRARIES WEEK

Oct. 16-22, 2022



United
for Libraries
A Coalition of Library Systems,
Advocates, Friends and Foundations
A Division of the American Library Association

<https://www.ala.org/united/nfow>