

Agenda -Notice of Meeting

Polk City | City Council

July 11, 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. Swear in Ceremony

Fire Chief – Karla Hogrefe

Police Officers – Kevin Blaha-Polson and Nick Sherman

5. Public Hearing:

- a. Public Hearing regarding the requested annexation of certain property into the City of Polk City
 - i. Resolution 2022-83 approving annexation

6. Presentation: Community Visioning Member, Matt White; Mural Project Update

- a. Mural Project Funding Request in the amount of \$7,700

7. 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.*

8. Consent Items

- a. City Council Meeting Minutes for June 27, 2022
- b. Claims listing July 11, 2022
- c. Acknowledge that the construction of the Storm Water Management Facility in Big Creek Valley Plat 2 has been completed as shown by the Certification from Shive Hattery dated September 23, 2020
- d. Twelve Month Tobacco Permit for Sara B&R LLC aka Polk City Liquor effective July 1, 2022
- e. Twelve Month Tobacco Permit for Tournament Club of Iowa LLC effective July 1, 2022
- f. Twelve-month Class C Liquor License for Tournament Club of Iowa LLC with Outdoor Services and Sunday Sales effective June 1, 2022
- g. Receive and file Parks & Recreation Department June 2022 Report
- h. Resolution 2022-86 approving Pay application No. 4 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project in the amount of \$79,332.60
- i. Resolution 2022-87 approving construction drawings for Creekview Estates Plat 3

- j. Resolution 2022-88 approving an amendment to the Development Agreement with North Polk Development Company, L.L.C.
- k. Set pay for part-time Firefighter/Paramedic, Brennan Burke at a pay rate of \$22.00 per hour
- l. Block Party on W Trace Street July 16, 2022, with partial street closure

9. Business Items

- a. Resolution 2022-84 establishing Fair Market Value of properties for Public Safety Facility Project and authorizing Acquisition for said Project
- b. Resolution 2022-85 approving Polk City Town Square Design Standards
- c. Snyder & Associates May 2022 invoice in the amount of \$35,237.25 for Engineering Services

10. Reports & Particulars

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

11. Adjournment

--next meeting date July 25, 2022



City of Polk City, Iowa

City Council Agenda Communication

Date: July 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Public hearing regarding the requested annexation of certain property into the City of Polk City & Resolution approving annexation

BACKGROUND: On Monday evening the City Council will hold a Public Hearing on a proposed voluntary annexation into the City of Polk City. This annexation can be approved by the local authority since it is not within 2 miles of another community. This voluntary annexation will involve 2 properties:

1. Berggren Farms LLC-22.372 acres-District/Parcel ID **260/00412-003-000**
2. Hommer Farms LC-78 acres-District/Parcel ID **260/00407-000-000**

ALTERNATIVES: Do not approve the annexation

FINANCIAL CONSIDERATIONS: There are no financial considerations at this time.

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

RESOLUTION NO. 2022-83

A RESOLUTION ANNEXING CERTAIN PROPERTIES INTO THE CITY OF POLK CITY, IOWA

WHEREAS, Berggren Farms, LLC, an Iowa limited liability company, has filed an application requesting that the following described real estate be annexed to the City of Polk City Iowa:

LEGAL DESCRIPTION:

THE SOUTH 50 ACRES OF EAST ½ OF THE NORTHWEST ¼ (EXCEPT THE SOUTH 5 RODS THEREOF) LYING BETWEEN THE HIGHWAY AND THE RAILROAD RIGHT OF WAY, BEING THE TRACT DESCRIBED IN THE DEED RECORDED IN BOOK 345, PAGE 481 ALL IN SECTION 36, TOWNSHIP 81, NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO THE RIGHTS OF THE PUBLIC IN ALL HIGHWAYS.

WHEREAS, Hommer Farms, LC, an Iowa limited company, and Bush Family Farms, Inc., an Iowa corporation, have filed applications requesting that the following described real estate be annexed to the City of Polk City Iowa:

LEGAL DESCRIPTION:

THE NORTH HALF (N 1/2) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION THIRTY-SIX (36), IN TOWNSHIP EIGHT-ONE (81) NORTH OF RANGE TWENTY-FIVE (25), WEST OF THE 5TH P.M., SITUATED IN POLK COUNTY, IOWA.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City Iowa, that the above-described real estate should be annexed and is hereby annexed to and made a part of the City of Polk City, Iowa.

BE IT FURTHER RESOLVED by the City Council of the City of Polk City, Iowa, that the City Clerk be and is hereby authorized to file a copy of the resolution, map and legal description of the territory involved with the Iowa Secretary of State, the Polk County Board of Supervisors, each affected utility, and the state department of transportation and the City Clerk is hereby authorized and directed to certify, upon the completion of such acts, the filing of the copies of the legal description, map and resolution with the Polk County Recorder, all as provided in the Code of Iowa.

DATED at Polk City Iowa, this 11 day of July 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

**APPLICATION FOR VOLUNTARY ANNEXATION
TO THE CITY OF POLK CITY, IOWA**

To: City Council of Polk City
112 South 3rd Street
Polk City ,IA 50226

The undersigned, Berggren Farms, LLC, an Iowa limited liability company, constituting all the legal and equitable owners of a parcel of land (the "Property") within the annexation territory adjoining the City of Polk City (the "Annexation Territory"), hereby voluntarily requests that said Property be annexed to, and made a part of, the City of Polk City, Iowa. Said Property is legally described on Exhibit "A". Said Property, along with said Annexation Territory, is shown on Exhibit "B".

BERGGREN FARMS, LLC
an Iowa limited liability company

By: Robert Berggren
Robert Berggren, Managing Member

April 19, 2022
Date

John P. Anderson
Witness

Filed with the City Clerk of Polk City on the 19th day of April, 2022.

EXHIBIT "A"

POLK COUNTY DISTRICT/PARCEL NUMBER: 260/00412-003-000

PROPERTY DESCRIPTION:

THE SOUTH 50 ACRES OF EAST ½ OF THE NORTHWEST ¼ (EXCEPT THE SOUTH 5 RODS THEREOF) LYING BETWEEN THE HIGHWAY AND THE RAILROAD RIGHT OF WAY, BEING THE TRACT DESCRIBED IN THE DEED RECORDED IN BOOK 345, PAGE 481 ALL IN SECTION 36, TOWNSHIP 81, NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO THE RIGHTS OF THE PUBLIC IN ALL HIGHWAYS.

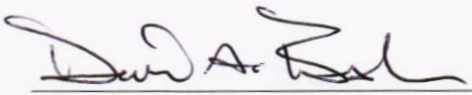
AREA OF PROPERTY: 22.372 Acres

**APPLICATION FOR VOLUNTARY ANNEXATION
TO THE CITY OF POLK CITY, IOWA**

To: City Council of Polk City
112 South 3rd Street
Polk City, IA 50226

The undersigned, Bush Family Farms, Inc., an Iowa corporation, constituting all the legal and equitable owners of a parcel of land (the "Property") within the annexation territory adjoining the City of Polk City (the "Annexation Territory"), hereby voluntarily requests that said Property be annexed to, and made a part of, the City of Polk City, Iowa. Said Property is legally described on Exhibit "A". Said Property, along with said Annexation Territory, is shown on Exhibit "B".

Bush Family Farms, Inc.

By: 
David A. Bush, President

5-27-22
Date


Witness

Filed with the City Clerk of Polk City on the 27 day of May, 2022.

EXHIBIT "A"

POLK COUNTY DISTRICT/PARCEL NUMBER:

260/00407-000-000

PROPERTY DESCRIPTION:

THE NORTH HALF (N 1/2) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION THIRTY-SIX (36), IN TOWNSHIP EIGHT-ONE (81) NORTH OF RANGE TWENTY-FIVE (25), WEST OF THE 5TH P.M., SITUATED IN POLK COUNTY, IOWA.

AREA OF PROPERTY:

80 Acres

**APPLICATION FOR VOLUNTARY ANNEXATION
TO THE CITY OF POLK CITY, IOWA**

To: City Council of Polk City
112 South 3rd Street
Polk City, IA 50226

The undersigned, Hommer Farms, LC, an Iowa limited company, constituting all the legal and equitable owners of a parcel of land (the "Property") within the annexation territory adjoining the City of Polk City (the "Annexation Territory"), hereby voluntarily requests that said Property be annexed to, and made a part of, the City of Polk City, Iowa. Said Property is legally described on Exhibit "A". Said Property, along with said Annexation Territory, is shown on Exhibit "B".

Hommer Farms, LC

By:

Jay W. Hommer
Jay W. Hommer, Manager

Date

05/31/2022

Witness

J. Coffin

Filed with the City Clerk of Polk City on the 31 day of May, 2022.

EXHIBIT "A"

POLK COUNTY DISTRICT/PARCEL NUMBER:

260/00407-000-000

PROPERTY DESCRIPTION:

THE NORTH HALF (N 1/2) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION THIRTY-SIX (36), IN TOWNSHIP EIGHT-ONE (81) NORTH OF RANGE TWENTY-FIVE (25), WEST OF THE 5TH P.M., SITUATED IN POLK COUNTY, IOWA.

AREA OF PROPERTY:

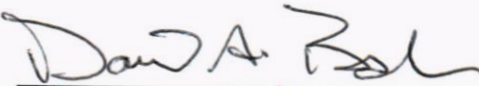
80 Acres

**APPLICATION FOR VOLUNTARY ANNEXATION
TO THE CITY OF POLK CITY, IOWA**


To: City Council of Polk City
112 South 3rd Street
Polk City, IA 50226

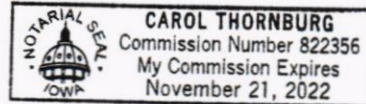
The undersigned, Parable Ventures LLC, an Iowa limited liability company, constituting all the legal and equitable owners of a parcel of land (the "Property") within the annexation territory adjoining the City of Polk City (the "Annexation Territory"), hereby voluntarily requests that said Property be annexed to, and made a part of, the City of Polk City, Iowa. Said Property is legally described on Exhibit "A". Said Property, along with said Annexation Territory, is shown on Exhibit "B".

Parable Ventures LLC

By: 
Name: David A Bush
Title: President/owner

6-21-2022
Date


Witness



Filed with the City Clerk of Polk City on the 21 day of June, 2022.

EXHIBIT "A"

POLK COUNTY DISTRICT/PARCEL NUMBER:

260/00407-000-000

PROPERTY DESCRIPTION:

THE NORTH HALF (N 1/2) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION THIRTY-SIX (36), IN TOWNSHIP EIGHT-ONE (81) NORTH OF RANGE TWENTY-FIVE (25), WEST OF THE 5TH P.M., SITUATED IN POLK COUNTY, IOWA.

AREA OF PROPERTY:

80 Acres



City of Polk City, Iowa City Council Agenda Communication

Date: July 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Community Visioning Mural Project Funding Request in the amount of \$7,700

BACKGROUND: On Monday evening, Matt White will be presenting a mural concept for the retaining wall on S. 3rd Street, between Wood Street and Church Street. With the presentation, he will also be making a request for funding assistance in the amount of \$7,700 for the mural project. The artist selected will require a down payment of \$1,500 to order supplies, and the remainder of the project will be paid for after the mural is completed.

ALTERNATIVES: Do not approve the request

FINANCIAL CONSIDERATIONS: \$7,700

RECOMMENDATION: It is my recommendation that the Council approve the request for \$7,700. The city will pay for the project with local option sales tax funding. This is not a budgeted expense for FY23; however, we will be working on a budget amendment in the upcoming months and will include this expense in that amendment.

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. June 27, 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., June 27, 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** | Dvorak, Anderson, Vogel, Sarchet | In attendance
Walters | Absent
3. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed amendment to the Polk City Comprehensive Plan Future Land Use Plan (FLUP) at 6:00pm. City Clerk Coffin, said that the notice was published June 3 and again June 17, 2022, and no comments had been received for or against the proposed amendment. City Manager Huisman provided a report, City Engineering Representative, Kathleen Connor also provided a report. No one was present to be heard for or against the proposed amendment
MOTION: A motion was made by Anderson and seconded by Vogel to close the public hearing at 6:04 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2022-76 approving an amendment to the 2016 Polk City Comprehensive Plan by updating the FLUP
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for June 13, 2022
 - b. City Council Work Session Meeting Minutes for June 13, 2022
 - c. Receive and file the P&Z Commission Meeting Minutes for June 20, 2022
 - d. Claims listing June 27, 2022
 - e. May 2022 Finance Report
 - f. Resolution 2022-77 approving FY 22 Year End Transfers
 - g. Block Party on Walker Street July 3, 2022, with partial street closure
 - h. Purchase a pallet of water meters in the amount of \$70,800
 - i. City of Polk City Organizational Chart
 - j. Resolution 2022-78 updating and confirming the salaries for the City of Polk City Staff
 - k. Set pay for Parks & Recreation seasonal employees effective May 31, 2022 as follows:
 - i. Jaden Nickles \$11 per hour
 - ii. Tanner Ramsey \$11 per hour
 - iii. Allison Scheel \$13 per hour
 - iv. Natalie Jepsen \$13 per hour
 - l. Resolution 2022-79 approving Medical Director contract with Joseph Peterson PLC in the amount of \$2500 annually effective July 1, 2022
 - m. Set pay for part-time EMT Nicole Holdeman at \$16.75 per hour and upon completion of Firefighter I certification pay will be set at \$17.50 per hour
 - n. Set pay for part-time EMT Brody Miller at \$16.75 per hour and upon completion of Firefighter I certification pay will be set at \$17.50 per hour
 - o. Set pay for full-time Firefighter/Paramedic Riley Noggle at a pay rate of \$17.00 per hour effective July 13, 2022 and upon completion of Paramedic certification pay will be set at \$18.50 per hour and upon completion of Firefighter/Paramedic certification pay will be set at \$19.57 per hour

- p. Set pay for full-time Police Officer candidate Nicholas Sherman at step 3 of the collective bargaining agreement with a pay rate of \$29.64 per hour effective July 1, 2022
- q. Approve Police Training Reimbursement Agreement with Kevin Blaha-Polson
- r. Resolution 2022-80 approving an Easement with US Army Corps of Engineers for the Polk City Sports Complex and the Northside Recreational Facilities
- s. Twelve-month Class E Liquor License with Class B Native Wine Permit, Class C Beer Permit and Sunday Sales Privileges for Casey's General Store #1144 located at 1100 S 3rd Street effective August 9, 2022
- t. Approve Karla Hogrefe compensation package for full-time Fire Chief
- u. Resolution 2022-81 approving Metronet Fiber Optic Network Memorandum of Understanding

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 Dvorak and seconded by Anderson to approve Resolution 2022-82 approving Plat of Survey including lot tie and sidewalk agreements for parcels 2022-71, 2022-72 and 2022-1112 known as the Easter's properties
MOTION CARRIED UNANIMOUSLY

8. Proclamation | Mayor Karsjen proclaimed the month of July 2022 as Park and Recreation Month in Polk City, Iowa.

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

- City Manager Huisman reminded everyone that garbage collection is changing to Fridays which means that this week collection would be on Wednesday June 29th and again July 1st, then next week with the 4th of July holiday collection will be Saturday July 9th and then Fridays only beginning July 15th.
- Council Member Dvorak commended Fire Chief Hogrefe and Police Chief Siepker on the new hires to back fill positions
- Mayor Karsjen welcomed Karla to the permanent Fire Chief position and wished her luck.
- Council Member Sarchet also welcomed Karla to her new role and the new police officer.
- Council Member Vogel thanked Staff for the continued summer programming.

10. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:15 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –July 11, 2022

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	7/11/2022
VENDOR	REFERENCE	AMOUNT
AMAZON BUSINESS	CITY SUPPLIES	\$ 705.06
ARDICK EQUIPMENT CO.	SIGNS	\$ 334.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 313.96
AUTOMATED SYSTEMS COMPANY	WATER PLANT PANEL REPAIRS	\$ 1,262.51
BAKER & TAYLOR	LIBRARY DVDS	\$ 81.16
BASCOM TRUCK & AUTOMOTIVE	OIL LEAK REPAIR	\$ 108.15
BOMGAARS	PUBLIC WORKS SUPPLIES	\$ 991.60
BOOT BARN	BOOTS - CLOTHING ALLOWANCE	\$ 110.57
Bound Tree Medical	MEDICAL SUPPLIES	\$ 176.24
BRAVO GREATER DES MOINES	HOTEL/MOTEL TAX 1/22-3/22 28E	\$ 452.13
BRICK LAW FIRM	ATTORNEY FEES	\$ 6,850.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 35.00
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$ 157.56
Central Pump & Motor	AERATORS INSTALL/INSPECTION	\$ 2,364.26
CHELSEA HUISMAN	FIRE CHIEF INTERVIEW DAY	\$ 16.18
CHLOE SAFLEY	3RD STREET MURAL/DOWN PAYMENT	\$ 1,500.00
CHR TIRE AND AUTO	TRUCK REPAIRS	\$ 1,539.30
CHRISTIAN BROTHERS AUTOMOTIVE	#20 LOF	\$ 112.07
CITY LAUNDERING	FLOOR MAT SERVICE/FIRST AID	\$ 307.98
CITY OF DES MOINES	WRA HOOK-UP	\$ 30,921.95
CIVICPLUS	ANNUAL SUB SITES FEES/LIBRARY	\$ 262.50
Crystal Clear Water Co	PURCHASED WATER	\$ 57.00
DEBRA MARQUART	POETRY PROGRAM/LIBRARY	\$ 200.00
Des Moines Water Works	PURCHASED WATER	\$ 52,374.95
ELECTRIC PUMP	PUMP ALIGNMENT	\$ 273.00
ETECH SOLUTIONS LLC	PRO-IT JULY 2022	\$ 4,894.40
Ferguson Waterworks	WATER METERS	\$ 14,300.00
Fire Service Training Bureau	OFFICER SUPPLIES	\$ 143.09
FIRST BANK CARD	CITY CREDIT CARD	\$ 5,870.22
GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 496.90
GWOKS	CLOUD/FRONTDESK +100 USERS	\$ 140.00
HAWKINS INC	REPLACEMENT CHEMICAL PUMP	\$ 1,689.34
HOME DEPOT	CITY SUPPLIES	\$ 183.20
I.A.M.U.	SGCIS JUL-SEP22 SAFETY TRAINING	\$ 2,310.45
I.C.A.P.	2022 ANNUAL INSURANCE	\$ 80,794.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 6,702.00
IMFOA	MEMBERSHIP DUES - THORNBURG	\$ 20.00
Interstate Batteries	SIREN BATTERIES	\$ 1,027.80
IOWA COUNTY ATTORNEYS ASSOC.	IOWA ACTS OF INTEREST PROGRAM	\$ 70.00
IOWA DEPT OF REVENUE	HOTEL/MOTEL TAX DISTRIBUTION	\$ 50,341.73
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 480.80
J PETTIECORD	BRUSH PILE GRINDING/HAULING	\$ 39,200.00
JULIE WETRICH	SUMMER FUN CAMP REFUND	\$ 100.00

KANSAS CITY LIFE INS. CO	CITY LIFE INSURANCE	\$ 952.46
KELTEK	FLEET CONTRACT	\$ 36,420.37
KIMBALL MIDWEST	SUPPLIES	\$ 598.50
LOGAN CONTRACTORS SUPPLY	POTHOLE PATCH	\$ 1,536.20
M.I.A.L.G.	MID-IOWA ASSOC OF LOCAL GOV	\$ 600.00
MAGAZINE SUBSCRIPTION SVC	FY2023 MAGAZINES	\$ 358.25
MATT HENNING	YOUTH TENNIS REFUND	\$ 192.00
MENARD'S	CITY SUPPLIES	\$ 1,270.68
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 154.07
METRO WASTE AUTHORITY	CONTRACT MANAGEMENT - MAY 2022	\$ 25,124.71
MICROMARKETING, LLC	BOOK ON CD	\$ 78.19
MOODY'S INVESTOR SERVICE	BOND RATING SERVICES	\$ 10,000.00
PCC AMBULANCE BILLING	MARCH2022 AMBULANCE BILING FEE	\$ 1,277.64
PETTY CASH	TOBACCO COMPLIANCE REIMBURSMT	\$ 218.61
PFM FINANCIAL ADVISORS	RETAINER AGREEMT/GO BOND SALE	\$ 24,000.00
PITNEY BOWES	POSTAGE METER RENTAL	\$ 164.97
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 450.00
Quick Supply Co	STRAW MAT FOR BRIDGE CLEANING	\$ 196.00
RACOM	EDACS ACCESS	\$ 862.92
RUAN, INCORPORATED	T10901-VEHICLE LEASE	\$ 1,588.04
SBS SERVICES GROUP LLC	JANITORIAL - JULY 2022	\$ 1,195.00
Sprayer Specialities Inc	SPRAYER REPAIR PARTS	\$ 44.76
STACEY PAULSEN	SUMMER FUN CAMP REFUND	\$ 100.00
STAPLES	CITY SUPPLIES	\$ 163.73
STEW HANSEN	SENSOR REPAIR #24	\$ 820.22
SWANK MOVIE LICENSING	MOVIE LICENSE	\$ 226.00
TIARA KENNEDY	YOGA IN THE PARK	\$ 50.00
TOTAL QUALITY INC.	LAWNCARE	\$ 13,927.32
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 17.04
WEX/WRIGHT EXPRESS FLEET SERVICES	FIRE/POLICE/PUBLIC WORKS FUEL	\$ 6,875.24
Accounts Payable Total		\$ 439,733.98
GENERAL		\$ 210,931.62
ROAD USE		\$ 11,853.88
CAPITAL IMPROVEMENTS		\$ 27,347.20
CAPITAL EQUIPMENT/VEHICLE		\$ 36,420.37
WATER		\$ 67,772.41
SEWER		\$ 58,783.79
SOLID WASTE/RECYCLING		\$ 25,124.71
TOTAL FUNDS		\$ 439,733.98

Instructions on the reverse side

For period (MM/DD/YYYY) ___ / ___ / ___ through June 30, ___

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

Business Information:

Trade name/Doing business as: Polk City Liquor.
Physical location address: 201 N 3rd St. City: Polk City ZIP: 50226
Mailing address: PO Box 138 City: Polk City State: IA ZIP: 50226
Business phone number: 515-984-9627

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
Name of sole proprietor, partnership, corporation, LLC, or LLP SARA BER LLC.
Mailing address: PO Box 138 City: Polk City State: IA ZIP: 50226
Phone number: 515-984-9627 Fax number: _____ Email: matte6747@
yahoo.com,

Retail Information:

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

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

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

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

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

Name (please print): Madhav Niraula Name (please print): _____
Signature: M Niraula Signature: _____
Date: 6/27/22 Date: _____

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

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

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

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

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

General Instructions

- Fill in the month, day, and year that this application covers
- All permits expire annually on June 30th
- A new application must be submitted every year
- All items must be completed
- A permit will not be issued until the application is properly completed and approved

Business Information

- Fill in the trade name/DBA of the business
- Fill in the physical location address, city, and ZIP
- Fill in the mailing address or PO Box, city, and ZIP
- Fill in the 10-digit telephone number of the business

Legal Ownership Information

- Check the legal ownership type of the business
- Fill in the name(s) of the sole proprietor, partnership, the corporation, the LLC, or the LLP that is the legal owner of the business. This is not the store manager or the corporate president. Do not fill in the name of a person unless the type of ownership is sole proprietor.
- Fill in the 10-digit telephone number, fax number, and email address of the legal owner

Retail Information

- Check the box for the type of sales at the business
- If you make delivery sales of alternative nicotine or vapor products, also complete an Annual Application for Iowa Cigarette Permit, Tobacco Tax License, or Delivery Seller Permit 70-015.
- Check the types of products sold at the business
- Check the box that best describes the type of business establishment
- Print the name of the sole proprietor, the partner(s), or corporate official signing this application.
- Sign and date the application. The application must be signed by the owner, one of the partners, or one of the corporate officers listed above. A preparer's or store manager's signature is not acceptable.
- Return this application and fee to your local jurisdiction: city clerk (within city limits) or county auditor (outside of city limits).

Permit Fees

- The price of a retail permit depends on the location of the business and the month issued

Location	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Outside of city limits	\$50.00	\$37.50	\$25.00	\$12.50
City of less than 15,000	\$75.00	\$56.25	\$37.50	\$18.75
City of 15,000 or more	\$100.00	\$75.00	\$50.00	\$25.00

For City Clerk/County Auditor Only

- Send completed/approved applications within 30 days of issuance to:
 Email: iapledge@iowaabd.com
 Fax: 515-281-7375

Visit the Iowa Department of Revenue at (tax.iowa.gov) to find information regarding minimum price, a list of approved brands, a list of licensed distributors, and answers to frequently asked questions.

To subscribe to receive updates by email, visit the Department's website (tax.iowa.gov) and click on "Subscribe to Updates."

Instructions on the reverse side

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

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

Business Information:

Trade name/Doing business as: Tournament Club of Iowa LLC

Physical location address: 1000 Tradition Drive City: Polk City ZIP: 50226

Mailing address: 1000 Tradition Drive City: Polk City State: IA ZIP: 50226

Business phone number: 515-984-9440

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP Tournament Club of Iowa LLC

Mailing address: 1000 Tradition Drive City: Polk City State: IA ZIP: 50226

Phone number: 515-984-9440 Fax number: NA Email: SKahler@tcofIowa.com

Retail Information:

Types of Sales: Over-the-counter Vending machine

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No

Types of Products Sold: (Check all that apply)

Cigarettes Tobacco Alternative Nicotine Products Vapor Products

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

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store

Grocery store Hotel/motel Liquor store Restaurant Tobacco store

Has vending machine that assembles cigarettes Other Golf Course

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

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

Name (please print): Stephen Kahler

Name (please print): _____

Signature: [Signature]

Signature: _____

Date: 6/1/22

Date: _____

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

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

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

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

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

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor, page 2

General Instructions

- Fill in the month, day, and year that this application covers
- All permits expire annually on June 30th
- A new application must be submitted every year
- All items must be completed
- A permit will not be issued until the application is properly completed and approved

Business Information

- Fill in the trade name/DBA of the business
- Fill in the physical location address, city, and ZIP
- Fill in the mailing address or PO Box, city, and ZIP
- Fill in the 10-digit telephone number of the business

Legal Ownership Information

- Check the legal ownership type of the business
- Fill in the name(s) of the sole proprietor, partnership, the corporation, the LLC, or the LLP that is the legal owner of the business. This is not the store manager or the corporate president. Do not fill in the name of a person unless the type of ownership is sole proprietor.
- Fill in the 10-digit telephone number, fax number, and email address of the legal owner

Retail Information

- Check the box for the type of sales at the business
- If you make delivery sales of alternative nicotine or vapor products, also complete an Annual Application for Iowa Cigarette Permit, Tobacco Tax License, or Delivery Seller Permit 70-015.
- Check the types of products sold at the business
- Check the box that best describes the type of business establishment
- Print the name of the sole proprietor, the partner(s), or corporate official signing this application.
- Sign and date the application. The application must be signed by the owner, one of the partners, or one of the corporate officers listed above. A preparer's or store manager's signature is not acceptable.
- Return this application and fee to your local jurisdiction: city clerk (within city limits) or county auditor (outside of city limits).

Permit Fees

- The price of a retail permit depends on the location of the business and the month issued

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City of 15,000 or more	\$100.00	\$75.00	\$50.00	\$25.00

For City Clerk/County Auditor Only

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

Visit the Iowa Department of Revenue at (tax.iowa.gov) to find information regarding minimum price, a list of approved brands, a list of licensed distributors, and answers to frequently asked questions.

To subscribe to receive updates by email, visit the Department's website (tax.iowa.gov) and click on "Subscribe to Updates."



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Tournament Club of Iowa, LLC	Tournament Club of Iowa, LLC	(515) 984-9440		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1000 Tradition Dr		Polk City	Polk	50226
MAILING ADDRESS	CITY	STATE	ZIP	
1000 Tradition Dr	Polk City	Iowa	50226	

Contact Person

NAME	PHONE	EMAIL
Stephen Kahler	(515) 984-9440	skahler@tcofiowa.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0032610	Class C Liquor License	12 Month	Submitted to Local Authority
EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS	
June 1, 2022	May 31, 2023		
SUB-PERMITS			
Class C Liquor License			



PRIVILEGES

Outdoor Service, Sunday Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Mac Family LP x	Rosemount	Minnesota	55068	Owner	10.00	Yes
Erik Hendrikson	Edina	Minnesota	55436	Secretary	0.00	Yes
Todd Schommer	Bettendorf	Iowa	52722	Owner	10.00	Yes
T. Jacob Enebak	Prior Lake	Minnesota	55372	Chief Manager	0.00	Yes
Robert Enebak	Prior Lake	Minnesota	55372	Treasurer	0.00	Yes
Ronald Cornwell	Edina	Minnesota	55439	Owner	10.00	Yes
James & Linda Sawyer Family LP x	Dundas	Minnesota	55019	Owner	10.00	Yes



State of Iowa

Alcoholic Beverages Division

Dennis E. Berry Revocable Trus x	Northfield	Minnesota	55057	Owner	10.00	Yes
William C. Knapp, LC x	West Des Moines	Iowa	50266	Owner	10.00	Yes
TCI Investment, LLC x	Lakeville	Minnesota	55044	Owner	11.33	Yes

Insurance Company Information

INSURANCE COMPANY

Selective Insurance Company of America

POLICY EFFECTIVE DATE

Jan 1, 2022

POLICY EXPIRATION DATE

Jan 1, 2023

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



City of Polk City, Iowa

City Council Agenda Communication

Date: July 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: Parks & Recreation Department Updates for June 2022

1. Polk City Friends of the Parks 501c3 had their latest Board of Directors meeting on June 28. Planning for their October 1st bike ride fundraiser has begun. Proceeds of this event are going towards the group's next project, TBD.
2. June programming included Summer Fun Camp (4), Tennis Lessons (2), Pickleball Clinic, Adult Bags League, and Adult COED Sand Volleyball League.
3. June 3rd Movie in the Park, sponsored by Boland Family LLC and Mi-Fiber, had 62 attendees.
4. June 4th Yoga in the Park, sponsored by Grinnell State Bank, had 14 participants.
5. June 18th Yoga in the Park, sponsored by Anytime Fitness, had 13 participants.
6. Sports Complex baseball/softball fields had 48 reservations in June. 120 total field reservations in 2022.
7. Community Center had 1 private rental in June. 9 total rentals in 2022.
8. Miller Park Shelter House had 2 private rentals in June. 19 total rentals in 2022.

RESOLUTION NO 2022-86

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT
APPLICATION NO. 4 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, Absolute Concrete Construction, Inc and the City Engineer have submitted the Application for Partial Payment Application No. 4 giving a detailed estimate of work completed with an application for payment in the amount of \$ 79,332.60.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment Application No. 4 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 \$79,332.60.

PASSED AND APPROVED this 11th day of July 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

APPLICATION FOR PARTIAL PAYMENT NO. 4

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: 7/11/2022

PAYMENT PERIOD: 6/1/2022
to 6/30/2022

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: \$ 411,461.28
Retainage: 5.00% \$20,573.06
Total Earned Less Retainage: \$ 390,888.22
Less Previous Applications for Payment: \$ 311,555.62
AMOUNT DUE THIS APPLICATION: \$ 79,332.60

Added by Change Order: 9
Contract Time to Date: 129
Time Used to Date: 44
Contract Time Remaining: 85

Milestone #2: April 22, 2023
Landscape Completion

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 Alonzo Barkley DATE: 7-7-22

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By Travis D. Monaghan DATE: 7/7/22

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	758		16,486.50
2.03.	Topsoil, Compost-Amended, Contractor Provided	503	CY	17.50	8,802.50			-
2.04.	Excavation, Class 10, Roadway and Borrow	1,830	CY	3.80	6,954.00			-
2.05.	Excavation, Class 10, Contractor Provided	2,440	CY	30.00	73,200.00	500		15,000.00
2.06.	Below Grade Excavation (Core Out)	1,000	CY	40.30	40,300.00			-
2.07.	Subgrade Preparation, 12" Depth	4,826	SY	2.50	12,065.00			-
2.08.	Subgrade Treatment, Geogrid, Triangular	1,500	SY	4.50	6,750.00			-
2.09.	Subbase, Modified, 8" Depth	3,530	SY	13.50	47,655.00			-
2.10.	Subbase, Special Backfill, 8" Depth	1,296	SY	13.50	17,496.00			-
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	9		252.00
2.14.	Compaction Testing	1	LS	5,000.00	5,000.00	0.25		1,250.00
2.15.	Granular Shoulder, 8" Depth	104	TON	39.50	4,108.00			-
2.16.	Temporary Granular Surfacing	150	TON	37.00	5,550.00	77.94		2,883.78
3.01.	Trench Compaction	1	LS	3,000.00	3,000.00	0.25		750.00
4.01.	Storm Sewer, Trenched, RCP, 15" Dia.	463	LF	74.75	34,609.25	234		17,491.50
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			-
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			-
4.09.	Subdrain Cleanouts, Type A-1	3	EA	950.00	2,850.00			-
4.10.	Subdrain Outlets and Connections	11	EA	555.00	6,105.00			-
4.11.	Subdrain Outlets and Connections, 6" Dia. DR-305 Type A	2	EA	635.00	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	24		1,296.00
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			-
5.04.	Fitting, 45 Degree Bend, 8"	3	EA	775.00	2,325.00	2		1,550.00
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			-
5.09.	Water Service, 3/4", to Median w/ Meter and Backflow Prevention Device	1	LS	8,225.00	8,225.00			-
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	310		7,595.00

5.17.	Connection to Existing Water Main, Cut-In	2	EA	2,675.00	5,350.00	1		2,675.00
6.01.	Manhole, SW-401, 48" Diameter	4	EA	4,255.00	17,020.00	3		12,765.00
6.02.	Intake, SW-507S	2	EA	4,650.00	9,300.00	1		4,650.00
6.03.	Intake, SW-507L	4	EA	4,650.00	18,600.00	2		9,300.00
6.04.	Manhole Adjustment, Minor	1	EA	475.00	475.00			-
6.05.	Manhole Adjustment, Major	2	EA	2,516.00	5,032.00			-
6.06.	Remove Intake	1	EA	715.00	715.00			-
7.01.	Pavement, PCC, 8" Depth	3,400	SY	90.00	306,000.00			-
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			-
7.05.	PCC Median, Truck Apron, 8" Depth, Colored and Stamped	406	SY	200.00	81,200.00			-
7.06.	Raised PCC Median Pavement, 6" Depth	214	SY	80.00	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			-
7.09.	HMA Base Widening, 8" Depth	193	SY	74.50	14,378.50			-
7.10.	HMA Overlay, Levelling Course, 1/2" PG 58-28S	45	TON	143.00	6,435.00			-
7.11.	Removal of Sidewalk	145	SY	11.00	1,595.00			-
7.12.	Sidewalk, PCC, 4" Depth	112	SY	60.00	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			-
7.15.	Detectable Warning	162	SF	50.00	8,100.00			-
7.16.	Pavement Removal	4,800	SY	11.00	52,800.00	794		8,734.00
7.17.	Milling, Variable Depth	160	SY	20.00	3,200.00			-
7.18.	Temporary Roadway Pavement	1,950	SY	33.75	65,812.50	1,902		64,192.50
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	0.50		4,250.00
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	0.26		2,444.00
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			-
8.10.	Portable Dynamic Message Sign (PDMS)	45	CDAY	75.00	3,375.00	26		1,950.00
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			-
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	0.26		1,430.00
9.11.	Filter Sock, 9" Diameter	1,600	LF	1.75	2,800.00	578		1,011.50
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	0.50		50,000.00
11.02.	Concrete Washout	1	LS	2,000.00	2,000.00			-
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			-
STORED MATERIALS SUMMARY:								
SM.01	Rectangular Rapid Flashing Beacons Materials			26,074.00	-	1		26,074.00
				TOTAL ORIGINAL CONTRACT = \$ 1,586,306.00		\$ 371,316.28		
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		\$ 40,145.00		
				TOTAL CONTRACT				
				& CHANGE ORDERS \$1,626,451.00		\$ 411,461.28		

July 11, 2022

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

RE: PARTIAL PAYMENT APPLICATION NO. 4
NORTH 3RD STREET AND VISTA LAKE AVENUE
INTERSECTION IMPROVEMENTS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 4 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project. This payment application includes work completed by the Contractor through June 30, 2022.

Work completed during this pay period includes removal of existing water main, water main tie-ins, finalization of the temporary roadway pavement, finishing utility installations on the east side of the intersection, and shifting of the work area to the west side of the intersection. The Contractor has now begun work outlined as "Stage 2" in the approved construction documents.

We recommend approval of partial payment application No. 4, in the amount of \$79,332.60, to the Contractor, Absolute Concrete, for work completed through June 30, 2022. Approximately 26.0% of the total contract work has been completed and 44 of the 129 working days for the project have been charged, representing 34.1% of the contract period.

Please contact me should you have any questions on this payment application. We will be in attendance at the July 11, 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. 2022-87

A RESOLUTION APPROVING THE CONSTRUCTION DRAWINGS FOR PUBLIC IMPROVEMENTS FOR CREEKVIEW ESTATES PLAT 3

WHEREAS, Civil Design Advantage, on behalf of North Polk Development, LLC., has submitted the Construction Drawings for Public Improvements associated with Creekview Estates Plat 3, including but not limited to grading, street paving, assessable sidewalk ramps along with associated storm sewers, sanitary sewers, water main and services; and

WHEREAS, said Construction Drawings appear to be in general conformance with Polk City's Subdivision Regulations and SUDAS but CDA has submitted a written request of deviation from the approved Preliminary Plat for Creekview Estates for the longitudinal slopes of both streets; and

WHEREAS, it shall be the Developer's responsibility to obtain approval for all necessary permits including the Iowa DNR permits for water main and sanitary sewer construction, and the NPDES Storm Water Discharge permit; and

WHEREAS, the Developer's Engineer remains solely responsible for their design and ensuring it is fully compliant with all applicable code requirements and permits; and

WHEREAS, the Developer's Engineer is also responsible for construction staking and ensuring all locations, grades and slopes are in conformance with said standards; and

WHEREAS, the City Engineer has reviewed said Construction Drawings for Public Improvements and recommended approval of same.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the City Engineer and do hereby approve the Construction Drawings for Public Improvements for Creekview Estates Plat 3.

PASSED AND APPROVED the 11th day July 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

July 11, 2022

Honorable Mayor and City Council
City of Polk City
112 3rd Street
Polk City, Iowa 50226

RE: CREEKVIEW ESTATES PLAT 3
APPROVAL OF CONSTRUCTION DRAWINGS

Dear Honorable Mayor and City Council:

On behalf of North Polk Development, Civil Design Advantage, LLC. has submitted the construction drawings for the above referenced plat. These plans represent the third and final phase of construction for this subdivision, which include 23 single-family lots. The plans include the construction of Creekview Avenue and Hillside Place, along with the associated sanitary sewers, storm sewers, water main and services.

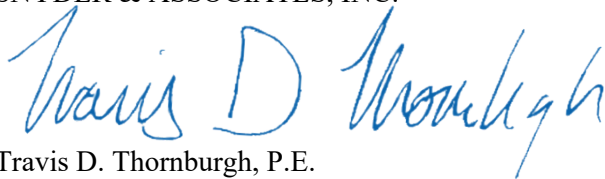
The construction drawings and Storm Water Management Plan appear to be in general conformance to the Subdivision Regulations, SUDAS, and the approved Preliminary Plat. Civil Design Advantage, LLC. remains solely responsible for their design and ensuring it is fully compliant with all applicable code and permit requirements. Shive-Hattery, Inc. is also responsible for construction staking and ensuring all locations, grades and slopes conform to the approved construction drawings.

It shall be the developer's responsibility to obtain approval for all necessary permits prior to the start of construction. These permits include, but are not limited to, the Iowa DNR permits for water main and sanitary sewer construction, and the NPDES Storm Water Discharge permit.

We recommend approval of the construction drawings for Creekview Estates Plat 3. We will be in attendance at the July 11, 2022, City Council meeting should you have questions.

Respectfully submitted,

SNYDER & ASSOCIATES, INC.



Travis D. Thornburgh, P.E.

CC: Chelsea Huisman, City of Polk City
Mike Schulte, City of Polk City
Kathleen Connor, Snyder & Associates
Bruce Gates, North Polk Development
John Larson, North Polk Development
Josh A. Trygstad, P.E., Civil Design Advantage, LLC.



City of Polk City, Iowa City Council Agenda Communication

Date: July 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Amendment to the Development Agreement with North Polk Development Company, L.L.C.

BACKGROUND: On Monday, the City Council will review and consider amending a development agreement with North Polk Development Company for a water main expansion and looping project.

The City Council entered into a development agreement with North Polk Development on April 27, 2020. The development agreement covered that the developer of Creekview Estates would increase a water main from a required 8" main to a 12" main and would complete a water loop from Creekview Estates subdivision, north along NW Hugg Drive. Both projects benefit the City's water system.

The original proposed agreement required the developer to construct the public improvements, and submit receipts to the city for reimbursement, not to exceed \$200,000. With the increasing costs of supplies, North Polk Development Company has requested we increase the do not exceed amount to \$230,000. Our engineering team has reviewed the request and it is in line with the costs for the associated projects.

This agreement is for an economic development grant, and to date the city has reimbursed the developer for \$154,475.94. With the new agreement and with required documentation North Polk Development Company is eligible to receive an additional \$75,524.06 once the work is completed. This economic development grant is being paid for out of the water fund.

ALTERNATIVES: Do not approve the amended agreement

FINANCIAL CONSIDERATIONS: An additional \$30,000 expense

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

RESOLUTION NO. 2022-88

A RESOLUTION APPROVING AN AMENDMENT TO DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF POLK CITY, IOWA AND NORTH POLK DEVELOPMENT, L.L.C.

WHEREAS, the City of Polk City and the Developer, North Polk Development, L.L.C., entered into a Development Agreement dated April 27, 2020, for the development of a residential subdivision and construction of certain public infrastructure improvements in connection therewith, including the installation of a twelve-inch water main and the construction of certain water main looping improvements (the “Project”);

WHEREAS, the costs for the Project have increased;

WHEREAS, the parties have agreed to amend the Development Agreement to increase the maximum cost of the Project so that it may continue; and

WHEREAS, it is in the best interest of the City and of the Developer that the Project should continue.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that the Amendment to Development Agreement between the City of Polk City and North Polk Developments L.L.C. is hereby approved.

BE IT FURTHER RESOLVED that the execution of the Amendment to Development Agreement by the Mayor and City Clerk is hereby authorized.

PASSED AND APPROVED the 11 day July 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

**AMENDMENT TO AGREEMENT BY AND BETWEEN
NORTH POLK DEVELOPMENT, L.L.C. AND CITY OF POLK CITY, IOWA**

This Amendment to Development Agreement and is made and entered into this **11** day of July 2022, by and between the City of Polk City, Iowa, and North Polk Development, L.L.C.

Whereas, the City of Polk City, Iowa (hereinafter “City”), entered into a Development Agreement (the “Agreement”) with North Polk Development, L.L.C. (hereinafter “Developer”) by Agreement approved by the Polk City City Council on April 27, 2020; and

Whereas, the scope of the agreement included the development of a residential subdivision and construction of certain public infrastructure improvements in connection therewith including the installation of a twelve inch water main and the construction of certain water main looping improvements (the “Project”); and

Whereas, the costs of the Project have increased due to the costs of building materials which necessitates an amendment to the previously approved Agreement to cover these increased costs to move the Project forward to construction.

Now, therefore, the City and Developer, in consideration of the promises and mutual obligations set forth in the Agreement, agree to amend the Agreement and covenant as follows:

- 1. SECTION B.2, ECONOMIC DEVELOPMENT GRANT**, is hereby amended by deleting the first paragraph of Section B.2 in its entirety and inserting the following in lieu thereof:

The City hereby agrees to fund the Grant through a series of disbursements (the “Grant Disbursements” and, each, individually a “Grant Disbursement”) to the Developer, in an aggregate maximum amount equal to the lesser of (i) the Accepted Project Costs, or (ii) \$230,000, in accordance with this Section B.2.

- 2.** This Amendment to the Agreement shall take effect immediately upon execution by the parties.
- 3.** In all other respects, the Agreement between the parties dated April 27, 2020, shall remain in full force and affect.

This agreement is executed on day and year first written above.

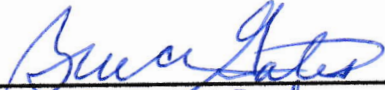
CITY OF POLK CITY, IOWA

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

NORTH POLK DEVELOPMENT, L.L.C.



Name: Bruce Gates
Title: Manager



City of Polk City, Iowa

City Council Agenda Communication

Date: July 11, 2022
To: Mayor, City Council and City Manager
From: Karla Hogrefe – Fire Chief
Subject: New PT Hire Pay Rate Approval

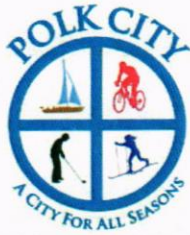
BACKGROUND: We have the opportunity to hire a part-time Firefighter/Paramedic. Brennan has been in the fire service for 25 years and currently works full time at Urbandale Fire Department. Hiring Brennan will provide great benefits to the Fire Department.

ALTERNATIVES: None

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

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

Brennan Burke, part-time Firefighter/Paramedic position at a rate of \$22.00 per hour.



**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>Tim McCann</u>
Contact Mailing Address:	<u>930 W Trace Place</u>
Contact Phone number:	<u>515-953-8918</u>
Contact Email Address:	<u>TMSPROUT@AOL.COM</u>
Sponsor Organization: <small>*(if applicable)</small>	

Event Information:

Name of Event:	<u>Creekview Estates Annual Block Party</u>	Requested event location:	<u>West Trace Place Col de Sac</u>
Event Date(s) & Time(s):	<u>7/16 3pm - 9pm</u>	Event Setup & Teardown: (dates & times)	
Estimated Attendance:	<u>20</u>	Number of Vehicles:	<u>—</u>
Will Event Fee Be Charged?	<u>Y or N</u>	Event Fee Amount: (if applicable)	<u>—</u>
Product Sales on Site:	<u>Y or N</u>	Amplified sounds: (a noise waiver may be required)	<u>Y or N</u>
Tent and/or canopy: Qty. _____	<u>Y or N</u>	Inflatables: (valid State of Iowa permit required)	<u>Y or N</u> Qty. _____
Access to water:	<u>Y or N</u>	Access to electricity:	<u>Y or N</u>
Alcoholic Beverages: (must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)	<u>Y or N</u>	Portable Toilets: *(1 toilet for every 250 people est.)	<u>Y or N</u> Qty. _____
Street Closure: Qty. _____	<u>Y or N</u>	On Street Parking Closure:	<u>Y or N</u> Qty. _____

Close W Trace at intersection of W Trace and Wolf Creek

Event Description: (describe activities)

Block Party

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

Barricades Required:	Qty. <u>1</u>	Security on site:	Y or <u>N</u>
Traffic Control:	Y or <u>N</u>	Emergency Services:	Y or <u>N</u>

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

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

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

Date: 7/5/2022

✓ 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: [Signature] Police Chief: [Signature]
Public Works Director: [Signature] City Manager: _____



City of Polk City, Iowa

City Council Agenda Communication

Date: July 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Resolution to set fair market value of properties for Public Safety Facility Project and authorizing acquisition for said project

BACKGROUND: On Monday evening, the City Council will review and be asked to approve a resolution setting the fair market value for properties for a Public Safety Facility Project.

The city has been working on a plan for facilities over the past 18 months. The City Council & City staff have determined that we would like to create a city campus near the downtown Town Square, which houses City Hall, Police & the Fire Department. The City's intent is to purchase additional property near the existing Fire Station and the future City Hall/Community Center to build a Public Safety Facility. An exact date for building the Public Safety Facility is unknown, but estimated construction would take place in either FY25 or FY26.

The city has identified adjacent properties and has had the properties appraised. Based on the appraisals, and before property can be purchased, the City Council needs to set the fair market value for the corresponding properties. The fair market value is based upon the appraisals completed.

ALTERNATIVES: Do not approve the resolution

FINANCIAL CONSIDERATIONS: No financial considerations at this time

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

RESOLUTION NO. 2022-84

**A RESOLUTION ESTABLISHING FAIR MARKET VALUE OF
PROPERTIES FOR PUBLIC SAFETY FACILITY PROJECT AND
AUTHORIZING ACQUISITION FOR SAID PROJECT**

WHEREAS, the City Council of the City of Polk City has determined the City has need for a new Public Safety Facility (“Project”);

WHEREAS, the City has determined the properties needed to construct the Project;

WHEREAS, the following properties have been appraised for initial determination of just compensation;

WHEREAS, based upon the appraisals, the suggested fair market value of the properties are as follows:

Titleholder: Michael Bueltel

Property Location:

Locally Known as: 314 W Wood Street, Polk City, IA 50226

Polk County Tax Parcel: 261/00136-002-000

Property Interest to be Acquired: Fee Acquisition

Fair Market Value: \$98,000.00

Titleholder: Michael Bueltel

Property Location:

Locally Known as: 306 S 3rd Street, Polk City, IA 50226

Polk County Tax Parcel: 261/00136-000-000

Property Interest to be Acquired: Fee Acquisition

Fair Market Value: \$166,000.00

Titleholder: Norman E. Reynolds and Shirley M. Reynolds

Property Location:

Locally Known as: 314 S 3rd Street, Polk City, IA 50226

Polk County Tax Parcel: 261/00139-000-000

Property Interest to be Acquired: Fee Acquisition

Fair Market Value: \$153,000.00

Titleholder: Richard Sweet

Property Location:

Locally Known as: 305 W Church Street, Polk City, IA 20226

Polk County Tax Parcel: 261/00138-002-000

Property Interest to be Acquired: Fee Acquisition

Fair Market Value: \$135,000.00

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that the valuations listed and identified above as “Fair Market Value” are hereby established as the fair market values of the property interests listed herein.

BE IT FURTHER RESOLVED that the City is authorized and directed to acquire the property interests through gift, negotiation or condemnation based upon the approved fair market values listed above.

BE IT FURTHER RESOLVED that the property interests will be acquired in accordance with the guidelines of 49 CFR Part 24 of the Uniform Relocation and Real Property Acquisition Act, as revised.

BE IT FURTHER RESOLVED should the property owners agree to convey the property interests to the City in an amount based on the established fair market value, including an approved administrative settlement, or if a condemnation award is based on the established fair market value of falls within an approved settlement amount, the City staff is authorized and directed to issue checks in the amounts necessary to carry out these transactions and to pay any unforeseen additional costs certified by the City Attorney and the City Engineer; the City staff is authorized and directed to complete these transactions in accordance with standard real estate practices and state law requirements.

BE IT FURTHER RESOLVED that the City staff is directed to obtain the City Attorney’s review and approval of all closing documents prior to closing.

BE IT FURTHER RESOLVED That the City Clerk is hereby authorized and directed to endorse upon the real estate documents listed above the approval and acceptance of this Council, the Mayor is authorized and directed to sign all necessary real estate documents, and the City Clerk is further authorized and directed to deliver the aforementioned documents and proceed to closing in accordance with standard real estate practices.

PASSED AND APPROVED the 11th day of July 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: July 11, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Polk City Town Square Design Standards

BACKGROUND: On Monday evening the City Council will review proposed Town Square Design Standards. The document provides supplemental material to the existing architectural standards section of the City Code (Chapter 157). The proposed design standards are available for review in the City Council packet.

ALTERNATIVES: Do not approve the design standards document

FINANCIAL CONSIDERATIONS: There are no financial considerations at this time.

RECOMMENDATION: It is my recommendation that the Council approve the Town Square design standards. I would recommend that we take time over the next several months to continue to amend the document and incorporate the items we want incorporated to the downtown district. I do not believe this is a final document, however, serves as a constant working document.

RESOLUTION NO. 2022-85

**A RESOLUTION APPROVING POLK CITY TOWN SQUARE DESIGN
STANDARDS**

WHEREAS, the City Council of the City of Polk City has determined the City has need for further defining the design standards within the Town Square Business District; and

WHEREAS, the City recognizes the importance of maintaining a small-town charm and preserving the character of the downtown district; and

WHEREAS, the City has determined Town Square Design Standards will encourage redevelopment and new development within the district; and

WHEREAS, Town Square Design Standards attached hereto as Exhibit A will be a guideline for all buildings located in the C-TS Town Square Business District.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, approve and adopt the Polk City Town Square Design Standards effective immediately.

PASSED AND APPROVED the 11th day of July 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



Polk City Town Square Design Standards

Approved by Council Resolution 2022-85

July 11, 2022



Polk City Town Square Design Standards

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1. Introduction

Polk City is a growing community located within the Des Moines metropolitan area. The city recognizes the importance of maintaining a small-town charm and preserving the character of the downtown district. This document will serve as a guideline for all buildings located in the C-TS Town Square Business District, also referred to as the downtown district and will set expectations for developers and property owners to create new projects in downtown Polk City.

Many of the buildings within the Town Square Business District have unique physical attributes that contribute to the overall downtown character. Some of the buildings exhibit historic features that are directly associated with the character of the Polk City Town Square. The City of Polk City remains committed to restoration and upgrades made to the existing buildings in the downtown district, while providing for expectations of the design of new proposed buildings. Based on these goals, the City has developed architectural and design standards which preserve the established character of the area rather than see dramatic changes. Architectural Standards are located in Chapter 157 of the Code of Ordinances. The Code of Ordinances will be the final determination.

These standards are standards for all downtown buildings and are required to be followed if property owners receive downtown funding assistance, such as the Polk City Downtown TIF grant program.

2. Purpose of Town Square Design Standards

The purpose of the Town Square design standards is to regulate design and materials used within the downtown district to promote enhancement of the downtown district. As result, the standards will foster and maintain the economic viability of Polk City's Central Town Square Business District by encouraging redevelopment and new development within the district. The goals are to create a unified, aesthetic design while avoiding monotonous uniformity of standardization of architectural forms. .

This document provides guidance to several users: Developers & Property owners, City Staff, and decision makers. The Planning and Zoning Commission and City Council will evaluate development proposals for compliance with the minimum Town Square Design Standards requirements and where additional enhancements are needed.

3. General Description of the Polk City Town Square District

The downtown district is referenced as C-TS Town Square Business District in the City's Zoning and Subdivision section of the Code of Ordinances.

4. Review Principles

The Planning and Zoning Commission will be charged with reviewing requests for exterior renovation projects and the new construction buildings within the downtown district. The following review principles are intended to focus on the evaluation.

- These standards will only apply to the exterior of buildings and to portions of buildings that would be visible at the pedestrian level from public rights-of-way, including alley ways.



- While economic costs are not a primary factor in the review process, economic cost will be considered in relation to the adherence to these standards.
- It is understood that a project may not meet every guideline to conform to the document's intent. However, it is the responsibility of the Planning and Zoning Commission and City Council to determine which standards most effectively achieve the larger design objectives for the district.
- It is not the intent of these standards to require existing buildings to be in full compliance with these standards. Existing buildings that contain non-conforming elements are encouraged to make alterations that will improve the overall appearance of the building. As non-conforming buildings are altered, improvements will be consistent with the standards set forth in this document and associated Town Square Commercial District Zoning Ordinance.
- Staff and the Planning and Zoning Commission will review proposed projects in a consistent, fair, and equitable manner. A recommendation will be made to the City Council. The City Council will have final say on review of proposed projects.

The design standards summarized in this document will be effective within the boundaries of the Town Square Commercial District. If the standards are more restrictive than the regulations of the underlying zoning district, these regulations will take precedence.

5. New Construction and Additions

Additions and new infill construction must adhere to the patterns that prevail in nearby or adjacent structures. When new buildings are constructed, it is best to think of it as one element in a larger group of buildings. In this context, the construction of new buildings or building additions specific emphasis should be to establish design standards for specific building elements, such as storefronts, restaurants, and offices.

- **Façade Height Standards:**
 - ◆ The height of the building must be considered in proportion to its width and the story-to-story height of the building.
 - ◆ The height of new buildings and additions will relate to the surrounding buildings. Every effort should be made to avoid new construction that varies greatly in height from adjacent buildings. In general, new construction should not be more than two-stories (24 feet) higher than the adjacent buildings.
- **Façade Width Standards:**
 - ◆ The façade width associated with improvements with infill construction should completely fill the available space. The city will provide some flexibility here depending on the location of the infill project.
 - ◆ Façade widths for new buildings and additions should correspond with the width of other buildings in the same block.
 - ◆ If the site is large, the mass of the façade should be broken down into a number of smaller bays, to maintain a rhythm similar to surrounding buildings.
- **Composition Standards:**
 - ◆ The composition of the infill façade will be similar to the surrounding façade in the block.
 - ◆ Physical elements that carry throughout the block (e.g., window spacing, etc.), will be incorporated into the new façade.



- ◆ The size and proportion of window and door openings of the new construction should be similar to other buildings in the block.
- ◆ The ratio of window area to solid wall for new construction should be similar to other buildings in the block.
- ◆ New construction will be constructed with a shared wall when feasible (faux shared wall)
- ◆ New building additions should be placed in the rear of existing structures.

6. Preservation of Historic Buildings:

The downtown area is not presently designated as a historic district. However, significant consideration must be given to planned alteration and renovation projects associated with buildings that are greater than 50 years old. To this end, the following standards will be applied.

- **Alterations and/or Renovations to Historic Buildings:**
 - ◆ Alterations to and renovations of historic buildings should incorporate measures to protect and preserve the historic character and features.
 - ◆ A property used for historic purpose or placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 - ◆ Alterations and/or, renovations, construction, development, or other form of improvement to the exterior of any building more than 50 years old should take appropriate measures to protect and preserve the historic character of existing features. Several sections of the Design Standards references standards that can be used to preserve historically significant buildings in the affected area.
- **Building Demolition:**
 - ◆ The City Council strongly discourages building demolition in the downtown district, however, the City will review requests on a case-by-case basis. Strong documentation must be presented with demolition requests which are specific to public safety concerns.
 - ◆ Demolition requests that are unrelated to public safety should be accompanied by additional documentation indicating the existing condition of the building and the proposed use for the site. Documentation should include proposed plans and elevations and an explanation of why the current structure is not feasible for reuse.

7. Preservation of Non-Historic Buildings

Alterations to non-historic buildings should incorporate design features that are stylistically compatible with the existing structure.

- **Alterations or Renovations to Non-Historic Buildings:**
 - ◆ Historic features, such as storefront elements and façade detailing that maintain the downtown district continuity, should be retained.
 - ◆ Renovations that convert the character of the building into a structure that exhibits more of a historic appeal is encouraged.



- ◆ If additional stories are added to one story structures, renovations should incorporate a visually compatible raised front parapet wall which is at least four feet above the eave height.
- ◆ Particular attention should be given to design standards referenced in other sections of this document.
- **Building Demolition:**
 - ◆ The City Council strongly discourages building demolition in the downtown district, however, the City will review requests on a case-by-case basis. Strong documentation must be presented with demolition requests which are specific to public safety concerns.

8. Signage

Signs should be architecturally compatible with the style, composition, materials, colors, and details of the building and with other signs on nearby buildings, while providing for adequate identification of the business.

- **Standards:**
 - ◆ Downtown signs should be oriented toward pedestrians, not vehicular traffic.
 - ◆ Signs which use materials common to the structure and architectural style of the building are encouraged.
 - ◆ All signs must be maintained.
 - ◆ Back-lit signs , internally lit signs, detached signs and signs that extend into the public right-of-way are prohibited.
 - ◆ Signs should not obscure the architectural detail elements.
 - ◆ Signs should be subordinate to the building's façade. The size and scale of the sign be in proportion to the size and scale of the street level façade.
 - ◆ Signs should be in design harmony with the building.
 - ◆ Signs with multiple storefronts within the same building should align with each other.

9. Rooflines and Parapet Roofs

The roofline establishes the relationship with adjacent buildings.

- **Standards:**
 - ◆ Retain the original roofline and parapet features when possible.
 - ◆ Pitched roofs with gables, hips, dormers and similar offsetting and intersecting roof lines are desirable for increased architectural interest.
 - ◆ Rooflines should be consistent with adjacent buildings and avoid improvements that are not in scale with adjacent buildings.
 - ◆ Roofs for non-historic buildings should normally be screened by raised parapet walls with decorative masonry cornices.
 - ◆ For any building, visible roofs and/or mechanical units should not appear above walls in their respective visible proportions from street views.



10. Existing Ornamentation

Several buildings on the Town Square exhibit brickwork. These elements should be maintained because they contribute to unique architectural details in the downtown district.

- **Architectural Details:**
 - ◆ Intact original ornamentation or architectural details should be maintained and preserved.
 - ◆ If original detailing is covered, exposing and restoring the features is encouraged.
 - ◆ While the use of original material is encouraged, substitute materials can be used subject to the Planning and Zoning Commission and City Council approval.
 - ◆ Cornices will not be removed. A determination will be made by the Building Official as to safety.
 - ◆ Historic brickwork will not be covered or painted.
 - ◆ Brickwork in disrepair will be rehabilitated using brick and material of similar color and dimension.

11. Building Façades

In the downtown district (C-TS) all buildings facing a public street have a minimum of 75 percent of the wall area constructed of brick or an acceptable alternative. All buildings not facing a public street shall have a minimum of 50 percent of the wall area constructed of brick or acceptable alternative. A list of acceptable materials and non-acceptable materials can be found in Section 157.09 Architectural Standards of the Code of Ordinances.

Traditional commercial Façades have three (3) horizontal sections:

- **Building Cornice:** Traditional building materials include brick or an acceptable alternative.
- **Upper Façade:** The upper façade is generally constructed of brick, stone, or stucco. It is also characterized by a symmetrical design and regularly spaced window openings.
- **Storefront:** This area is primarily composed of large display windows surrounded by enflaming piers and a storefront cornice, awning, or canopy.
- **Standards regarding First Floor Façades:**
 - ◆ Storefronts are encouraged to reflect the scale of the original design if known. If unknown, it should be in scale with the total façade.
 - ◆ Existing historic elements such as original display windows, transoms, doors, and integrated wall signs should be preserved. New buildings and renovations are also encouraged to incorporate these elements.
 - ◆ Windows will not be boarded-up.
 - ◆ Exterior security bars or shutters on storefronts are prohibited.
- **Standards regarding Front of Building Upper Floor Façades:**
 - ◆ Historic window arrangements, including lintels, sills, and masonry surrounds, should be preserved when present.
 - ◆ No new improvements relative to adding or closing window openings will be permitted. Windows for new buildings will be organized to create rhythmic, symmetrical patterns. Windows should be aligned vertically and horizontally.
 - ◆ Window dividers in historic buildings should reflect the original design pattern.



- ◆ Window mounted air conditioners are not allowed on the street facing windows.
- ◆ Upper story windows will only have minimal tinting and should appear transparent from the street.
- ◆ Windows will not be boarded-up.
- ◆ The façade of upper floors will be balanced in design and will provide a distinction between lower and upper sections of the building.
- **Standards regarding Shared Walls:**
 - ◆ Window openings may be introduced; however, the design must be compatible with other windows on the building.
 - ◆ Window replacement in existing buildings is permitted; however, the use of original window patterns and finishes is required.
 - ◆ Walls will not be painted unless approved by the Planning and Zoning Commission.
- **Standards regarding Rear Façades:**
 - ◆ Rear entrances that face public parking areas are encouraged.
 - ◆ Rear façades will provide sufficient architectural detail, such as window and door openings to articulate the building façade; it will not compete with the primary façade.
 - ◆ Window replacement in existing buildings will use original window patterns and finishes.
 - ◆ Windows will not be boarded-up.

12. Mechanical & Electrical Equipment

The placement of mechanical and electrical equipment (e.g., heating, ventilation and air conditioning units; window mounted air conditioners, electrical boxes, satellite or related antennas, etc.) can diminish the aesthetic character of buildings within the downtown district. The standards summarized below are designed to screen or displace this equipment to other areas of the building.

- **Standards:**
 - ◆ For historic buildings, fire escapes or other mechanical features (such as louvers) will not be installed in ways that damage historic features or materials. On masonry buildings, mounting hardware will be attached to mortar joints rather than to the masonry itself.
 - ◆ Rooftop mechanical equipment, electrical boxes/equipment, and satellite or related antennas will not be visible from street views or public places.
 - ◆ Where feasible, fire escapes, window-mounted air conditioners, or other mechanical features will not be located on façades which front on public streets.

13. Permitted Construction Materials

Surface materials are a key factor in the appearance of a building and its relationship to adjacent buildings. The original building material will be retained if possible. If the original material has been overlaid by such coverings as aluminum, wood, or stucco these alterations should be removed and the original material maintained, repaired or replaced with similar materials. The permitted construction materials are specific to the following façade areas:



- **Standards regarding the Primary Façade:**
 - ◆ The original building material will be retained when possible. If the original material has been overlaid with aluminum, wood, or stucco, building owners will be encouraged to remove the overlay materials and restore the use of the original materials via maintenance, replacement or repair with similar materials. Building owners will be required to restore the original material of the building during remodeling or any major improvements are being made to the building.
 - ◆ Additions or alterations to existing buildings will be pre-approved building materials.
 - ◆ For all construction, materials will be combined in historically appropriate combinations.
 - ◆ Building owners are encouraged to use a minimal number of building materials and should reduce the number of materials used on the primary façade. A maximum of three (3) materials may be used on the primary façade.
 - ◆ Vinyl and aluminum siding is not allowed.
- **Standards regarding the Secondary and Rear Façade:**
 - ◆ Secondary façades that are exposed to the public right-of-way will be composed of building materials consistent with the existing building stock.
- **Standards regarding the Shared Walls:**
 - ◆ Building materials for shared walls are typically less costly than materials used on primary and secondary façades. Rubble limestone, brick, and tile block are common shared wall materials.
 - ◆ Materials which are to be painted, such as previously painted façade materials and window frames, should be repainted in colors that complement the materials on the building.
 - ◆ Unpainted or previously painted façade materials should only be painted when the Planning and Zoning Commission has approved the painting plan.
- **Standards regarding General Masonry:**
 - ◆ Proper maintenance should be done by re-pointing and cleaning processes.
 - ◆ Masonry walls that are visible from the public right-of-ways should not be clad with stucco, artificial stone, or EIFS (Exterior Insulation Finish Systems).
 - ◆ Mortar color should not significantly contrast with the masonry hue or darkness.
 - ◆ Existing unpainted masonry walls will not be painted.
- **Standards regarding Roofing Materials:**
 - ◆ Roofing materials that are visible from the public right-of-way should use traditional materials such as slate, metal, tile, or reasonable facsimiles thereof, used in appropriate traditional combinations.

14. Canopies and Awnings

The form of the awning or canopy will provide pedestrians with protection from the elements and compliment the character of the building.

- **Standards:**
 - ◆ Fabric awnings should be used when possible, in the downtown district, and will be favored by the Planning and Zoning Commission.



- ◆ Awnings and canopies will be in proportion to the overall building façade and should match the width of the storefront or window opening.
- ◆ Awnings on buildings with shared walls should be at the same height, and with the same consistency of either being in proportion to the overall building façade or should match the width of the storefront or window opening.
- ◆ Awnings on the storefront level should not extend into the second story of the building façade.
- ◆ Upper floor awnings will be mounted within the window opening.
- ◆ Post or pole supported canopies are not allowed.
- ◆ Back-lit awnings are not allowed. Colors of light should complement the downtown design.

15. Color of Materials Used

The colors of materials used for building façades and canopies/awnings are important to creating a unifying design and theme for the district. Standards regarding the use of colors focuses on the following building elements:

- **Standards regarding the Color of Building Façades:**
 - ◆ Renovations to existing historic buildings must use original color(s) common to the building.
 - ◆ Colors associated with new building construction must compliment the color of adjacent buildings and the area as a whole.
- **Standards regarding the Color of Awnings and Canopies:**
 - ◆ The colors associated with awnings and/or canopies will be complimentary to the primary structure and adjacent buildings. Colors allowed for awnings and canopies in the downtown district include black or earth tone. Other colors are subject to approval by the Planning and Zoning Commission.

16. Screening of Waste and Storage Areas

Exterior storage and waste disposal areas detract significantly from the design and aesthetics of the area.

- **Standards:**
 - ◆ All exterior waste disposal and storage areas will be placed in the rear of buildings and screened from public view.
 - ◆ Measures will be taken to prevent debris from disbursing from the affected property.

17. Landscaping and Pottery

Landscaping and potted greenery/flowers play a key factor in the appearance of a building and the downtown district as a whole. Each building should have visible natural elements.



Date June 28, 2022

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

INVOICE SUMMARY - MAY SERVICES

Services from May 1, 2022 through May 31, 2022

GENERAL ENGINEERING

<u>Meetings</u>	122.0001.01	\$	900.00
<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	\$	2,025.00
<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	\$	700.00
<i>Research and respond re: floodplain in Creekview Estates, prior SWMPs for Pelds, Hiatt drainage concerns, and annual SWMF inspections.</i>			
<u>Street Dept.</u>	122.0001.01	\$	900.00
<i>Respond to builder re: sidewalks along Hugg Drive, research traffic studies and IDOT traffic counts, and follow up re: maintenance bonds.</i>			
General:	122.0001.01	\$	475.00
<i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, and miscellaneous issues.</i>			
<u>GIS</u>	122.0001.01	\$	-
SUBTOTAL		\$	5,000.00

CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

2021 I & I Study - Phase 1	121.0300.01	\$	10,875.25
N. 3rd Street & Vista Lake Avenue Intersection Improvements	121.0455.01	\$	1,097.00
SE Trunk Sewer Study	122.0001.01A	\$	3,437.25
SUBTOTAL		\$	15,409.50

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

302 S. 2nd Street (Move Community Center): Site Plan	122.0541.01	\$	1,970.00
Antler Ridge: Development Agr, Prelim Plat, and TIS	122.0178.01	\$	4,388.25
Creekview Estates Plat 3: Construction Drawings	122.0599.01	\$	2,298.50
Four Seasons Polk City Plat 2: Dev Agreement; Const Drawings	122.0505.01	\$	4,969.25
Holly Woods Plat: Preliminary Plat	122.0450.01	\$	888.25
Ledgestone Ridge: Construction Phase Services	121.0204.01	\$	313.50
SUBTOTAL		\$	14,827.75

TOTAL

\$ 35,237.25