

Agenda

Notice of Meeting

Polk City | City Council

August 10, 2020 | 6:00 pm

City Hall | Council Chambers

Due to Covid-19 Mayor and Council will meet via ZOOM

Public Meeting participation is via phone only

Call in local 515-329-8019

Toll-Free 833-329-8019

Participant Code 593054

Public 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 playback will be available at <https://polkcityia.gov/page/LiveStream>

Jason Morse | Mayor

David Dvorak | Pro Tem

City Council Members: Jeff Walters | Mandy Vogel | Ron Anderson | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearings:

- a. Public Hearing regarding 206 E Broadway rezoning petition from C-1 and R-2 to PUD
 - i. Public Hearing
 - ii. First Reading of Ordinance 2020-1400 approving rezoning 206 E Broadway from C-1 and R-2 to PUD
- b. Public hearing regarding CDBG Funded Project for the Comet Cupboard Food Bank
 - i. Public Hearing
 - ii. Resolution 2020-93

5. Dixie Bequeaith Comet Cupboard/ UMMC update

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

7. Consent Items

- a. City Council Meeting Minutes for July 27, 2020
- b. Receive and file the August 3, 2020 Parks Commission Meeting Minutes
- c. Claims listing August 10, 2020
- d. Resolution 2020-84 setting a public hearing September 14, 2020 at 6pm for the adoption of the City's 5-year Capital Improvement Plan
- e. Organizational Chart
- f. Receive and file the July 2020 Parks & Rec Department Report
- g. Resolution 2020-86 amending City rental facilities structure and fees
- h. Receive and file the July 2020 Water Department Report

- i. Resolution 2020-87 Adopting and Approving Tax Compliance Procedures Relating to Tax-Exempt Bonds
- j. Resolution 2020-88 approving a 28E Agreement with Polk County for delinquent parking citations
- k. Resolution 2020-89 approving the dates for Urban Deer Hunting in Polk City to be from September 19, 2020 to January 24, 2020
- l. Receive and file the Library documents
 - i. July 2020 Library Stats Report
 - ii. July 6, 2020 Library Board Meeting Minutes
 - iii. July 2020 Library Director Report
 - iv. Library Resolution 2020-05L no value (computers)
 - v. Library Resolution 2020-06L hiring Library Pages
 - vi. Library website agreement
- m. Resolution 2020-90 approving partial pay app No. 1 for the Asphalt Overlay project in the amount of \$1,589,343.96
- n. Purchase of a power load system for the 2012 Life Line Ambulance in the Fire Department for a total cost of \$27,959.26 that was budgeted for FY 20/21
- o. Purchase of a UTV in the amount of \$14,094.80 for the Parks & Recreation Department and Police Department that was budgeted for FY 20/21

7. Business Items

- a. Twelve Oaks Plat 3
 - i. Resolution 2020-91 approving an agreement to complete
 - ii. Resolution 2020-92 approving Final Plat
- b. Discuss timing of resuming in-person meetings

8. Reports & Particulars

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

- 9. **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session**; sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

- 10. *(Optional)* Take action on closed session item

11. Adjournment

--next meeting date August 24, 2020

PETITION FOR REZONING TO P.U.D.

Date: August 5, 2020

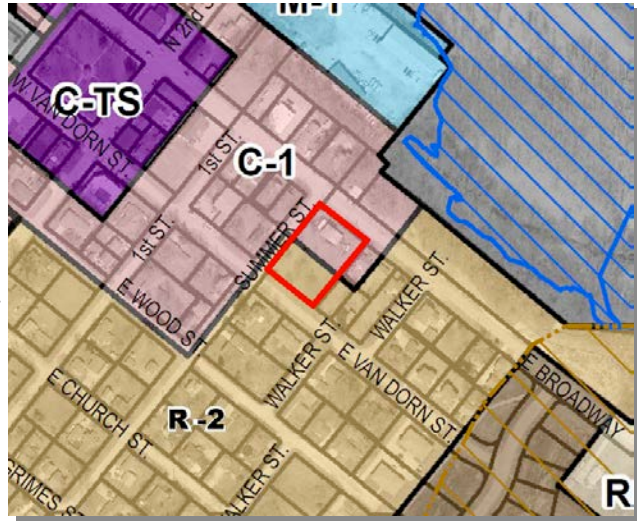
Prepared by: Kathleen Connor

Project: 206 E. Broadway Rezoning/ Stanley Estates P.U.D

Project No.: 120.0634.01

GENERAL INFORMATION:

Property Owner:	First Choice Renovations (Kyle Hout)
Area:	0.768 Acres
Current Zoning:	C-1 Central Business & R-2 One and Two Family Res.
Future Land Use:	Low Density Residential per Comp Plan
Requested Zoning:	P.U.D.



Current Zoning Map

PROJECT BACKGROUND:

The subject parcel is highlighted in red on the above Zoning Map. This property was originally platted as Lots 1, 2, 3, 11, 12 and 13 Block A of Des Moines Company’s Addition, including intervening vacated alley. The existing home was built on these lots in 1860. When Polk City later adopted zoning regulations, the northeast half of the parcel was zoned C-1 commercial, likely because those lots fronted on E. Broadway Street which was also IA. Hwy 415 at that time. The southwest half of the parcel was zoned R-2, similar to most of the residential properties in the original town.

First Choice Renovations recently acquired the property with the intent of constructing smaller, detached single-family homes on the property. After determining the existing home has become too deteriorated to renovate, the developer is interested in constructing three homes fronting on E. Broadway and three homes fronting on E. Van Dorn Street in general conformance with the platted Lots of Record. While current zoning would allow this property to be developed with single-family homes and/or duplexes, the developer believes smaller detached single-family homes are more in keeping with the neighborhood. Rezoning to Planned Unit Development (P.U.D.) would permit two of the lots to be less than 50’ wide, and all lots would be permitted reduced side yard setbacks.

PROJECT DESCRIPTION:

On behalf of First Choice Renovations, Kyle Hout has submitted a Petition for Rezoning the subject property from C-1 and R-2 to P.U.D. The applicant has obtained consent to the proposed rezoning from the owners of 63.8% of the area within the 250’ buffer surrounding the proposed rezoning.

The proposed land use of single family residential is consistent with the Comprehensive Plan’s future land use designation of low density residential for this parcel. (Subject parcel is outlined in cyan on the right.)



The applicant plans to restrict the lots in this development to single-family use only, with the stipulation that the parcels may also be used as private open space if not developed with homes.

The primary purpose for this rezoning is to reduce lot size, lot width, and setbacks to allow for construction of smaller homes in lieu of duplexes. A comparison of the current regulations and proposed PUD bulk regulations for single-family homes are:

<u>Regulator</u>	<u>C-1</u>	<u>R-2</u>	<u>As Platted (165.14-1)</u>	<u>Proposed PUD</u>
Use	SF	SF	SF	SF Only
Min Lot Width	65'	65'	50'	45' (60' on corner lots)
Min Lot Area	6,400 sf	8,000 sf	4,962 sf	4,825 sf
Min Front Yard	Average	30'	Avg / 30'	30'; except 20' on Summer St
Min Side Yard	8'	8'	8'	6'
Min Rear Yard:	15'	35'	15' / 21.5'	30'

At this time, the applicant is requesting Council approval of rezoning this property to Planned Unit Development (P.U.D.) based on the proposed PUD bulk regulations listed above and restricting use to single-family detached dwellings or open space.

This property will need to be platted to subdivide the property. At the time of preliminary platting, we will review issues such as hydrant coverage and potential need for a fire hydrant; the developer/homebuilder’s responsibility to install water services and sanitary sewer services to each lot, including boring under the newly paved streets; French drain pits for sump discharge; sidewalks. We understand the driveway serving 214 E. Broadway may encroach into the southeast portion of original Lot 3; this is a private issue between two private property owners that will need to be resolved prior to a Building Permit being issued on that lot.

REVIEW COMMENTS:

All of staff’s review comments on the rezoning have been addressed.

The proposed regulations and restrictions for Stanley Estates PUD are included in the recommendation below.

P&Z RECOMMENDATION:

At their July 20th meeting, the Planning & Zoning Commission recommended Council approval of rezoning 206 E. Broadway to Planned Unit Development (PUD), based on the following regulations and restrictions:

1. This property shall be platted in accordance with the Subdivision Regulations prior to issuance of a Building Permit for any new buildings on this property.
2. Use of this property shall be restricted to single-family detached residential use only, provided the lots may be used as private open space if not developed with single-family dwellings.
3. Minimum lot width shall be 45 feet; minimum lot width for corner lots shall be 60 feet.
4. Minimum lot size shall be 4,825 square feet.
5. Minimum setbacks for lots within this PUD shall be established as 30' front yard setback along E. Broadway and E. Van Dorn, 20' front yard setback along Summer Street), 6' side yard setbacks, and 30' rear yard setbacks.

COUNCIL ACTION:

At their meeting, City Council may take one of the following actions:

- A. Approve the applicant's request to rezone their property to Planned Unit Development (PUD) as presented, with regulations and restrictions in accordance with P&Z's recommendation.
- B. Deny the applicant's request to rezone their property to Planned Unit Development (PUD) as presented.
- C. Approve the applicant's request to rezone their property to Planned Unit Development (PUD) but amending one or more of the presented PUD restrictions as recommended by the Commission, provided the applicant agrees to said amended restriction(s).

ORDINANCE NO. 2020-1400

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 0.768 ACRES LOCATED AT 206 E BROADWAY FROM ZONING CLASSIFICATION OF ONE & TWO FAMILY RESIDENTIAL (R-2) AND CENTRAL BUSINESS DISTRICT (C-1) TO PLANNED UNIT DEVELOPMENT (PUD)

WHEREAS, on the 20th day of July 2020, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

LOTS 1-3 AND 11-13 AND INTERVENING VACATED ALLEY, BLOCK A, DES MOINES CO'S ADDITION TO POLK CITY, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA

AND

A PART OF EAST BROADWAY STREET, EAST VAN DORN STREET, AND SUMMER STREET IN DES MOINES CO'S ADDITION TO POLK CITY, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE SOUTH ½ R.O.W. OF EAST BROADWAY, AS ITS PRESENTLY ESTABLISHED, FROM THE CENTERLINE OF SUMMER STREET, AS ITS PRESENTLY ESTABLISHED, TO THE EXTENSION OF THE SOUTHEASTERLY LINE OF LOT 3, BLOCK A, OF SAID DES MOINES CO'S ADDITION TO POLK CITY.

AND

THE NORTH ½ R.O.W. OF EAST VAN DORN STREET, AS ITS PRESENTLY ESTABLISHED, FROM THE CENTERLINE OF SUMMER STREET, AS ITS PRESENTLY ESTABLISHED, TO THE EXTENSION OF THE SOUTHEASTERLY LINE OF LOT 11, BLOCK A, OF SAID DES MOINES CO'S ADDITION TO POLK CITY.

AND

THE SOUTHEASTERLY ½ R.O.W. OF SUMMER STREET, AS ITS PRESENTLY ESTABLISHED, ADJACENT TO LOTS 1 & 13 BLOCK A, OF SAID DES MOINES CO'S ADDITION TO POLK CITY.

be considered for rezoning 0.768 acres from R-2 One and Two-family District and C-1 Central Business District to Planned Unit Development (PUD).

WHEREAS, on the 10th day of August 2020, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

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

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from One & Two Family Residential (R-2) and Central Business District (C-1) to Planned Unit Development (PUD).

Section 2: That the property within this Planned Unit Development shall be known as Stanley Estates Planned Unit Development (PUD).

Section 3: That development of the property within Stanley Estates Planned Unit Development shall be subject to the following regulations and restrictions:

- A. Use of this property shall be restricted to single-family detached residential use only, provided the lots may be used as private open space if not developed with single-family dwellings.
- B. Minimum lot size shall be 4,825 square feet.
- C. Minimum lot width shall be 60 feet for corner lots and 45 feet for interior lots.
- D. Minimum setbacks for lots within this PUD shall be established as a 30' front yard setback along E. Broadway and E. Van Dorn, a 20' front yard setback along Summer Street, 6' side yard setbacks on all interior lot lines, and a 30' rear yard setback on all lots.

E. This property shall be platted in accordance with the Subdivision Regulations prior to issuance of a Building Permit for any new buildings within Stanley Estates Planned Unit Development.

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

Section 5: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ of _____ 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

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



City of Polk City, Iowa

City Council Agenda Communication

Date: August 10, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Public Hearing #2 for CDBG Funded project

BACKGROUND: On Monday the City Council will hold a 2nd public hearing related to the CDBG funding received for the local foodbank, the Comet Cupboard. We will need to address the following items at the public hearing, and describe the following to the public:

1. Need for the CDBG Project
2. Description of the CDBG Funded project & activities
3. The amount of CDBG funds for the project
4. Estimated amount of CDBG assistance that will benefit low and moderate income persons
5. The location of project activities
6. Any relocation that will have to take place as a result of the CDBG project
7. City/County contact information for residents to contact with concerns or complaints regarding the project
8. Community Development and Housing needs of low to moderate persons in the city/county and any planned or potential activities to address these needs
9. Other community development and housing needs and any planned or potential activities to address these needs

In addition to making sure we ask for public comment, we will need to prepare public hearing minutes from the hearing which includes these 9 points.

ALTERNATIVES: None-We are required to have this public hearing as a result of being the recipient of funding.

FINANCIAL CONSIDERATIONS: No financial considerations to hold the public hearing, however, this is a required step in the process to receive the grant funding reimbursement.

RECOMMENDATION: It is my recommendation that the Council proceed with the public hearing, and we address the 9 points outlined in this memo. We welcome and encourage any feedback from the public on this particular topic.

RESOLUTION NO. 2020-93

**A RESOLUTION GIVING AUTHORIZATION TO APPLY FOR REIMBURSEMENT
FROM COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

WHEREAS, the City of Polk City applied for and received a CDBG award in the amount of \$30,988 to assist the local food bank, the Comet Cupboard; and

WHEREAS, the City Council held a public hearing on July 13, 2020 and a second public hearing on August 10, 2020 as required by the CDBG to allow persons for or against the project to propose concerns or questions; and

WHEREAS, the City of Polk City received no comments during the two required public hearings for or against the project.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa that the Mayor, Jason Morse of the City of Polk City, Iowa is hereby authorized to apply for reimbursement from Community Development Block Grant (CDBG).

PASSED AND APPROVED the 10th day of August 2020.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., July 27, 2020
City Hall – VIA ZOOM

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on July 27, 2020. 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 Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Anderson, Sarchet | In attendance via zoom
Vogel | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Dvorak and seconded by Walters to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments:** None
5. **Consent Items**
MOTION: A motion was made by Walters and seconded by Dvorak to approve the consent agenda items
 - a. City Council Meeting Minutes for July 13, 2020
 - b. City Council Work Session Meeting Minutes for July 13, 2020
 - c. Receive and file the July 20, 2020 P&Z Commission Meeting Minutes
 - d. Claims listing July 27, 2020
 - e. June 2020 Finance Report
 - f. Receive and file the Library Board approved Resolution 2020-04L updating and confirming the salaries for the Library Staff
 - g. Receive and file the June 2020 Police Department Report
 - h. Approve corrected pay rate for Firefighter/EMT Matt Fitch, 18.13 Hourly rate/15.84 POC rate effective July 1, 2020
 - i. Approve twelve-month Tobacco Permit for Tournament Club of Iowa (TCI) effective July 1, 2020
 - j. Resolution 2020-80 setting public hearing for August 10, 2020 at 6pm for petition to rezone 206 E Broadway from C-1 and R-2 to PUD
 - k. Facility Needs Assessment RFP
 - l. Resolution 2020-82 approving PA 39 Open Record Request Policy
 - m. Resolution 2020-83 setting a second Public Hearing for August 10, 2020 at 6pm for regarding CDBG Funded project for the Comet Cupboard Food Bank
 - n. Receive and file the June 2020 Fire Department Report**MOTION CARRIED UNANIMOUSLY**
6. **Business Items**
 - a. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2020-84 approving Lakeside Fellowship Church Site Plan Amendment
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Resolution 2020-85 approving PA 40 Mask Policy
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Snyder & Associates June 2020 Services Invoice in the amount of \$29,478.90
YES: Sarchet, Vogel, Dvorak, Anderson
ABSTAIN: Walters
MOTION CARRIED
7. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions
 - Parks and Rec Director Thraen reported the July Parks Scavenger Hunt was successful and 4 lucky people received Creamery gift cards courtesy of Polk City Chiropractic.
 - Council Member Sarchet thanked everyone for their thoughts on golf carts thus far and requests a discussion on a future agenda proceeding with openness.
 - Mayor Morse provided an update from Go Polk City regarding the surge in use at the Comet Cupboard and asked anyone that is able to step up if able to donate specifically kids snacks. Mayor gave a shout out to Steve at BCLC for

donating can redemption funds to the Comet Cupboard. He thanked Polk City Chiropractic for donating the 4 \$25 gift cards for the Parks Scavenger hunt. Mayor encouraged everyone to get out and support local as they are still operating at a 50% reduction due to COVID. He shared the implementation of mask policies from both Dr. Dan Mart, NP Schools and Polk County Supervisor Brownell and expressed their appreciation for support at the local levels.

8. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:11 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – August 10, 2020

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, August 3, 2020
City Hall

Polk City, Parks Commission held a meeting at 6:00 p.m., on August 3, 2020. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** /The meeting was called to order at 6:02 p.m.
2. **Roll Call** | Bentley, Karsjen, Reed, Delaney, Campbell |In attendance
Motsch, Haaland | Absent
3. **MOTION:** A motion was made by Reed and seconded by Delaney to approve the July 6, 2020 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. **MOTION:** A motion was made by Karsjen and seconded by Reed to reschedule the September 7, 2020 Parks Meeting to September 8, 2020 at 6pm due to the Labor Day Holiday
MOTION CARRIED UNANIMOUSLY
5. **Review of July Parks & Rec Month**
 - a. Parks & Recreation Director Thraen reported that the photo submission FB event did not get a lot of traction, only received from 10 people, but the FB page is up to 222 followers.
 - b. Thraen said the Parks Photo Scavenger hunt did get a lot of attention, he assumed the potential for free ice cream helped and it was good to see the happy kids checking out parks.
6. **MOTION:** A motion was made by Reed and seconded by Delaney to recommend Council approve amending the rental facilities structure and fees
MOTION CARRIED UNANIMOUSLY
7. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Parks & Rec Director Thraen shared a report from Public Works regarding the reroofing and shingling of Kiwanis open air shelter. He said NP United has decided to play soccer this fall and the Sports Complex restrooms will be open for use.
 - City Council Member, Dave Dvorak thanked Thraen for his work with the Parks Commission so far and his well though out process of being Polk City’s one point of contact for all things recreation and park related. Dvorak said he appreciates the way things are working out and appreciates the volunteers on the Commission.
 - Commission Member Delaney asked for an updated on recreational facilities and park space.
 - Commission Member Karsjen invited the Commission Members to attend the upcoming Community Visioning Meeting August 13, 2020 at 7pm either in person at Luana Community Room or virtually.
7. **MOTION:** A motion was made by Karsjen and seconded by Reed to adjourn at 6:54pm
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – TUESDAY, September 8, 2020 at City Hall.

Attest: _____
Jenny Gibbons, City Clerk

CLAIMS REPORT

CITY OF POLK CITY	DATED	8/10/2020
VENDOR	REFERENCE	AMOUNT
ACCUJET LLC	JET VAC 3 CULVERTS	\$ 2,100.86
ADVANCE AUTO PARTS	OIL DRY	\$ 13.74
Ahlers & Cooney	ATTORNEY FEES	\$ 341.64
Amazon	LIBRARY BOOKS	\$ 1,470.73
AMAZON BUSINESS	REPLACE COMPUTER 003	\$ 616.99
AMERICAN HOME SERVICES	A/C CHECK	\$ 1,200.00
ARDICK EQUIPMENT CO.	SIGN FOR RECYCLING	\$ 98.00
AT&T MOBILITY	FIRSTNET	\$ 14.14
AUREON TECHNOLOGY	TECH SERVICES	\$ 1,481.59
BAKER & TAYLOR	LIBRARY BOOKS	\$ 422.13
BANLEACO	COPIER LEASE	\$ 67.80
Bound Tree Medical	MEDICAL SUPPLIES	\$ 880.08
BRANDY YOUNG	ONLINE YOGA	\$ 175.00
BRICK LAW FIRM	GENERAL	\$ 3,470.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 454.93
CANINE TACTICAL	K9 TRAINING	\$ 350.00
CENTRAL IOWA DISTRIBUTING	CLEANING SUPPLIES/SANITIZER	\$ 350.00
CITY OF DES MOINES	WRA	\$ 29,428.50
CITY OF POLK CITY	UB ASSISTANCE COVID 19	\$ 109.32
CLEANING CONNECTION INC	AUGUST JANITORIAL	\$ 592.12
COPY SYSTEMS INC.	QUARTERLY COPIER CONTRACT	\$ 176.13
Crystal Clear Water Co	PURCHASED WATER	\$ 59.00
D & K PRODUCTS	MARINA COVE POND	\$ 652.10
Des Moines Water Works	PURCHASED WATER	\$ 57,728.38
END-X SYSTEMS	PHANTOM SPIKES - STOP STICKS	\$ 1,230.00
FREEDOM FLATWORK	REPLACE PARTS EDGEWATER	\$ 15,800.00
GALL'S INC.	UNIFORMS - BOOTS, K-9	\$ 1,591.06
GRAINGER INC.	BACK FLOW REPAIR	\$ 13.85
GRANGER MOTORS	#25 LOF	\$ 44.79
Gurnsey Electric Co	REPAIR CABLES & OUTLETS	\$ 3,310.15
HACH COMPANY	STUDY MATERIAL	\$ 50.00
HAWKINS INC	WATER PLANT CHLORINE	\$ 980.41
HEUSS PRINTING	SUBSCRIPTION - THE IOWAN	\$ 38.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 5,421.00
IMAGE TREND	BILLING SOFTWARE	\$ 530.45
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 327.60
IOWA STATE UNIVERSITY	INTRO TO P&Z	\$ 45.00
KANSAS CITY LIFE INS. CO	LIFE INSURANCE	\$ 648.40
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 100.00
KIMBALL MIDWEST	RESTOCK BINS	\$ 1,548.39
METRO WASTE AUTHORITY	CURB IT RECYCLING	\$ 6,438.11
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 3,985.15
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 443.55

MOODY'S INVESTOR SERVICE	GENERAL OBLIGATION LOAN SERVICE	\$ 13,000.00
MOWBILITY SALES & SERVICE	REPAIR FOR SEEDER	\$ 37.15
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 720.19
PC Print Center	OFFICE SUPPLIES	\$ 129.90
PCC AMBULANCE BILLING	AMBULANCE BILLING FEES	\$ 573.31
PFM FINANCIAL ADVISORS	GO PROFESSIONAL FEES	\$ 15,000.00
POLK COUNTY HEATING & COOLING	REPAIR MAIN VALVE	\$ 6,630.00
POLK COUNTY TREASURER	ANIMAL CNTL FEES 6/2020	\$ 63.62
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 300.00
POSTMASTER	ANNUAL PO BOX RENTAL	\$ 70.00
RACOM	EDACS	\$ 671.16
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 24,228.13
SERVICEMASTER BY RICE	PREVENTATIVE CLEANING	\$ 3,226.48
SIRCHIE	EVIDENCE SWABS	\$ 31.70
Speck Enterprises	STREET SWEEPING	\$ 7,125.00
Sprayer Specialities Inc	SPRAYER PARTS	\$ 10.02
TOTAL QUALITY INC.	LAWNCARE	\$ 12,403.00
UMB Bank	GENERAL OBLIGATION TRANSFER FEE	\$ 300.00
VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$ 118.38
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 34.08
Accounts Payable Total		\$ 229,471.21
GENERAL		\$ 74,056.32
ROAD USE		\$ 28,620.92
L.M.I		\$ 109.32
CAPITAL IMPROVEMENTS		\$ 28,000.00
WATER		\$ 66,679.79
SEWER		\$ 32,004.86
TOTAL FUNDS		\$ 229,471.21



City of Polk City, Iowa City Council Agenda Communication

Date: August 10, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Setting the public hearing for 5 Year Capital Improvement Plan

BACKGROUND: On Monday evening, the City Council will need to set a public hearing for the City's 5-year Capital Improvement Plan. I propose setting the public hearing for Monday, September 14th at 6PM. This will give the public some additional time to provide comments on the City's proposed plan.

After the public hearing, the City Council will vote on the CIP to formally adopt the plan on September 14, 2020.

ALTERNATIVES: Do not set the public hearing.

FINANCIAL CONSIDERATIONS: There are no financial considerations at this time as the Council is just setting the public hearing. After the public hearing the Council will vote to adopt the plan. Implementation of the plan will begin immediately this fiscal year. It is important to note that the City Council will still have to approve each project independently.

RECOMMENDATION: It is my recommendation that the Council set the public hearing for the regularly scheduled Council meeting on Monday, September 14, 2020.

RESOLUTION NO. 2020-84

**A RESOLUTION SETTING DATES FOR A PUBLIC HEARING ON THE PROPOSED
ADOPTION OF THE CITY OF POLK CITY, IOWA 5-YEAR CAPITAL
IMPROVEMENT PLAN**

WHEREAS, the City of Polk City, Iowa, is desirous to adopt a 5-year Capital Improvement Plan (CIP); and

WHEREAS, the State of Iowa law requires City Council to set a time and place for a public hearing and publish a summary of the proposed CIP prior to formally adopting the plan.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on September 14, 2020 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on the proposed adoption of the City of Polk City Iowa 5 Year Capital Improvement Plan

PASSED AND APPROVED the 10th day August 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: August 10, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Organizational Chart

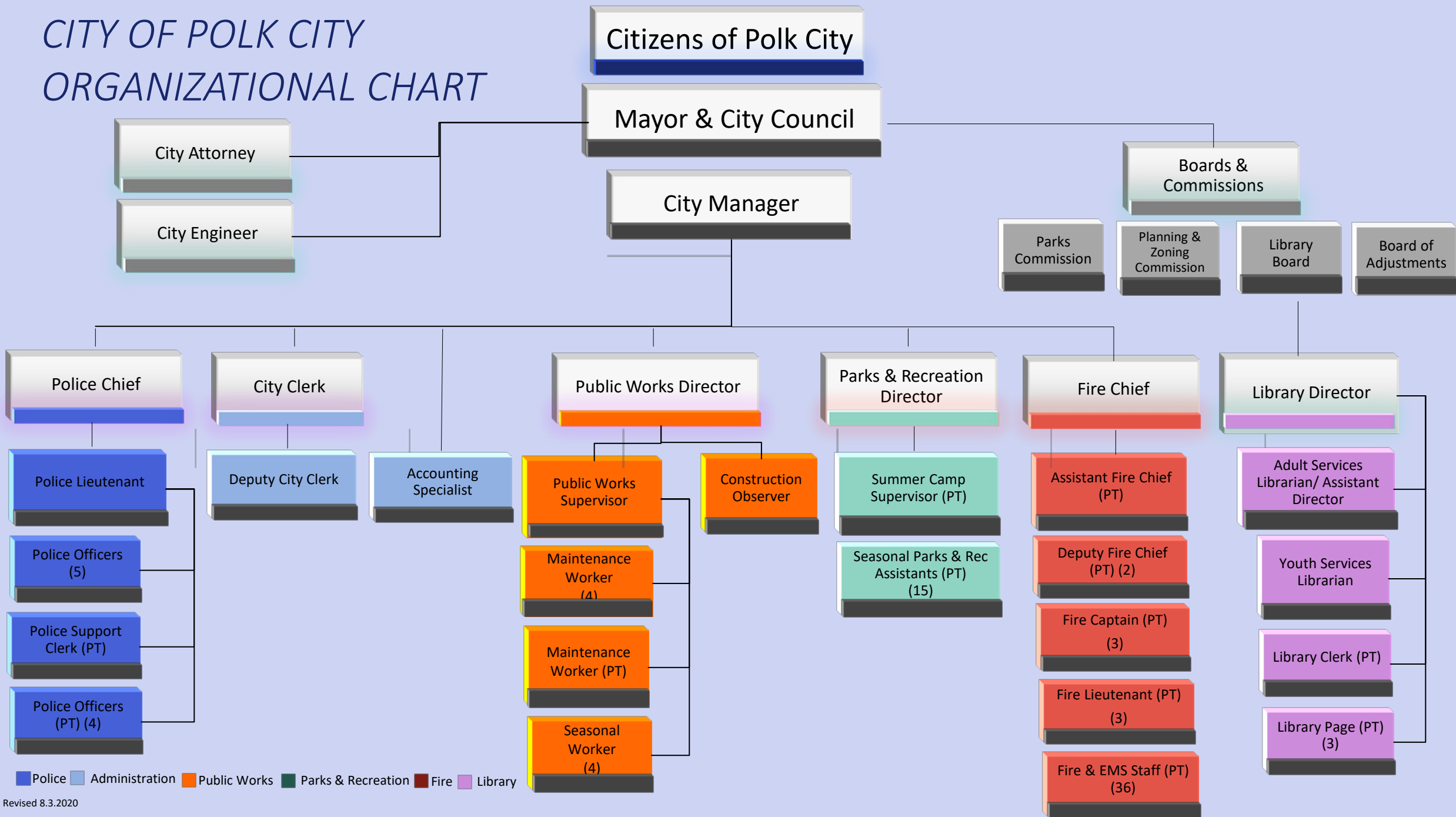
BACKGROUND: On Monday evening's agenda is an updated City Organizational Chart. The previous chart was outdated, and a new chart needs to be implemented to show number of employees in our organization as well as chain of command.

ALTERNATIVES: Do not approve the organizational chart.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the organizational chart on Monday.

CITY OF POLK CITY ORGANIZATIONAL CHART





City of Polk City, Iowa

City Council Agenda Communication

Date: August 10, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for July 2020**

1. National Parks and Recreation Month (July) Programming Recap
 - A. Photo uploads via Facebook, What does “Parks & Rec” mean to you?
 - B. Parks Photo Scavenger Hunt, July 20-24th
 1. \$100 donation from Polk City Chiropractic used for Creamery gift cards (4)
 2. 10 groups successfully found all murals and uploaded photos
2. North Polk United Soccer Club fall field usage request approval
 - A. August 5th – November 15th
 - B. Games begin August 29th
3. Sports Complex baseball/softball field reservation #'s
 - A. June (46)
 - B. July (61)
4. Replaced tennis nets at Miller Park
5. SmartRec was selected as the department’s program registration and facility rental software. Product training and implementation are on-going. Product is slated to go live by September 30, 2020.



City of Polk City, Iowa City Council Agenda Communication

Date: August 10, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Resolution to Approve Rental Facility Structure and Fee Updates**

BACKGROUND: An in-depth review of current Polk City rental facilities showed a lack of consistency between venues. IPRA and NRPA comparisons also showed an opportunity to adopt industry recognized best practices. Proposed changes were presented and discussed at the August 3, 2020 Parks Commission meeting. The commission has recommended city council approval on this subject.

ALTERNATIVES: Do not approve the proposed facility rental structure and fees updates.

FINANCIAL CONSIDERATIONS: The Parks & Recreation Department would expect to see an increase in rental revenue with updated fees and the addition of open-air shelter rentals.

RECOMMENDATION: It is my recommendation that city council approve the proposed rental facility structure and fee updates. Updates will be effective January 1, 2021.

CURRENT STRUCTURE & FEES	Community Center			
	Resident	Non-Resident	Deposit	Deposit (Alcohol)
1/2 Day Rental (8AM-4PM) or (4:30PM-12AM)	\$65	\$130	\$100	\$200
Full Day Rental (8AM-12AM)	\$130	\$260	\$100	\$200
	Miller Park			
	Resident	Non-Resident	Deposit	Deposit (Alcohol)
4 Hour Rental (M-R)	\$50	\$100	\$100	NA
Full Day Rental (8AM-10:30PM)	\$115	\$260	\$100	NA
	Open Air Shelters			
	Resident	Non-Resident	Deposit	Deposit (Alcohol)
First Come, First Serve	NA	NA	NA	NA

PROPOSED STRUCTURE & FEES	Community Center			
	Resident	Non-Resident	Deposit	Deposit (Alcohol)
M-R Full Day Rental (7AM-12AM)	\$90	\$125	\$100	\$200
F-Su Half Day Rental (7AM-3PM) or (4PM-12AM)	\$90	\$125	\$100	\$200
F-Su Full Day Rental (7AM-12AM)	\$180	\$250	\$100	\$200
	Miller Park			
	Resident	Non-Resident	Deposit	Deposit (Alcohol)
M-R Full Day Rental (7AM-10PM)	\$75	\$105	\$100	\$200
F-Su Half Day Rental (7AM-2PM) or (3PM-10PM)	\$75	\$105	\$100	\$200
F-Su Full Day Rental (7AM-10PM)	\$150	\$210	\$100	\$200
	Open Air Shelters			
	Resident	Non-Resident	Deposit	Deposit (Alcohol)
Full Day Rental (7AM-10PM)	\$25	\$35	NA	NA

RESOLUTION NO. 2020-86

A RESOLUTION AMENDING STRUCTURE AND FEES FOR THE CITY RENTAL FACILITIES

WHEREAS, the City Council of the City of Polk City, Iowa previously established fees for the Community Room and Miller Park Shelter House; and

WHEREAS, the Parks and Recreation Director and Parks Commission would like to amend the rental facility structure and update fees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that the following fee be effective January 1, 2021.

PROPOSED STRUCTURE & FEES	Community Center			
	Resident	Non-Resident	Deposit	Deposit (Alcohol)
M-R Full Day Rental (7AM-12AM)	\$90	\$125	\$100	\$200
F-Su Half Day Rental (7AM-3PM) or (4PM-12AM)	\$90	\$125	\$100	\$200
F-Su Full Day Rental (7AM-12AM)	\$180	\$250	\$100	\$200
Miller Park				
	Resident	Non-Resident	Deposit	Deposit (Alcohol)
M-R Full Day Rental (7AM-10PM)	\$75	\$105	\$100	\$200
F-Su Half Day Rental (7AM-2PM) or (3PM-10PM)	\$75	\$105	\$100	\$200
F-Su Full Day Rental (7AM-10PM)	\$150	\$210	\$100	\$200
Open Air Shelters				
	Resident	Non-Resident	Deposit	Deposit (Alcohol)
Full Day Rental (7AM-10PM)	\$25	\$35	NA	NA

PASSED AND APPROVED this 10th day of August 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

Polk City Water Department

Monthly Report

Month July

Year 2020

Total Water Pumped 29624660 Gallons
Monthly Daily Avg 955634 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** Advent University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .8 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .91 mg/l Polk City Lab.
Fluoride in System- Monthly Average .84 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.17 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.02 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .72 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .98 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 7.12 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .05 mg/l Polk City Lab.
Iron System Water- Monthly Average .07 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .33 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .24 mg/l Polk City Lab.
Manganese System Water- Monthly Average .08 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 8.3 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.9 mg/l Polk City Lab.
pH System Water- Monthly Average 7.9 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____

MINUTES FOR ADOPTION OF COMPLIANCE PROCEDURES

511493

Polk City, Iowa

August 10, 2020

The City Council of the City of Polk City, Iowa, met on August 10, 2020, at ____ o'clock ____m. at the _____, Polk City, Iowa.

[If the City Council is meeting electronically, please complete the following two paragraphs. Otherwise, strike through]

The City Council met electronically via _____, which was accessible at the following:

[Insert electronic access information]

The City Council is conducting this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: _____

Absent: _____.

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

Ayes: _____

Nays: _____.

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

••••

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

Mayor

Attest:

City Clerk

RESOLUTION NO. 2020-87

Resolution Adopting and Approving Tax Compliance Procedures Relating to Tax-Exempt Bonds

WHEREAS, pursuant to the laws of the State of Iowa and Section 103 of the Internal Revenue Code, the City of Polk City, Iowa (the “City”), acting by and through the authority of its City Council, has issued, and likely will issue in the future, tax-exempt municipal bonds, notes or other obligations (the “Tax-Exempt Bonds”); and

WHEREAS, the City deems it necessary and desirable to adopt certain procedures and practices to be followed by the City in connection with the issuance of Tax-Exempt Bonds; and

WHEREAS, proposed tax compliance procedures are attached hereto as Exhibit A (the “Compliance Procedures”);

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

Section 1. The Compliance Procedures attached hereto as Exhibit A are hereby adopted and shall be dated as of the date hereof.

Section 2. The City Clerk is hereby authorized and directed to periodically update the Compliance Procedures in accordance with the Internal Revenue Code and supporting Internal Revenue Service Rulings and Regulations, with advice from bond counsel.

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

Passed and approved August 10, 2020.

Mayor

Attest:

City Clerk

EXHIBIT A

**TAX COMPLIANCE PROCEDURES
RELATING TO TAX-EXEMPT BONDS**

[Insert Compliance Procedures Here]

ATTESTATION CERTIFICATE:

STATE OF IOWA
COUNTY OF POLK
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the adoption of compliance procedures with regard to the issuance of tax-exempt bonds.

WITNESS MY HAND this ____ day of _____, 2020.

City Clerk

**City of Polk City, Iowa
Tax Compliance Procedures
Relating to Tax-Exempt Bonds**

Dated: August 10, 2020

I. Purpose:

To ensure that interest on tax-exempt bonds, notes or other obligations (the “Bonds”) of the City of Polk City, Iowa (the “Issuer”) remains excludable from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”).

These written procedures shall be followed by the Issuer in connection with its issuance of Bonds:

II. Expenditure/Use of Proceeds:

A. Expenditure of Bond proceeds will be maintained and/or coordinated with the City Clerk (the “Compliance Officer”) for consistency with the Bond documents, including any applicable resolutions, loan agreements, tax/arbitrage/closing certificates or other operative document (referred to collectively as “Bond Documents”).

B. The Issuer has separately established procedures for preparation and review of requisitions of Bond proceeds through the accounting system of the Issuer. To such end, the Compliance Officer shall:

(i). account and record how the Bond proceeds are spent (including investment earnings and including reimbursement of expenditures made before bond issuance) and maintaining records identifying Bond-financed or refinanced assets (e.g., land, buildings, improvements, facilities, furnishings or equipment) (the “Bond-Financed Property”), including the average economic life of such Bond-Financed Property and allocation of such Bond-Financed Property to private use or other non-qualifying use.

(ii). create the required funds/accounts (and any necessary subaccounts) required by the Bond Documents (i.e. sinking funds, debt service funds, debt service reserve funds, project funds, etc.), and if such funds are not required by the applicable Bond Documents, create such funds and accounts, into which proceeds of a Bond issue will be deposited. For all construction projects, a project or construction fund shall be established to track expenditures for the projects. (Referred to herein as the “Project Fund.”) (In the event the Bond Documents require a trustee, paying agent or other entity to create and hold such funds and accounts, the Compliance Officer will monitor such funds and accounts accordingly).

(iii). review and monitor all requisitions, draw schedules, draw requests, invoices and bills for payment from the Project Fund, and determine whether such payments are appropriate and consistent with the Bond Documents and use of the Bond proceeds.

(iv). make and account for all payments from the Project Fund and any other funds created (i.e. sinking funds, debt service funds, debt service reserve funds, etc.).

- C. None of the proceeds of Bonds will be used to reimburse the Issuer for costs of a capital project paid prior to the date of issuance of the Bonds unless the Issuer shall have fully complied with the provisions of Section 1.150-2 of the Treasury Regulations with respect to such reimbursed amounts, and those provisions are summarized in Exhibit 1 hereto.
- D. The Compliance Officer will make a “final allocation” of Bond proceeds to uses not later than 18 months after the in-service date of the Bond-Financed Property (and in any event not later than 5 years and 60 days after the issuance of the Bonds or not later than 60 days after earlier retirement of the Bonds) in a manner consistent with allocations made to determine compliance with arbitrage yield restriction and rebate requirements.
- E. Expenditure of proceeds of Bonds will be measured against the Issuer’s expectation, as set forth in the Bond Documents, to proceed with due diligence to complete the capital project and fully spend the net sale and investment proceeds within three years.
- F. If there are any Bond proceeds remaining other than in a reserve or debt service fund established pursuant to the Bond Documents after completion of the projects, such proceeds shall be applied in a manner consistent with the applicable Bond Documents or pursuant to advice from Bond Counsel/Special Tax Counsel.
- G. In the event that Bond proceeds are to be used to make a grant to an unrelated party, a grant agreement will be reviewed prior to execution for compliance with the Code. Such agreement will be approved by the Issuer’s Attorney or Bond Counsel and the Compliance Officer. The repayment of any portion of a grant by the grantee shall be treated as unspent Bond proceeds.

III. Use of Bond-Financed Property:

- A. Use of Bond-Financed Property when completed and placed in service will be reviewed and continually monitored by the Compliance Officer.
- B. The Compliance Officer shall monitor all private use or private payments with respect to Bond-Financed Property by nongovernmental entities and the use thereof throughout the term of the Bonds to ensure compliance with covenants and restrictions set forth in the applicable Bond Documents relating to the Bonds. Private Use includes but is not limited to leases, research contracts, and use of

Bond-Financed Property by a non-employee, such as third-party contracts concerning use, management or services in the Bond-Financed Property that do not meet the compensation, term and other requirements under Revenue Procedures 17-13. Such agreements will be approved by the Issuer's Attorney and the Compliance Officer, who will be responsible for determining whether the proposed agreement (i) results in private business use of the Bond-Financed Property, and (ii) if applicable, meets the compensation, term and other requirements under Revenue Procedures 17-13, 2007-47, and 2016-44, as amended or superseded (i.e. Management/Service Contract Rules); all upon advice of Bond Counsel, as necessary.

- C. Appropriate department/facility managers shall be advised in writing concerning restrictions on the use of the Bond proceeds and the Bond-Financed Property and instructed to consult with the Compliance Officer and the Issuer's Attorney or Bond Counsel, as appropriate, regarding private use.
- D. Upon issuance of Bonds, there shall be no expectation that the Bond-Financed Property will be sold or otherwise disposed of by the Issuer during the term of the Bonds; and no item of Bond-Financed Property will be sold or transferred by the Issuer while the Bonds are outstanding without approval of the Issuer's Attorney and the Compliance Officer upon advice of Bond Counsel or advance arrangement of a "remedial action" under the applicable Treasury Regulations.
- E. To the extent that the Issuer discovers that any applicable tax restrictions regarding use of Bond proceeds and Bond-Financed Property will or may be violated, the Issuer will consult promptly with Issuer's Counsel/Bond Counsel/Special Tax Counsel to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a "remedial action" is necessary.
- F. The Issuer acknowledges that any sale, transfer, change in use, or change in users of the Bond-Financed Property may require remedial action or resolution pursuant to the IRS Voluntary Closing Agreement Program (or "VCAP") to assist in resolving violations of the federal tax laws applicable to the Bonds.

IV. Investments:

- A. The Compliance Officer shall manage and supervise the investment of Bond proceeds in compliance with the arbitrage and rebate requirements of the Code and applicable Treasury Regulations.
- B. Guaranteed investment contracts ("GICs") may be purchased only in accordance with the fair market value provisions of applicable Treasury Regulations, including bid requirements and fee limitations. Certificates of deposit may be purchased only according to the fair market value provisions of applicable Treasury Regulations. The Issuer's Counsel/Bond Counsel/Special Tax Counsel will be consulted before purchasing any other, non-marketable securities and before depositing gross

proceeds in any other bank account not explicitly authorized by the Bond Documents.

C. The Compliance Officer will:

- (i) Maintain a procedure for the allocation of proceeds of the Bonds and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. (See Section I Expenditure/Use of Proceeds and Section II Use of Financed Property, above).
- (ii) Obtain a computation of the Bond yield for each issue of the Bonds from the Issuer's financial advisor, underwriter or other relevant third party and maintain a system for tracking investment earnings.
- (iii) Coordinate with Issuer staff to monitor compliance by departments with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the Bonds, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- (iv) Ensure that investments acquired with proceeds of the Bonds are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used. (See Section IV. B. above).
- (v) Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on the Bonds without determining in advance whether such funds must be invested at a restricted yield.
- (vi) Consult with Bond Counsel/Special Tax Counsel prior to engaging in any post-issuance credit enhancement transactions.
- (vii) Monitor compliance of spending of Bond proceeds with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.
- (viii) Prepare or cause to be prepared a spending exception report or an arbitrage rebate computation (as applicable) for the Bonds upon final expenditure of the Bond proceeds, other than a reserve fund or debt service fund (i.e. after the project is completed and Bond proceeds allocated to the projects have been spent).
- (ix) Cause rebate payments, if due, to be made with Form 8038-T no later than 60 days after (i) each fifth anniversary of the date of issuance of the Bonds and (ii) the final payment or prepayment of the Bonds. The Compliance Officer shall engage a rebate specialist to assist with its rebate obligations.

- (x) Arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable.
- (xi) In the case of any issue of refunding Bonds, coordinate with the Issuer’s financial advisor and any escrow agent to arrange for the purchase of the refunding escrow securities, obtain a computation of the yield on such escrow securities and monitor compliance with applicable yield restrictions.

V. Continuing Disclosure:

The Compliance Officer shall be responsible for complying with any continuing disclosure agreements/obligations related to any Bond issue, including making required annual filings, reporting material events and coordinating with any dissemination agent.

VI. Financial & Other Non-Tax Covenants:

The Compliance Officer shall be responsible for monitoring and complying with financial and other non-tax covenants and requirements in the Bond Documents, including but not limited to covenants and requirements regarding liquidity, debt coverage, incurrence of additional indebtedness, financial reporting, transfer of property, lien restrictions and loan-to-value ratios.

VII. Record Management and Retention:

- A. Management and retention of records related to Bond issues will be supervised by the Compliance Officer.
- B. Records for Bonds will be retained for the life of the Bonds, plus any refunding Bonds, plus eleven years (or such longer term as may be required by the state records administrator). [Iowa Code section 372.13(5)(a)] Such records may be in the form of documents or electronic copies of documents, appropriately indexed to specific Bond issues and compliance functions.
- C. Records pertaining to Bond issuance shall include a transcript of documents executed in connection with the issuance of the Bonds and any amendments, and copies of rebate calculations and records of payments, including Forms 8038-T.
- D. Records pertaining to expenditures of Bond proceeds and final allocation of Bond proceeds will include requests for Bond proceeds, construction contracts, purchase orders, invoices, payment records, and trustee/paying agent reports. Such documents will include documents relating to costs reimbursed with Bond proceeds.
- E. Records pertaining to use of Bond-Financed Property shall include all third-party contracts concerning use of the Bond-Financed Property, including (without limitation) leases, use, management or service contracts, and research contracts.

- F. Records pertaining to investments shall include records of purchase and sale of GICs, certificates of deposit and other investments, and records of investment activity sufficient to permit calculation of arbitrage rebate or demonstration that no rebate is due.
- G. Records shall include all documents pertaining to IRS communications regarding the Bonds, including audits and compliance questionnaires.

VIII. Overall Responsibility:

- A. Overall administration and coordination of these procedures is the responsibility of the Compliance Officer.
- B. The Compliance Officer shall review compliance with these procedures not less than annually.
- C. The Issuer understands that failure to comply with these policies and procedures could result in the retroactive loss of the exclusion of interest on Bonds from federal gross taxable income.
- D. Any violations or potential violations of federal tax requirements shall promptly be reported to the Compliance Officer, and the Issuer will engage qualified consultants and Bond Counsel to further investigate potential violations or recommend appropriate remedial actions, if necessary.

CONDUIT BOND POST ISSUANCE PROCEDURES

It is the policy of the Issuer that for any conduit bonds (the “Conduit Bonds”) issued on behalf of a conduit borrower (the “Borrower”) the Borrower shall be responsible for and shall establish written procedures in the applicable bond documents for the issuance of such Conduit Bonds (the “Conduit Bond Documents”) to address ongoing compliance with applicable financial and tax requirements, arbitrage/rebate requirements, remedial actions and other applicable post-issuance requirements of federal tax law throughout the term of the Conduit Bonds (collectively, the “Borrower’s Post Issuance Compliance Procedures”).

It is the Issuer’s policy that the Borrower shall be responsible for compliance with all of the following:

A. Arbitrage Rebate and Yield Requirements

- (i) determining the likelihood of complying with an arbitrage rebate exemption;
- (ii) if necessary, engaging the services of a rebate service provider;
- (iii) assuring payment of required rebate amounts, if any, no later than 60 days after each 5 year anniversary of the issue date of the Conduit Bonds, and no later than 60 days after the last Conduit Bond of each issue is paid or redeemed; and
- (iv) during the construction period of each capital project financed in whole or in part by Conduit Bonds, monitoring the investment and expenditure of Conduit Bond proceeds and consulting with the rebate service provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month, 18 months or 2 year spending period, as applicable, following the issue date of the Conduit Bonds.

B. Use of Bond Proceeds and Bond-Financed or Refinanced Assets

- (i) monitoring the use of Conduit Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of Bond-financed or refinanced assets (e.g., facilities, furnishings or equipment) (the “Conduit Bond-Financed Property”) throughout the term of the Conduit Bonds to ensure compliance with covenants and restrictions set forth in the Conduit Bond Documents;
- (ii) maintaining records identifying the Conduit Bond-Financed Property with proceeds of each issue of Conduit Bonds (including investment earnings and including reimbursement of expenditures made before bond issuance), including a final allocation of Conduit Bond proceeds as described below under “Record Keeping Requirements”;
- (iii) consulting with bond counsel and other legal counsel and advisers in the review of any change in use of Conduit Bond-Financed Property to ensure compliance with all covenants and restrictions set forth in the Conduit Bond Documents; and

- (iv) to the extent that the Borrower discovers that any applicable tax restrictions regarding use of Conduit Bond proceeds and Conduit Bond-Financed Property will or may be violated, consulting promptly with bond counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.

C. **Record Keeping Requirement**

- (i) retaining copies of the Conduit Bond closing transcript(s) and other relevant documentation delivered to the Borrower at or in connection with closing of the issue of Conduit Bonds;
- (ii) retaining copies of all material documents relating to capital expenditures financed or refinanced by Conduit Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Conduit Bond proceeds and records identifying the Conduit Bond-Financed Property, including a final allocation of Conduit Bond proceeds and the Final Completion Report filed pursuant to the Conduit Bond Documents;
- (iii) retaining copies of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements, in connection with any investment agreements, and copies of all bidding documents, if any; and
- (iv) ensuring the required 8038 forms (including 8038-T forms) are filed on a timely basis.

EXHIBIT 1

REIMBURSEMENT RULES SUMMARY

Following is a general summary of the requirements relating to Bonds (or a portion thereof) that are issued to reimburse expenditures that were paid prior to the date of issuance of such Bonds.

Subject to certain exceptions set forth below, the Bond proceeds cannot be used to reimburse expenditures paid more than 60 days prior to the adoption of the declaration of official intent/reimbursement resolution by the Issuer, which must contain:

- a general functional description of the property to which the reimbursement relates or an identification of the fund or account from which the expenditure is to be paid and a general functional description of the purposes of such fund or account; and
- the maximum principal amount of tax-exempt bonds to be issued.

Reimbursement allocations must be made in writing and not later than 18 months after the later of (i) the date on which the original expenditure is paid, or (ii) the date on which the property for which the original expenditure was made is placed in service or abandoned, but in any case not more than three years after the date on which the original expenditure is paid.

There are exceptions to the general 60-day rule described above for “de minimis” amounts (not in excess of the lesser of \$100,000 or 5% of proceeds of the Bonds) and for “preliminary expenditures” (such as architectural, engineering, surveying, soil testing and similar costs and costs of issuance that are incurred prior to acquisition, construction or rehabilitation but not including land acquisition and site preparation), so long as such preliminary expenditures do not exceed 20% of the aggregate issue price.

NOTE: This is only a summary of current law as of the Date of this Policy, and special rules may also apply. Additionally, the requirements may be amended or revised from time to time. The Issuer should consult with Bond Counsel/Special Tax Counsel, as necessary.



City of Polk City, Iowa City Council Agenda Communication

Date: July 31, 2020
To: Mayor & City Council
From: Chief Jeremy Siepker

Subject: 28E Agreement with Polk County Treasurer for delinquent parking citations

BACKGROUND: Chapter 69 of the City Code addresses the parking regulations the city has in place; these regulations are regularly enforced but there is no recourse in place for those who choose not to pay the fine for the violation. A commonly used solution to collect on unpaid parking citations is to enter into a 28E agreement with Polk County to assist with collection of unpaid parking citations.

If this agreement is accepted, the City would initially send the registered owner of the vehicle a notice of overdue parking fine and allot a 10 day period for the owner to settle with the City. If they do not settle with the City after that time frame the City would send the delinquent parking citation (s) to the Polk County Treasurer for collection. The owner of the vehicle that has been cited would not be able to re-register that vehicle until after the fine is collected. Once the owner pays the fine the Polk County Treasurer would retain a \$5 administrative fee then cut a check to the City of Polk City the remainder of our fine and late fees.

ALTERNATIVES: Decide to not enter into 28 E agreement and continue with no recourse for unpaid parking citations.

FINANCIAL CONSIDERATIONS: Implementing this program will provide the City revenue that they otherwise would not have collected. The \$5 administrative fee to the Polk County Treasurer is minimal compared to the outstanding fine.

RECOMMENDATION: It is my recommendation that the Council agree to enter into a 28E Agreement with Polk County to collect unpaid parking citations.

RESOLUTION NO. 2020-88

**A RESOLUTION APPROVING A 28E AGREEMENT BETWEEN THE CITY OF
POLK CITY AND POLK COUNTY TREASURER'S OFFICE FOR COLLECTION
AND ENFORCEMENT OF DELINQUENT PARKING CITATIONS**

WHEREAS, the City of Polk City, Iowa desires to enter into a 28E Agreement with Polk County to provide collection and enforcement of delinquent parking citations; and

WHEREAS, an agreement has been reached between the City Council of the City of Polk City and Polk County concerning this matter as shown on the attached 28E Agreement.

BE IT, THEREFORE, RESOLVED by the City Council of the City of Polk City, Iowa, that the 28E Agreement in the form attached hereto as Exhibit "A" for the collection and enforcement of delinquent parking citations is hereby approved.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute said 28E Agreement on behalf of the City of Polk City, Iowa.

DATED this 10 day of August 2020.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

**COOPERATIVE AGREEMENT BETWEEN THE
IOWA COUNTY OF POLK AND THE CITY OF POLK CITY, IOWA**

THIS AGREEMENT is made and entered into this **10th** day of **August**, 2020 by and between the Iowa County of Polk (“Polk County”) and the City of **Polk City**, Iowa (“City of Polk City (the “Agreement”).

WHEREAS, Iowa Code Section 331.553(8) provides that a county may enter into an agreement with a city pursuant to the provisions of Iowa Code Chapter 28E whereby the county treasurer agrees to collect or enforce delinquent parking tickets on behalf of a city in conjunction with renewal of vehicle registrations pursuant to Iowa Code Sections 321.40(7) and 321.236; and

WHEREAS, it is the desire of Polk County and the City of Polk City to enter into such an Agreement.

CITY DUTIES AND RESPONSIBILITIES

The City of Polk City shall provide to the Iowa Department of Transportation, on a daily basis, the information in the City’s possession necessary to identify each delinquent parking ticket debtor as determined by the City and the debt amount owed. This information shall be delivered electronically and provided in a format as determined by the Iowa Department of Transportation.

COUNTY DUTIES AND RESPONSIBILITIES

A. The Polk County Treasurer shall refuse to renew the registration of a vehicle registered to an applicant of whom the Treasurer, through the Iowa Department of Transportation Titling and Registration System, knows has one or more delinquent parking ticket debts owed to the City of Polk City. The Polk County Treasurer will collect the delinquent parking ticket debts at the time the vehicle registration is renewed. Payment may be in the form of cash, check, money order, debit card, credit card, or electronic transfer (ACH) made in favor of the Polk County Treasurer.

B. The Polk County Treasurer will not refuse to renew the registration if an applicant’s payment is received through the mail, online, or in the Treasurer’s drop box and the delinquent parking ticket debt was not added to the Iowa Department of Transportation Titling and Registration System until after the registration renewal notice for said applicant was created. However, in the event an applicant’s payment includes the amount of delinquent parking ticket debt owed to the City of Polk City, the Polk County Treasurer will collect the debt owed and renew the registration.

C. The Polk County Treasurer will transfer the delinquent parking ticket debt collections, less the Polk County collection fees and any amounts returned as unpaid, to the City of Polk City by the 15th day of each month following collection.

D. The Polk County Treasurer agrees to produce reports on a daily and monthly basis to itemize delinquent parking ticket debt collections and returns. These reports will be considered the documentation of activity for which the Polk County Treasurer shall be entitled to a collection fee.

COLLECTION FEE

The Polk County Treasurer shall be entitled to a five dollar (\$5.00) collection fee from the City of Polk City for each individual or organization the Polk County Treasurer collects delinquent parking ticket debts owed to the City of Polk City. The Polk County Treasurer will deduct the monthly amount of collection fees owed by the City of Polk City from the delinquent parking ticket debt collections transferred each month.

RETURNED PAYMENTS

In the event an applicant's payment is returned to the Polk County Treasurer as unpaid, the original five dollar (\$5.00) collection fee will not be deducted from the delinquent parking ticket debt collections transferred for the month if the vehicle registration fee is revoked due to the returned payment. Payment for delinquent parking ticket debts returned unpaid will be reported to the City of Polk City at the time the vehicle registration fee is revoked in order for the City to reactivate the delinquent parking ticket debt. The Polk County Treasurer will deduct the total amount of delinquent parking ticket debt payments returned unpaid, for which the vehicle registration fee was revoked, from the total amount of collections to be transferred to the City of Polk City. The parties will monitor the process for the collection and return of payments and any necessary modifications or improvements to such process will be addressed by an amendment agreed to by the parties.

ADMINISTRATION; NO REAL OR PERSONAL PROPERTY

No separate legal or administrative entity is established by this Agreement. The Polk County Treasurer and the City of Polk City City Clerk shall administer the performance of this Agreement. No real or personal property shall be acquired by either party pursuant to the provisions or during the term of this Agreement.

CONFIDENTIALITY

Polk County and the City of Polk City agree to institute procedures to insure that adequate safeguards are established to provide protection against unauthorized access or disclosure of information received pursuant to and in accordance with this Agreement.

EFFECTIVE DATE

This Agreement shall be effective upon its approval and execution by the City of Polk City, City Council and the Polk County Board of Supervisors and its filing with the Iowa Secretary of State in an electronic format in accordance with Iowa Code Section 28E.8.

TERMINATION OF AGREEMENT

This Agreement shall continue in effect until terminated by either party. The Agreement may be terminated at any time by Polk County or the City of Polk City by written notice. The termination shall not be effective until 90 days after notice is received by the other party.

NOTICE

Any Notice required or authorized by the Agreement shall be in writing and either personally delivered or sent by ordinary mail to the following addresses:

City of Polk City, Iowa
Attn: City Clerk
112 3rd Street
P. O. Box 112, IA 50226

Polk County, Iowa
Attn: County Treasurer
111 Court Avenue, Room 140
Des Moines, IA 50309

SAVINGS CLAUSE

If any section, provision or part of this Agreement shall be found to be unconstitutional or otherwise invalid, such finding shall not affect the validity of the Agreement as a whole or any section, provision or part thereof not found to be invalid or unconstitutional.

ENTIRE AGREEMENT

This Agreement represents the entire agreement between the parties as to the subject of the Agreement. Any subsequent modification to the terms of this Agreement shall be in the form of a duly executed written Addendum to this Agreement.

CITY OF Polk City, IOWA

By: _____
Mayor

Attest:

City Clerk

IOWA COUNTY OF POLK COUNTY

By: _____
Board of Supervisors
Chairperson

Attest:

Auditor



City of Polk City, Iowa

City Council Agenda Communication

Date: August 8th 2020
To: Mayor & City Council
From: Chief Jeremy Siepker
Subject: Urban Deer Hunting Season

BACKGROUND: In accordance with Ordinance No. 2019-1300, which regulates urban deer hunting within the city limits of Polk City, the City Council is tasked with setting the dates of the annual urban deer hunting season and the boundaries of the areas where urban deer hunting is permitted within the city limits of Polk City. The dates and boundaries may be more restrictive than what is set by the Iowa DNR. I recommend that the City of Polk City adopts the entire urban deer hunting season and uses the zoning map which is currently available on the city website to set the boundaries.

The Polk County 2020 Urban Deer Hunting Season will run from September 19, 2020 to January 24, 2021. Bow hunting for antlerless deer may be permitted within those dates and within the corporate limits of the City of Polk City.

Hunting is prohibited within 200 feet of a home or building not owned by the hunter or where permission is not granted by the landowner to the hunter. Other prohibited areas include within 100 feet of a recreational trail, and all areas owned by the City of Polk City. Urban hunting within the boundaries of Big Creek State Park and any area marked as a wildlife refuge is not permitted and is strictly regulated by the Iowa DNR.

Hunters wishing to hunt any area within the city limits of Polk City that is zoned Agricultural may hunt the area without the requirements set within this ordinance but must comply with all Iowa DNR regulations.

ALTERNATIVES: Not approve the proposed dates.

FINANCIAL CONSIDERATIONS:

RECOMMENDATION: It is my recommendation that the City of Polk City adopts the proposed dates for Urban Deer Hunting to be from September 19, 2020 to January 24th, 2021.

ORDINANCE NO. 2019 – 1300

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF POLK CITY, IOWA, BY DELETING SECTION 55.20, PROHIBITION ON FEEDING OF WHITETAIL DEER, AND ADDING NEW CHAPTER 41A, SPECIAL BOW HUNTING OF ANTLERLESS DEER.

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

Section 1. Section 55.20, Prohibition on Feeding of Whitetail Deer is hereby deleted in its entirety.

Section 2. Chapter 41A. Chapter 41A, Special Bow Hunting of Antlerless Deer, is hereby inserted into the City Code of the City of Polk City, Iowa as follows:

CHAPTER 41A: SPECIAL BOW HUNTING OF ANTLERLESS DEER

Section

- 41A.01 Definitions
- 41A.02 Urban deer management area
- 41A.03 Special bow hunt
- 41A.04 Bow hunting
- 41A.05 Hunting on rural property
- 41A.06 Feeding deer; prohibited
- 41A.99 Penalty

§ 41A.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ANTLERLESS. A deer with no visible forked antler.

ARROW. As defined and limited by the State Department of Natural Resources (herein IDNR).

BOW. As defined and limited by the IDNR.

ELEVATED STAND. A manufactured stand (tree stand, ladder stand, tripod, quadpod or tower) with a safety harness and of sufficient height to place the hunter's feet at least six vertical feet above the highest ground elevation within 25 yards of the stand location, to ensure a downward thrust of an arrow when released by the bow.

LICENSE.

(1) *INCENTIVE LICENSE.* A document issued by the IDNR to allow a bow hunter to harvest an antlered deer as a designated buck incentive program award recipient based on the previous year's antlerless deer program in the City.

(2) *URBAN ANTLERLESS DEER LICENSE.* A document issued by the IDNR in addition to the small game hunting license to allow a bow hunter to harvest an antlerless deer under the City's special bow hunting program.

OFFAL. Entrails, which includes most internal organs other than muscle or bones.

PERMISSION FORM. A document issued by and filed with the City to affirm that the hunter has received written authorization to hunt on private property from the owner or manager thereof.

USABLE PORTION. Any part of a deer that is customarily processed for human consumption.

VISCERA. The internal organs within the chest.

§ 41A.02 URBAN DEER MANAGEMENT AREA.

The IDNR has determined that areas exist within the City limits where deer are overly abundant and a reduction in population is warranted for proper management of resources, and these areas have been designated by the IDNR to be recommended urban deer management areas.

§ 41A.03 SPECIAL BOW HUNT.

(A) A special bow hunt is hereby established and shall be administered by the City in accordance with the provisions of this chapter. **The dates and boundaries for the special bow hunt shall be set annually by City Council resolution and may be more restrictive than the dates and boundaries designated by the IDNR.**

(B) **Hunters wishing to participate in the special bow hunt shall first obtain an urban antlerless deer license** or incentive license after completing the following and providing proof thereof:

- (1) An annual archery proficiency test; and
- (2) A bow hunter safety education course conducted by the IDNR or approved equivalent.

(C) The City hereby reserves the right to approve the content and operation of the test or safety course and to reject any that is not compliant with IDNR requirements or recommendations, or otherwise deemed acceptable to the Police Department.

(D) Hunting shall be prohibited within the following protection zones, and no shot shall be directed into or across any protection zone:

- (a) Within 200 feet of any home or building not owned by the hunter, unless the owner thereof waives the prohibition in a written statement filed with the City; and
- (b) Within 100 feet of a recreation trail or street.

(E) Shots shall only be taken from an elevated stand; provided that a hunter with an IDNR-qualifying disability may request permission to use an alternative; shall be restricted to a distance of not more than 75 feet; and shall clearly have a downward angle intended to minimize travel of an arrow beyond the 75 feet maximum shot distance. A diligent attempt shall be made to retrieve every arrow.

(F) Legal weaponry for all hunting allowed by this chapter shall be restricted to bows and arrows, except that a hunter with a qualifying disability as defined by IDNR regulations may be allowed to use a crossbow and bolts as defined and limited by the IDNR.

(G) Bows and arrows shall be cased while traveling to and from every hunting site.

§ 41A.04 BOW HUNTING.

(A) No person shall pursue, stalk, hunt, lie in wait for, shoot at or kill any deer with a bow and arrow, except as permitted by this chapter.

(B) Hunters shall comply with all requirements established by the IDNR and by the municipal code, including, but not limited to this chapter.

(C) Hunters shall complete and file a permission form prior to hunting.

(D) Hunting shall be prohibited on all City-owned property unless expressly approved by the City Council after review and recommendation by the governing City Board or Commission.

(E) The minimum age for participation in the special bow hunt shall be 18 years old on the day of the hunt.

(F) Each hunter shall carry all of the following on his or her person at all times while hunting:

- (1) An IDNR license for the special bow hunt to hunt within the boundaries designated by the City;
- (2) A permission form for the current year; and
- (3) A map verifying that the property being hunted is located within the hunt area that has been designated by the City Council.

(G) A hunter shall not leave a usable portion of the deer in the field. In the case of private property, viscera and other offal shall be disposed of in a manner that is acceptable to the property owner and in a location that is not visible from adjoining public or private property.

(H) A hunter shall not dispose any animal part on any public property, including roadside ditches.

(I) If a mortally wounded deer travels off the property being hunted onto other property, the hunter shall attempt to notify the other property owner, or in the case of City property, the City Police Department, before entering the other property to recover the mortally wounded deer.

(J) Hunters are strongly encouraged to utilize a safety harness conforming to current Treestand Manufacturers Association (TMA) or American Society for Testing and Materials (ASTM) standards, in the manner and method proscribed by the manufacturer, at all times while occupying an elevated stand.

§ 41A.05 HUNTING ON RURAL PROPERTY.

(A) Bow hunting may be allowed on any property located within predominately agricultural areas of the City as designated annually by City Council resolution (hereafter rural property) in accordance with all IDNR regulations and without obtaining an urban antlerless deer license or incentive license, subject to the restrictions listed in this section.

(B) A bow hunter is not required to complete the City permission form nor comply with the annual proficiency or safety education course required for the City's special bow hunt program to hunt on rural property unless the bow hunter desires to have any antlerless deer taken on a rural property to be included in the season harvest requirement for a possible incentive license in the following season, if any are awarded; and is not required to case the bow and arrows while traveling to hunting sites located on rural property.

(C) A bow hunter may obtain an "any sex license" from the IDNR to hunt on rural property, but the tag shall not be used to take any antlered deer within the boundaries designated by the City for the special bow hunt. This restriction shall not apply to an incentive license awarded for the prior season under the City's special bow hunt program.

§ 41A.06 FEEDING DEER; PROHIBITED.

(A) *Feeding prohibited.* Residents are prohibited from overtly and intentionally feeding deer for the following reasons:

(1) There is an increased risk of spreading disease among the herd when deer are concentrated in one place through purposeful feeding, by promoting contact between a sick animal and healthy animals;

(2) An increased chance of exposing self, family or pets to ticks that carry Lyme Disease (*Borrelia burgdorferi*), and to other diseases that may be carried by deer or insects transported by deer; and

(3) Reduced fear of humans, leading to increased property damage, car/deer accidents and other concerns.

(B) *Prohibition.*

(1) No person may place or allow any device or any fruit, grain, mineral, plant, salt, vegetable or other material to be placed outdoors on any public or private property for the purpose of attracting or feeding deer.

(2) Each property owner or occupant of the property shall have the duty to remove any materials placed on the owner's property in violation of this chapter. Failure to remove the materials within 24 hours after notice from the City shall constitute a violation of this chapter.

(3) Each property owner or occupant of the property shall have the duty to remove any device placed on the owner's property to which deer are attracted or from which deer actually feed. Alternatively, a property owner or occupant may modify the device or make other changes to the property that prevent deer from having access to or feeding from the device. Failure to remove the device or to make modifications within 24 hours after notice from the City shall constitute a violation of this chapter.

(C) *Rebuttable presumption.* There is a rebuttable presumption that the placement of fruit, grain, mineral, plant, salt, vegetable or other materials in a drop feeder, deer feeder kit, automatic feeder or similar device regardless of the height of the fruit, grain, mineral, plant, salt, vegetable or other material is for the purpose of feeding deer.

(D) *Exceptions.*

(1) *Naturally growing materials.* This chapter does not apply to naturally growing materials, including, but not limited to, fruit, grain, nuts, seeds and vegetables.

(2) *Planted materials.* This chapter does not apply to planted materials growing in gardens, as standing crops or in a wildlife food plot.

(3) *Stored crops.* This chapter does not apply to stored crops, provided that the stored crop is not intentionally made available to deer.

(4) *Incidental spills.* This chapter does not apply to spills of seed materials intended for planting or to crop materials that have been harvested if the spills are incidental to normal agricultural operations and those materials are not intentionally made available to deer.

§ 41A.99 PENALTY.

(A) Failure to comply with City or state regulations may subject a hunter or landowner to revocation of permission to participate in the special bow hunt, and to be subject to other penalties prescribed by the Iowa Code and by the municipal code, including, but not limited to, fines and penalties as set forth in Chapter 3.

(B) Any resident that violates § 41A.06 shall be guilty of a municipal infraction and subject to fines and penalties as set forth in Chapter 3.

Section 3. Repealer. All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

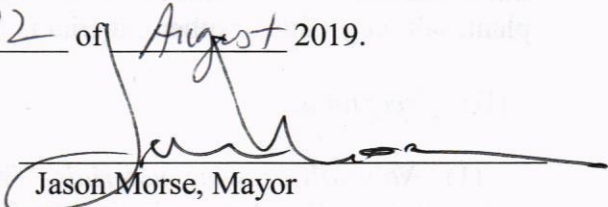
Section 4. Savings Clause. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any provision, section, subsection, sentence, clause, phrase or part hereof not adjudged invalid or unconstitutional.

Section 5. Violations and Penalties. Any person who violates the provisions of this Ordinance upon conviction shall be punished as set forth in Chapter 3 of the City Code of the City of Polk City, Iowa.

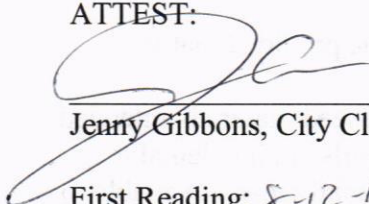
Section 6. Other Remedies. In addition to the provisions set out in the Violations and Penalties Section herein, the City may proceed in law or equity against any person, firm or corporation for violation of any section or subsection of this Ordinance.

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

PASSED AND ADOPTED this day 12 of August 2019.


Jason Morse, Mayor

ATTEST:



Jenny Gibbons, City Clerk

First Reading: 8-12-19

Second Reading: waived

Third Reading: waived

Date Adopted: 8-12-19

Date of Publication by posting: 8-13-19

RESOLUTION NO. 2020-89

A RESOLUTION APPROVING THE 20/21 URBAN DEER HUNTING SEASON

WHEREAS, on August 12, 2019 the City Council of the City of Polk City, Iowa approved Ordinance 2019-1300 amending the City Code by adding new chapter 41A, Special Bow Hunting of Antlerless Deer; and

WHEREAS, in accordance with the provisions of Chapter 41A, the dates and boundaries for the special bow hunt shall be set annually by City Council resolution; and

WHEREAS, the Polk County 2020 Urban Deer Hunting Season has been set for September 19, 2020 through January 24, 2021.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, hereby sets the dates for Urban Deer Hunting within the corporate limits of the city of Polk City from September 19, 2020 to January 24, 2020.

DATED THIS 10 day of August 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

LIBRARY -JUNE 2020 STATS SNAPSHOT	July 2019	July 2020 (COVID-19)	June 2020 (COVID-19)
Total Visitors	3,921	113	0
People Checking Out	632	295	217
Polk City Cardholders	544	256	187
Polk City Checkouts	5,588	1,967	1,296
Open Access Cardholders	44	19	14
Open Access Checkouts	558	244	168
Rural Cardholders	44	20	18
Rural Checkouts	528	209	157
Bridges E-book/Audiobook Checkouts	520	700	637
Outgoing ILL Books	20	2	0
Total Checkouts (incl. Bridges & Outgoing ILL)	7,214	3,122	2,258
Auto Renewals (began in September 2018)	1,189	211	0
Total Checkouts (adjusted for auto-renewal)	6,025	2,911	2,258
Incoming ILL Books	38	4	0
Reserves Placed	167	1,707	1,750
Materials Added	182	109	38
Materials Withdrawn	22	309	69
New Cards Issued	33	7	6
Computer Users	86	4	0
WiFi Users (on site)-Whofi counter started end of 10/19	42	207	170
Reference Questions	122	0	0
AWE Station Usage	212	0	0
AWE Games Played	636	0	0
Adult Programs	20	13	19
Adult Program Attendance	275	121	112
Youth Programs	11	11	15
Youth Program Attendance	689	848	802
Tutoring	76	0	0
No. of Meeting Room Uses by Outside Groups	4	0	0
Patron Savings (physical materials only)	\$79,175	\$35,587	\$28,701
Blank Park Zoo Adventure Pass (\$44)	14	unavailable	4
Science Center of Iowa Adventure Pass (\$44)	13	unavailable	0
Living History Farms Adventure Pass (\$51)	8	NA	NA
Botanical Gardens Adventure Pass (\$34)	6	unavailable	0
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	8	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$2,088	unavailable	\$176
Summer Reading Signups (0-11) as of 7/31	495	186	164
Summer Reading Signups (12-18) as of 7/31	84	39	38
Adult Reading Participation as of 7/31	114	120	113
Facebook Page Views (July 6-Aug 2)		283	443
Facebook Post Reach (July 6-Aug 2)		4,694	9,568
New Facebook Page Followers(July 6-Aug 2)		19	17
New Facebook Page Likes (July 6-Aug 2)		18	16
Website Views		3,792	3,647

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday, July 6, 2020 at 6:30 pm
[Meeting held via Zoom](#)
Live Participation Link
(<https://us02web.zoom.us/j/82452388865>)

I. Call to Order - The meeting was called to order by President Lisa Mart at 6:31 pm.

II. Approval of the Agenda

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

MOTION PASSED UNANIMOUSLY.

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

III. Consent Items

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

MOTION PASSED UNANIMOUSLY.

1. Approve the June [2020 Board Minutes](#)
2. Approve June 2020 financial statements
 1. [June 2020 Expense](#)
 2. [June 2020 History](#)

IV. Communication from the Public - None

V. [Director's report](#)

Library Director's Report
July 2020

Library Statistics:

- Circulation and library usage.
 - June 2020 circulation decreased by 4,205 checkouts compared to June 2019 (approximately 65%). It was a slight increase (38 circulations) from May 2020.
 - The library was completely closed to the public during the month of June due to the COVID-19 event.
 - Two Blank Park Zoo Adventure Passes were used.
 - Library Patrons saved \$28,701 in June by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- [Quarterly Statistics](#)
 - Due to COVID-19, circulation was down by 6,578 compared to FY19 4th Quarter
- [FY20 Statistics](#)
 - Due to COVID-19, circulation was down by 4,358. Prior to COVID-19, we were on track to have increased circulation for FY20.

What's New:

- The library opened by appointment today.

- We launched our Beanstack summer reading program on May 21. We have 323 individuals signed up as of 4:30 pm today.
- We have added Chair Yoga via Zoom to our weekly programming beginning June 9.
- 26 individuals completed our community scavenger hunt June 8-12.
- Although general community involvement is low for our online youth programs, the three daycares in town are participating and are very grateful that we are providing them activities and materials to do activities with their kids.
- Jamie Noack will be using vacation days July 15-21.
- The city has introduced the WENS messaging system. The library is transitioning to using this notification platform and will cease using REMIND on September 1.
- Extra tasks we have accomplished this month while the library has been closed to the public
 - In preparation for opening:
 - i. Put away all toys
 - ii. Moved all seating furniture out of the area
 - iii. Determined traffic patterns for entering/exiting the library
 - iv. Rearranged furniture and created book displays to encourage quick selection of materials
 - v. Created signage encouraging patrons to wear masks and exercise social distancing protocols
 - vi. Determined cleaning and sanitation procedures for books and touch points when the library reopens
 - vii. Extra cleaning
 - Cataloged board books by color of tub to make them easier for patrons to find.
 - Continued to catalog easy nonfiction to identify which “neighborhood” they are in to make them easier for patrons to find. (Things that Go, Manners, etc)
 - Inventory
 - Preparing and distributing craft kits to Pre-K and K-5 age groups each week.

[June 2020 Stats](#)

LIBRARY -JUNE 2020 STATS SNAPSHOT	June 2019	June 2020 (COVID-19)	May 2020 (COVID-19)
Total Visitors	4,522	0	0
People Checking Out	618	217	231
Polk City Cardholders	546	187	192
Polk City Checkouts	5,810	1,296	1,210
Open Access Cardholders	35	14	19
Open Access Checkouts	578	168	178
Rural Cardholders	37	18	20
Rural Checkouts	441	157	174
Bridges E-book/Audiobook Checkouts	464	637	758
Outgoing ILL Books	23	0	0
Total Checkouts (incl. Bridges & Outgoing ILL)	7,316	2,258	2,320
Auto Renewals (began in September 2018)	853	0	0
Total Checkouts (adjusted for auto-renewal)	6,463	2,258	2,320

Incoming ILL Books	28	0	0
Reserves Placed	283	1,750	1,561
Materials Added	262	38	32
Materials Withdrawn	75	69	19
New Cards Issued	52	6	7
Computer Users	80	0	0
WiFi Users (on site)-Whofi counter started end of 10/19	38	170	163
Reference Questions	175	0	0
AWE Station Usage	242	0	0
AWE Games Played	788	0	0
Adult Programs	24	19	14
Adult Program Attendance	207	112	92
Youth Programs	14	15	3
Youth Program Attendance	930	802	150
Tutoring	56	0	0
No. of Meeting Room Uses by Outside Groups	1	0	0
Patron Savings (physical materials only)	\$89,478	\$28,701	\$28,151
Blank Park Zoo Adventure Pass (\$44)	10	2	0
Science Center of Iowa Adventure Pass (\$44)	4	0	0
Living History Farms Adventure Pass (\$51)	10	NA	0
Botanical Gardens Adventure Pass (\$34)	5	0	0
Brenton Skating Plaza (\$46.50)	NA	NA	0
Des Moines Children's Museum (\$36)	3	0	0
TOTAL ADVENTURE PASS SAVINGS	\$1,404.00	\$88	0
Summer Reading Signups (0-11) as of 7/1	491	164	
Summer Reading Signups (12-18) as of 7/1	82	38	
Adult Reading Participation as of 7/1	NA	113	
Facebook Page Views (June 3-June 30)		443	272
Facebook Post Reach (June 3-June 30)		9,568	2,843
New Facebook Page Followers(June 3-June 30)		17	13
New Facebook Page Likes (June 3-June 30)		16	10
Website Views		3,647	2,510

VI. Liaison report - None

VII. Board Education: FTC – Pass It On Program (Corey)

Intellectual Freedom webinar was no longer available; instead Corey reviewed information from the FTC that provided content information on programming, specifically for adult/senior populations on different kinds of fraud/scams. There are several different kinds of scams, including Identity Theft Scams, Imposter Scams, Healthcare Scams, etc. Program also addresses how to safeguard your assets, including reviewing monthly statements, knowing when and when not to give out any personal information, etc. This is something that would be a good idea for adult programming. There are a series of videos that could be shown.

6:40pm-6:55pm – 15 minutes spent on Board Education
Angie Conley will review topics and provide Board Education next month.

VIII. Agenda Items

1. Determine threshold for closing the library to the public due to COVID-19
 1. City Hall is not completely opened at this time – discussed following what the City determines to be threshold.
 2. Continue to monitor, taking into consideration safety of staff and patrons. If Library Director has any concerns, will bring up to Board.
2. Approve [Resolution 2020-04L](#) setting staff salaries for FY21
MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve Resolution 2020-04L with updated approval date to July 6, 2020.
MOTION PASSED UNANIMOUSLY.
3. Quarterly review of [Strategic Plan](#) – Reviewed; overall making progress, but COVID-19 has delayed some of the goals/objectives.

IX. Adjourn – Meeting adjourned at 7:28pm.

MOTION: A motion was made by Sara Olson and seconded by Corey Hoodjer to adjourn meeting.
MOTION PASSED UNANIMOUSLY.

Next Meeting August 3, 2020 at 6:30 PM

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

Library Director's Report

July 2020

Library Statistics:

- Circulation and library usage.
 - July 2020 circulation decreased by 3,114 checkouts compared to July 2019 (approximately 48%). There was an increase of 653 circulations from June 2020.
 - The library was open to the public by appointment from July 6-15. On July 14, the decision was made to roll back to curbside pickup only beginning July 16 after COVID-19 cases reached unprecedented levels in Polk County.
 - As of 1:00 pm today, there were no statistics available regarding Adventure Pass usage.
 - Library Patrons saved \$35,587 in July by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- Summer Reading Program statistics
 - We had 186 kids ages Birth-11 years register for our summer reading program this year. (491 in 2019). 127 of them participated.
 - We had 39 teens (ages 12-17) register for our summer reading program this year. (82 in 2019). 21 of them participated.
 - We had 120 adults register for our summer reading program this year (114 in 2019). 94 of them participated.

What's New:

- Director Noack applied for and received the Library Utilization grant funded by the Institute of Library and Museum Services and administered through the State Library of Iowa. Consultant Shana Stuart from Cedar Rapids has agreed to do our study. Her fee of \$2500 will be 100% reimbursed by the grant.
- Our summer reading program has concluded. The prize drawings were held today (August 3, 2020) and winners have been notified. We will be having outside prize pickup times August 6 from 1-3, August 8 from 11-2 and August 13 from 1-3. We hope to have most prizes picked up during these times.
- We are adding Brainfuse HelpNow to our database collection. This database provides free, online homework help between the hours of 2pm-11pm. It is an unbudgeted expense that we are covering with programming funds to help families, especially those choosing remote learning.
- We are in the process of weeding DVDs and may have an outside popup DVD sale for the Friends in August.
- Director Noack has requested quotes for replacing the AC unit that serves the meeting room and restrooms. This is the final AC that needs replaced. Upon further discussion with the city manager, the quotes have been updated to reflect a simultaneous replacement of the connected furnace unit in order to save on future labor costs since the furnace would likely need to be replaced within the next 5 years.
- On Saturday, July 18 the library was closed unexpectedly while the building was deep cleaned. The company was scheduled by the city to show up at 2:00 pm as the library was closing. Instead, they showed up at 9:00 am after finishing at public works.
- On Wednesday, July 29, the Board of Trustees and Library Director from Van Meter toured our library in preparation for building a new library for their community.
- We will be adding more fitness classes via Zoom beginning mid-September. We will offer Geri-fit on Mondays, Fitness Walking on Wednesday, and Chair Yoga on Fridays.
- We will be offering Storytime online on Tuesdays at 10:30 beginning in September. Melissa is working on school-age programming that can be done online as well.
- Extra tasks we have accomplished this month while the library has been closed to the public
 - Inventory 100% complete
 - Preparing and distributing craft kits to Pre-K and K-5 age groups each week.
 - Weeding DVD collection
 - Exploring ways to support families who elect to homeschool or utilize remote learning

RESOLUTION NO. 2020-05L

**A RESOLUTION AUTHORIZING THE SALE, DONATION OR
DISPOSAL OF NON-FUNCTIONING OR OBSOLETE DELL
COMPUTERS**

WHEREAS, the Polk City Community Library has identified five Dell GX620 computers that no longer function or are obsolete, more particularly described in the list attached hereto as Exhibit "A"; and

WHEREAS, the Board of Trustees for the Polk City Community Library finds that it is in the best public interest to dispose of the non-functioning or obsolete items that are of no further use to the Polk City Community Library through sale, donation or destruction.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees for the Polk City Community Library in Polk City, Iowa, that the Polk City Community Library is hereby authorized to proceed with the appropriate disposal of the items through sale, donation or destruction.

DATED this 3rd day of August 2020.

Lisa Mart, Board President

ATTEST:

Jamie Noack, Library Director

EXHIBIT "A"

Dell GX620	Serial #10332B1
Dell GX620	Serial #JF332B1
Dell GX620	Serial #GNBF3B1
Dell GX620	Serial #58VCW81
Dell GX620	Serial #JN3S1B1

RESOLUTION 2020-06L

**A RESOLUTION HIRING CANDIDATES FOR LIBRARY PAGES FOR
THE POLK CITY, IOWA LIBRARY**

WHEREAS, the Polk City Community Library has an established positions for Library Pages; and

WHEREAS, there are currently two Library Page positions currently vacant; and

WHEREAS, required advertising and vetting of candidates has been completed;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Polk City Community Library recommends hiring Betty Peer and Adrienne Thomas with a start date determined upon a successful completion of required background checks at a starting wage of \$9 per hour.

PASSED AND APPROVED the 3rd day of August, 2020

Lisa Mart, Library Board President

ATTEST:

Jamie Noack, Library Director



CIVICCMS[®]

Polk City Community Library

Presented by
Hector D. Ortega
Solutions Consultant
P: 785-370-7811
www.CivicPlus.com



302 S. 4th Street, Suite 500 | Manhattan, KS 66502
1300 Massachusetts Ave., Boxborough, MA 01719
www.civicplus.com

July 27, 2020

Jamie Noack
Director
Polk City Community Library
1500 West Broadway
Polk City, IA 50226

Dear Jamie:

I am delighted to submit this Proposal for a new Polk City Library subsite on the new Polk City website now in development.

CivicPlus is the leading developer of municipal websites in the United States, with over 3,500 clients. Our sole focus is the municipal sector, including counties, cities, townships, villages, boroughs, special districts, and municipal related associations.

As you consider your options, I did want to highlight the following:

- We have thousands of municipal clients throughout the United States, many of which have department specific “subsites” –three library examples are included.
- You will receive a custom new design and layout, built in Responsive Design, to accommodate the various sizes of mobile and tablet devices currently in use.
- This proposal includes full content development, migrating existing pages and building out new content, as provided.
- We offer two-way integration with Social Media.
- Our CMS is very intuitive, and we believe the easiest to use in the industry.

The cost details are included.

Sincerely,

Hector Ortega
Solutions Specialist

What Sets CivicCMS Apart?



Created to Meet Your Needs

Developing your new website under the Open Source Initiative provides CivicCMS with the flexibility to develop new features and modules to help you meet your goals and vision.



Our Drupal Platform

CivicPlus will develop your site on one of the industry's most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.



We Build Long-Term Relationships

Our partnership with you is only beginning at go-live! We provide ongoing customer support and our Account Management team will work with you to help you evolve your web environment throughout your relationship with CivicPlus.



Easiest System for Updating & Adding New Content

Your new CivicCMS website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.



Custom & Responsive Design

Your custom-designed website will be fully responsive on multiple devices including smart phones, tablets and wide screen monitors.



Useful & Relevant Modules

CivicCMS is flexible and scalable so your site can grow as your needs grow without extra features and functionalities that are not as relevant.



Affordable Cost, Flexible Payments

We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.



Security and Protection—Priority One!

Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.

Design Examples of Library Subsites



Reuben Hoar Library

<https://www.littletonma.org/town-littleton-information-center/pages/reuben-hoar-libr>



Bellingham Library

<https://www.bellinghamma.org/library>



Westborough Public Library

<https://www.town.westborough.ma.us/public-library>

Features & Functionality

Content Management Functionality

- Agenda Builder Module
- Schedule Publishing
- Web Forms Module
- Unpublish/Archive Content
- WYSIWYG Editor
- Dept/Board Specific News
- Persistent Navigation
- ADA Compliance
- Job Opportunities
- Schedule Expiration Dates
- Versioning
- Embed Video Player
- Online File Center
- Quick Links
- Protected Email Addresses
- Recyclopedia
- FAQs
- Audit Trail/History Log
- Content Previewing
- CAPTCHA Visitor Authentication
- Printer Friendly Pages
- Surveys & Polling
- Bids & RFPs
- Business Directory
- "Review-On" Dating
- Dynamic Breadcrumbs
- SSL Certificates

Communication Features

- Email Notifications (E-subscriber)
- Dynamic Site Map
- RSS Feeds
- Facebook & Twitter Integration
- Service Requests Forms
- Urgent Alert Banners
- Two-Way Blogging
- Private Comment Forms
- Rotating Bulletin Boards
- Staff Directory
- "Share this Page"

Administrative Functionality

- Intranet Options
- User Roles & Permission Levels
- Traffic Analysis
- Broken Links Reporting
- Domain Name Management
- Quality Assurance Reports
- Complete User History
- Board Membership Duties
- Menu Control

Design Features

- Responsive Design
- Rotating Mastheads
- Dynamic News Modules
- Urgent News Banners
- Upcoming Meetings Module
- Custom Subtitles
- Cascading Navigation
- Multiple Navigation Schemes

Graphic & Image Functionality

- Media Library
- Image Editor
- Photo Gallery
- Slide Shows
- Captioning/ALT Text
- Rotating Department Images
- Image Administration
- Rotating Bulletin Boards

Typical Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicCMS website. Your exact project timeline can vary based on determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, approval dates kept, and other factors. Based on our experience, the estimated timeline for the successful completion of your CivicCMS project is approximately 6-8 weeks.

Implementation Phase	Timeframe	Deliverables
Phase 1 Strategy Sessions & Discovery	1 Week	<ul style="list-style-type: none"> Define Core Objectives Needs Assessment
Phase 2 Design & Architecture	1 Week	<ul style="list-style-type: none"> Design Meeting with Client Website Committee Homepage Options & Layout Subpage Design and Layout Finalize Design (once you are completely satisfied)
Phase 3 Site Implementation	1 Week	<ul style="list-style-type: none"> Identify Global and Cascading Navigation (and related links) Implement Design within CivicCMS
Phase 4 Content Development	2-3 Weeks	<ul style="list-style-type: none"> Migrate Agreed Existing Content
Phase 5 Training & Education	1 Week	<ul style="list-style-type: none"> Sessions for Content Editors and Site Administrators Group and Individual Sessions
Phase 6 Deployment & Go-Live	1 Week	<ul style="list-style-type: none"> Final Quality Check of Website Install and Activate Selected Modules DNS & SEO Activities

Estimated Year 1 Investment

CivicCMS Subsite

Polk City Community Library

All quotes are priced per project & presented in US dollars. Pricing is valid for through December 31, 2020.

Graphic Design

- Custom Design; Fully Responsive Format (Smart Phones, Tablets)

Content Development

- Full Content Development: All Pages & Documents

Staff Training

- One day of Online User training; separate session for Site Administrators
- Full Access to Library of Videos/Documentation

Supplemental Modules at No Cost

- Bids/RFPS
- Intranet
- Popular Pages

Secure Hosting

- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- Unlimited Live Support for Primary User
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CivicCMS Application

- Annual CMS Usage License
- Periodic Module Upgrades
- Full Maintenance & Service Patches

Also Includes

- Apache Solr Search Appliance
- Google Analytics
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Storage Limit on Future Pages & Files

Year One Investment: \$2,750

- Website Development: \$2,500
- Annual Fees: \$250

Year 2 and Beyond - Annual Services

Polk City Community Library

Each year of your contract, you will receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up-to-date with our latest features and functionality.

- Secure Hosting and Security Services
- Software maintenance including service patches and system enhancements
- 24/7 technical support and access to the Online Help Center
- Unlimited Live Customer Support for Primary Designated Users
- Account Management Team for ongoing support and web environment evolution

\$250 per year



CivicCMS - Services Contract Amendment

This Agreement Amendment ("Amendment") is agreed to by and between CivicPlus, Inc of Manhattan, KS ("CivicPlus") and Polk City IA ("Client") and shall be effective as of the date of signing indicated below.

WITNESSETH:

WHEREAS, CivicPlus is the current primary website services provider for Client;

WHEREAS, the Client hereto desires to create a subsite for the Polk City Community Library within its current website.

WHEREAS, Client and CivicPlus agree to modify certain terms as set forth in the Agreement by this written instrument, duly executed by the parties, the modification of such terms is only as specified in this Amendment.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree to amend the Agreement as follows:


1. CivicPlus will create a custom design for a Library Department subsite based on the Client's direction and ultimately approved by the Client prior to implementation.
2. CivicPlus will migrate all content, as directed, from the existing website: <http://www.polkcitlibrary.org/>
3. CivicPlus will provide one day of online training for Library Department staff.
4. The cost for this project is \$2,500 for upfront development and \$250 for annual support services; this includes unlimited access to customer support center for one designated staff member.
5. Client will be billed \$2,750 after this amendment is signed; billed to the address below.
6. All other terms and conditions of the Agreement shall remain in full force and effect.

Polk City Community Library
1500 West Broadway
Polk City, IA 50226

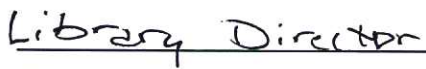
CivicPlus, Inc
302 S. 4th Street, STE 500
Manhattan, KS 66502



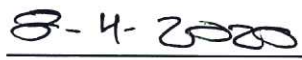
Signature



Name



Title



Date

Bill Letsky
Sales Director

(Date)

RESOLUTION NO 2020-90

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL
PAYMENT NO. 1 FOR THE 2020 POLK CITY STREET
IMPROVEMENTS PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2020-47 approving a cooperative public services agreement for the 2020 Polk City Street Improvements Project; and

WHEREAS, Grimes Asphalt has submitted the Application for Partial Payment No. 1 giving a detailed estimate of work completed with an application for payment in the amount of \$1,589,343.96.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 1 for the 2020 Polk City Street Improvements Project and the City Clerk/Treasurer is hereby authorized to issue a check to Grimes Asphalt in the amount of \$1,589,343.96.

PASSED AND APPROVED the 10th day of August 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



Grimes Asphalt and Paving Corp.
Office Mailing Address
 PO Box 3374
 Des Moines, Iowa 50316
 (515) 986-3649



INVOICE
29320

Customer Number 563

INVOICE DATE	7/31/2020
OUR ORDER NO.	GAPC #70460
YOUR ORDER NO.	
TERMS	F.O.B.
SALESMAN	Matt Yonker
SHIPPED VIA	

City of Polk City
112 3rd St.
Polk City, IA 50226

SHIPPED TO 2020 Resurfacing PPD. OR COLL.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
15271.42	1.) 4" HMA Resurfacing	77.00	1,175,899.34
17044.33	2.) Milling	5.50	93,743.82
2000.00	3.) Manhole Boxouts	20.00	40,000.00
437.20	4.) HMA Shouldering	77.00	33,664.40
220.74	5.) Pavement Markings	60.00	13,244.40
1.00	6.) Traffic Control	25000.00	25,000.00
1.00	7.) Mobilization	25000.00	25,000.00
600.00	8.) Earth Shouldering	205.00	123,000.00
416.00	9.) Granular Shouldering	37.00	15,392.00
52.00	10.) Flagger	450.00	23,400.00
600.00	11.) Dirt in Yard	35	21,000.00
	AMOUNT DUE THIS INVOICE		1,589,343.96
	Partial Billing		

SERVICE CHARGES are applicable on past due accounts at the rate of 1-1/2% per month on amounts 30 days past the date of invoice, which is equal to an ANNUAL PERCENTAGE RATE of 18%. Such charges are shown as "SERVICE CHARGES". There is no SERVICE CHARGE if accounts are paid within 30 days of the date of invoice.



City of Polk City, Iowa

City Council Agenda Communication

Date: August 10, 2020
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: Stretcher Power Load Purchase

BACKGROUND: Our 2012 Life Line ambulance (M-3) does NOT have the Stryker (stretcher or cot) Power Load system. This is a device that actually lifts the cot off the ground and slides the cot into the back of the ambulance. The 2018 Life Line ambulance was purchased with the Power Load system. We have found the Power Load system is tool that prevents back injuries. We have several EMT's/Paramedics that would rather use the 2018 ambulance due to the Power Load system. The Power Load system also provides an element of safety for our Patients.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: We budgeted \$30,000.00 for the current fiscal year to purchase the Stryker Power Load system. The cost to purchase the Power Load, upgrade the cot and installation is \$27,959.26, see attached price quote.

RECOMMENDATION: Approve the purchase of the Stryker Power Load to enhance the safety and well-being of our members and Patients.



Power LOAD

Quote Number: 10098628

Remit to: **Stryker Medical**

P.O. Box 93308

Version: 1

Chicago, IL 60673-3308

Prepared For: POLK CITY FIRE DEPT

Rep: Ali Rood

Attn:

Email: alison.rood@stryker.com

Phone Number: (515) 669-8586

Quote Date: 08/03/2020

Expiration Date: 11/01/2020

Delivery Address

Name: POLK CITY FIRE DEPT

Account #: 1269349

Address: 309 W VAN DORN

POLK CITY

Iowa 50226

End User - Shipping - Billing

Name: POLK CITY FIRE DEPT

Account #: 1269349

Address: 309 W VAN DORN

POLK CITY

Iowa 50226

Bill To Account

Name: CITY OF POLK CITY

Account #: 1249608

Address: PO BOX 426

POLK CITY

Iowa 50226

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD	1	\$22,954.87	\$22,954.87
2.0	6500700049	6500 PWRLOAD COMP UPGRADE KIT	1	\$2,894.39	\$2,894.39
3.0	77100003	Cot Upgrade or Install	1	\$310.00	\$310.00
4.0	77100500	PowerLOAD Installation	1	\$1,800.00	\$1,800.00
				Equipment Total:	\$27,959.26

Price Totals:

Grand Total: \$27,959.26

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.



Power LOAD

Quote Number: 10098628

Version: 1

Prepared For: POLK CITY FIRE DEPT

Attn:

Quote Date: 08/03/2020

Expiration Date: 11/01/2020

Remit to:

Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Ali Rood

Email:

alison.rood@stryker.com

Phone Number:

(515) 669-8586

AUTHORIZED CUSTOMER SIGNATURE

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



City of Polk City, Iowa City Council Agenda Communication

Date: August 10, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Jason Thraen, Parks & Recreation Director and Jeremy Siepker, Chief of Police
Subject: 2020 Kawasaki Mule ProFX EPS LE Purchase

BACKGROUND: The Public Works department has \$20,000.00 budgeted for the current fiscal year to purchase a new UTV. Discussions between Public Works, Parks and Recreation, Police, and the City Manager revealed an opportunity to better equip Polk City as a whole. The existing Police UTV, a diesel Kubota, would be better suited as a Public Works vehicle compared to a Police vehicle. The Parks and Recreation department also has a need for a readily available UTV for staff responsibilities in parks and the sports complex. It was determined that Police and Parks and Recreation could easily share a UTV that meets the needs of both departments with the aforementioned \$20,000.00.

ALTERNATIVES: Do not approve the purchase and continue receiving quotes.

FINANCIAL CONSIDERATIONS: \$20,000.00 was budgeted for the current fiscal year to purchase a new UTV. The cost to purchase the 2020 Kawasaki Mule ProFX EPS LE, accessories, and installation is \$14,094.80. See attached price quote.

RECOMMENDATION: Approve the purchase of the 2020 Kawasaki Mule ProFX EPS LE in amount of \$14,094.80 to assist the operation of both the Parks and Recreation and Police departments. Competitive bids were obtained from multiple vendors.

Struthers Bros. Kawasaki-Suzuki, Inc.

5191 NW 2ND AVE
Des Moines, IA 50313-
(515) 282-3634

Sales Deal Summary

Deal Number:
Date: 8/6/2020
Delivery Date: 8/5/2020
Finalized Date:
First Payment Due: 9/4/2020

Customer:
CITY OF POLK CITY
h:515-329-8038

Major Units	Stock #	Year	Make	Model	Model Name	VIN
	35087	2020	KAWASAKI	KAF820GLF	PRO-FX LE	JKBAF3G13LB505638

Major Units

Unit Price	\$12,777.00
Freight	\$790.00
Handling	\$0.00
Total Unit	\$13,567.00
Parts and Accessories	\$0.00
Installation	\$0.00
Total Parts and Install	\$0.00
TITLE FEE	\$0.00
LIEN FEE	\$0.00
PARTS & ACCESS	\$497.92
	\$0.00
	\$0.00
	\$0.00
Total Dealer Defined	\$497.92

Fees & Insurance

Vehicle Tax	\$0.00
Sales Tax	\$29.88
Doc Fees	\$0.00
License Fees	\$0.00
Total Fees	\$29.88
Service Contract	\$0.00
Prop / Lib Insurance	\$0.00
Credr Life	\$0.00
Accident / Health	\$0.00
Total Insurance Taxes	\$0.00
Total Insurance	\$0.00
	\$0.00
ANTI-THEFT	\$0.00
BATTERY WARRANTY	\$0.00
Priority Service	\$0.00
GAP	\$0.00
TRE WARR	\$0.00
Total Dealer Defined	\$0.00

Down Payment

Total Previous Pymts	\$0.00
Additional Pmt Today	\$0.00
Deferred Payment	\$0.00
	\$0.00
Manuf to Cust Rebate	\$0.00
Total Down Payment	\$0.00
Trade Allowance	\$0.00
Less Trade Payoff	\$0.00
Trade Equity	\$0.00

Financing

Total Price	\$14,094.80	Term	60
Less Down	\$0.00	APR	0.000%
Amount Financed	\$14,094.80	Add-on	0.0%
Finance Charge	\$0.00	Extra	0.0%
Total of Payments	\$14,094.80	Monthly Payment	\$234.91

FINAL PLAT REVIEW

Date: August 7, 2020
Project: Twelve Oaks Plat 3

Compiled by: Kathleen Connor
Project No.: 115.0170.01

GENERAL INFORMATION:

Applicant: Twelve Oaks, LLC
Request: Approval of Final Plat
Location: South of Twelve Oaks Plat 2 & 3
Size: 10.996 Acres
Zoning: R-1 and R-1A
Proposed use: 29 Single Family lots
2 Lots – Public Right-of-way



BACKGROUND & DESCRIPTION:

The subject parcel (outlined in red above) represents the final phase of development of the Twelve Oaks subdivision. Plat 3 includes 29 single family lots and is consistent with the approved Preliminary Plat and construction drawings. The lots range in size from 9,541 sf for an approximately 70’ wide lot to 48,163 sf for a lot at the end of the cul-de-sac.

The public improvements include paving of Marina Cove Drive and Twelve Oaks along with the associated water main, sanitary sewer, storm sewer and services. Detention is provided in the existing detention pond in Twelve Oaks Plat 2. The Parkland Dedication for this subdivision was fulfilled by the dedication of Twelve Oaks Park.

Construction of the public improvements is currently underway and the main line paving is complete. We anticipate construction will be completed prior to this Final Plat moving forward to City Council for approval.

FINAL PLAT REVIEW COMMENTS:

- A. **Final Plat Drawing.** All review comments have been addressed.
- B. **Legal Documents.** The developer has provided the necessary legal documents to the City Attorney for approval, including the following:
 - 1. *Easement documents* for all easements shown on the Final Plat, revised per the City Attorney’s comments:
 - a. Buffer Easement
 - b. Overland Flowage & Public Storm Sewer Easement

- c. Overland Flowage Easement
 - d. Public Sanitary Sewer Easement
 - e. Public Storm Sewer & Sanitary Sewer Easement
 - f. Public Storm Sewer Easement
 - g. Public Water Main Easement
 - h. Public Utility Easement
2. *Platting legal documents* including Title Opinion, Consent to Plat, and Certificate of Treasurer.
 3. *A Warranty Deed* for dedication of Lots A and B (Street) along with Groundwater Hazard Statement.
 4. *Contract with MidAmerican Energy* for streetlights and electrical distribution system. The developer's engineer will need to coordinate with MidAmerican Energy to ensure the electrical layout plan is based on revised PUE locations.

C. Public Improvements Construction. The construction of the public improvements is substantially complete. A walk-thru was held on July 30, 2020. All punchlist items have been completed with the exception of the items enumerated on the punchlist dated August 6, 2020. The Developer will be required to sign an Agreement to Complete the outstanding items and provide a certified checks to cover the cost of their completion. No Building Permits shall be issued for any single family home within this plat until such time as the public improvements have been accepted by City Council, with the exception of establishment of grass which will be completed this fall.

Manatt's, Inc. provided a 4-year Maintenance Bond in the amount of \$173,652.00 for the paving of public streets. Pohlmeier Construction, Inc. provided a 4-year Maintenance Bond in the amount of \$436,667.75 for the public water main, sanitary sewer and storm sewer. The underground utility contractor has also provided the required Service Locates' table.

The developer's engineer, Cooper-Crawford, has certified that the completed construction conforms to the Storm Water Management Plan and that all property corners have been set. Cooper-Crawford has provided certified as-built Record Drawings for all public improvements. Prior to acceptance of the public improvements, the design engineer will need to provide a certified copy of the approved drainage calculations for this plat.

RECOMMENDATION:

Based on the approval of the City Attorney, P&Z and staff recommend of the Final Plat for Twelve Oaks Plat 3, subject to the following:

1. Prior City Council approval of an Agreement to Complete, including the developer's provision of appropriate security, prior to Council action on the Final Plat.
2. No Building Permits shall be issued for Lots 1-29 until the Public Improvements have been accepted by City Council.
3. Payment in full of all fees to the City of Polk City.

RESOLUTION NO. 2020-91

A RESOLUTION APPROVING AN AGREEMENT FOR PRIVATE DEVELOPMENT WITH TWELVE OAKS, L.L.C.

WHEREAS, the Developer, Twelve Oaks, L.L.C. desires that the Final Plat for Twelve Oaks Plat 3 be approved by City Council prior to public improvements associated with said Plat 3 being ready for acceptance by the City of Polk City; and

WHEREAS, the developer has completed the public improvements except for items enumerated on the punchlist dated August 6, 2020; and

WHEREAS, the developer has signed an Agreement to Complete which covers their responsibility for completing the outstanding punchlist items; and

WHEREAS, the developer has provided a Security Check in the amount of \$9,000.00 to cover the cost of completing the public improvements except for establishment of seeding, said check to be returned by the City Manager following City Council acceptance of the public improvements and the developer has paid all fees; and

WHEREAS, the developer has provided a Certified Check in the amount of \$5,000.00 to cover the cost of establishing of seeding, said check to be returned by the City Manager once grass is established and all fees are paid; and

WHEREAS, no Building Permits shall be issued until the public improvements are ready to be accepted by City Council; and

WHEREAS, the City Engineer and the City Attorney recommend approval of the Agreement to Complete for Twelve Oaks Plat 3 to facilitate City Council approval of the Final Plat for said plat.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the City Engineer and the City Attorney and deems it appropriate to approve the Agreement to Complete for Twelve Oaks Plat 3.

PASSED AND APPROVED the 10th day August 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

**AGREEMENT TO COMPLETE PUBLIC IMPROVEMENTS
TWELVE OAKS PLAT 3**

THIS AGREEMENT made and entered into as of the 10th day of August, 2020, by and Twelve Oaks, LLC, 1129 Burr Oak Drive, West Des Moines IA 50266; an Iowa limited liability company ("Developer") and the City of Polk City, Iowa, an Iowa municipal corporation, ("Polk City").

WHEREAS, on July 23, 2018, the City of Polk City approved the Construction Drawings for Public Improvements for Twelve Oaks Plat 3; and

WHEREAS, the Developer has submitted to Polk City the final plat entitled Twelve Oaks Plat 3 for its consideration and approval; and

WHEREAS, the Developer has substantially completed construction of the public improvements in accordance with said approved Construction Drawings for Twelve Oaks Plat 3, however certain public improvements have not yet been completed by the Developer to the satisfaction of Polk City; and

WHEREAS, Polk City is desirous of approving the final plat to expedite lots sales within said Plat 3 in accordance with the regulations and requirements of Polk City subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of Polk City approving said plat and in further consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. Developer has not yet completed the attached Punchlist dated August 6, 2020. Developer shall complete these Punchlist items (the "Improvements") in accordance with Polk City specifications and the approved Construction Drawings. All Punchlist items shall be completed and ready for Council acceptance, with the exception of the re-seeding and establishment of grass, before any Building Permits are issued for any lot within Twelve Oaks Plat 3 or before September 30, 2020 whichever comes first.
2. Developer has provided a cashier's check in the amount of **\$9,000.00** to Polk City as security for the completion of the Improvements, with the exception of seeding.
3. Developer has provided a cashier's check in the amount of **\$5,000.00** to Polk City as security for re-seeding and the establishment of grass.
4. Developer agrees that in the event Developer fails to complete the Improvements in accordance with this Agreement, upon receipt of any invoice therefor, Polk City shall use the funds provided by the Developer to pay any and all actual costs incurred by Polk City for legal services, engineering services including

construction observation, street signs, and services of other persons or entities employed by Polk City (other than Polk City staff personnel) for, or any way involved in, the review and inspection of Twelve Oaks Plat 3 and all Improvements intended for public use or benefit or to be constructed or caused to be constructed by the Developer.

- 5. Following completion of the Improvements and payment of all fees, the Public Improvements for Twelve Oaks Plat 3 shall be accepted by the City Council of Polk City. The City Manager shall return the balance of said check, with the exception of the amount designated for re-seeding and the establishment of grass, following City Council's acceptance.
- 6. Following establishment of grass and payment of all fees, the City Manager shall return the balance of said check designated for such work.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

TWELVE OAKS, LLC

CITY OF POLK CITY, IOWA

By: _____

By: _____
Jason Morse, Mayor

Name: _____

ATTEST:

Title: _____

Jenny Gibbons, City Clerk

POLK CITY: TWELVE OAKS PLAT 3
PUNCH LIST
August 6, 2020

The following items shall be completed prior to Council acceptance of the public improvements:

CONTRACTOR ITEMS:

General:

1. Provide care until seeding has achieved 70% coverage on the entire site. Reseed disturbed areas as necessary to achieve grass coverage.
2. Remove construction materials and debris from site. This includes all stones, rocks, and concrete chunks found during grading operations.

Storm Sewer:

8. Clear dirt and debris from the following storm sewer structures and associated pipe runs:
 - b. Storm Manhole #6
 - d. Double Intake #11

Paving:

17. Clear all mud, straw, gravel, and all other construction debris from streets.
18. Remove and Reinstall 124 SY of concrete in cul-de-sac to allow for positive drainage throughout cul-de-sac.
19. Confirm ADA compliance has been achieved on all elements of the sidewalk ramps at the intersection of Twelve Oaks Drive and Marina Cove Drive. Remove and reinstall sidewalk ramp as required.

ENGINEERING ITEMS:

23. Provide CADD file of all public improvements so improvements can be added to Polk City's GIS database.

DEVELOPER ITEMS:

26. The developer shall be responsible for ongoing mowing of all grass and weeds in accordance with the Polk City Weed Ordinance.
28. Contact Kathleen for punch list update when all contractor items have been addressed. (\$200 fee per update required.)
29. Reimburse City for cost of all street signs.
30. Engineering review fees must be paid in full.

NOTE: Snyder & Associates reserves the right to, on a subsequent walk-thru, to add additional punch list items that do not appear on the original punchlist upon full inspection of the completed public improvements, including repairing of the cul-de-sac

**POLK CITY: TWELVE OAKS PLAT 3
PUNCH LIST****Walk-Thru / Punchlist #1: July 30, 2020**

Walk-Thru / Punchlist #2: August 4, 2020

Walk-Thru / Punchlist #3: August 6, 2020

The following items shall be completed prior to Council acceptance of the public improvements:

CONTRACTOR ITEMS:**General:**

1. Provide care until seeding has achieved 70% coverage on the entire site. Reseed disturbed areas as necessary to achieve grass coverage.
2. Remove construction materials and debris from site. This includes all stones, rocks, and concrete chunks found during grading operations.

Storm Sewer:

8. Clear dirt and debris from the following storm sewer structures and associated pipe runs:
 - b. Storm Manhole #6
 - d. Double Intake #11

Paving:

17. Clear all mud, straw, gravel, and all other construction debris from streets.
18. Remove and Reinstall 124 SY of concrete in cul-de-sac to allow for positive drainage throughout cul-de-sac.
19. Confirm ADA compliance has been achieved on all elements of the sidewalk ramps at the intersection of Twelve Oaks Drive and Marina Cove Drive. Remove and reinstall sidewalk ramp as required.

ENGINEERING ITEMS:

23. Provide CADD file of all public improvements so improvements can be added to Polk City's GIS database.

DEVELOPER ITEMS:

26. The developer shall be responsible for ongoing mowing of all grass and weeds in accordance with the Polk City Weed Ordinance.
28. Contact Kathleen for punch list update when all contractor items have been addressed. (\$200 fee per update required.)
29. Reimburse City for cost of all street signs.
30. Engineering review fees must be paid in full.

NOTE: Snyder & Associates reserves the right to, on a subsequent walk-thru, to add additional punch list items that do not appear on the original punchlist upon full inspection of the completed public improvements, including repairing of the cul-de-sac.

RESOLUTION NO. 2020-92

**A RESOLUTION APPROVING THE FINAL PLAT
FOR TWELVE OAKS PLAT 3**

WHEREAS, Twelve Oaks, L.L.C., 1129 Burr Oaks Drive, West Des Moines, Iowa, the Developer of Twelve Oaks, has submitted a Final Plat, including easements and legal documents for Twelve Oaks Plat 3; and

WHEREAS, on July 20, 2020, the Polk City Planning and Zoning Commission met and recommended approval of the Final Plat for Twelve Oaks Plat 3, subject to all review comments being satisfactorily addressed; and

WHEREAS, City Council has approved an Agreement to Complete which covers the Developer's responsibility for completing construction of the public improvements in conformance with SUDAS and the approved construction drawings; and

WHEREAS, no Building Permits shall be issued for any dwelling within Twelve Oaks Plat 3 until the public improvements have been accepted by City Council; and

WHEREAS, the City Engineer and the City Attorney have reviewed the Final Plat and all necessary legal documents including Warranty Deeds and easements and recommend approval of said final plat.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, the City Engineer and the City Attorney and deems it appropriate to approve the Final Plat including Easements and Warranty Deed for Twelve Oaks Plat 3 provided no Building Permits are issued for any dwelling with said plat until the public improvements have been accepted by City Council.

PASSED AND APPROVED the 10th day of August 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk