

Agenda

Notice of Meeting

Polk City | City Council

June 10, 2019 | 6:00 pm

City Hall | Council Chambers

Broadcast live at <https://polkcityia.gov/page/LiveStream>

Tentative Meeting Agenda

Jason Morse | Mayor

Jeff Walters | Pro Tem

City Council Members: David Dvorak | Mandy Vogel | Ron Anderson | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

- 4. 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 come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.

5. Consent Items

- a. City Council Meeting Minutes for May 28, 2019
- b. Receive and file the Parks Meeting Minutes for June 3, 2019
- c. Claims listing dated June 10, 2019
- d. Twelve-month Tobacco Permit for Kum & Go Store # 135 effective July 1, 2019
- e. Receive and file the May 2019 Water Report
- f. Hire the following individuals for Summer Rec positions, pending successful completion of background:
 - Assistant Director, Willa Harvey (Philpott) at \$10.50 per hour
 - Group Leaders
 - Michelle Bakken, \$10 per hour
 - Nicole Pierce, \$9.50 per hour
 - Alex Fahey, \$9.50 per hour
 - Katherine Mueller, \$9.50 per hour
 - Brandi Halterman, \$9.50 per hour
 - Madison Fowler, \$9 per hour
 - Skyler Park, \$9 per hour
 - Group Assistants
 - Lauren Jaschke, \$8 per hour
 - Evan Bakken, \$8 per hour
 - Kaitlyn Richards, \$8 per hour
 - Grace Vandrekol, \$8 per hour
 - Caden McCoy, \$7.75 per hour
 - Kaden Halterman, \$7.75 per hour
 - Isabelle Friedman, \$7.75 per hour
 - Taryn Jackson, \$7.75 per hour
- g. Receive and file the Library Board Meeting Minutes for May 6, 2019
- h. Receive and file the May 2019 Library Stats Report

- i. Receive and file the May 2019 Library Director Report
- j. Receive and file Library Resolution 2019-01L accepting donation items from the Friends of the PC Library
- k. A twelve months Class E Liquor License with Class B Native Wine permit, Class C Beer permit and Sunday Sales privileges for Casey's General Store #1144 located at 1100 S 3rd Street effective August 9, 2019
- l. Receive and file the April 2019 Fire Department Report

6. Business Items

- a. Resolution 2019-50 authorizing \$2,000 fund commitment for the Iowa Community Vision project

7. Reports & Particulars

Polk County Radio presentation – Chief Kendig & Chief Mitchell
Mayor, Council, City Administrator, Staff, Boards, and/or Commissions

8. Adjournment

--next meeting date June 24, 2019

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., TUESDAY, May 28, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on May 28, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p>Mayor and City Council Members Present: Jason Morse Mayor Dave Dvorak City Council Member Mandy Vogel City Council Member Ron Anderson City Council Member Robert Sarchet City Council Member</p> <p>Mayor and City Council Members Absent: Jeff Walters Pro Tem</p>	<p>Staff Members Present: Don Sandor Interim City Administrator Lindsey Huber Assistant City Administrator/Finance Director Jenny Gibbons City Clerk Amy Beattie City Attorney Kathleen Connor City Engineering Representative Trace Kendig Police Chief Jim Mitchell Fire Chief Jamie Noack Library Director</p>
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1. **Call to Order** / Mayor Morse called the meeting to order at 6:00 p.m.

2. **Roll Call** / Dvorak, Vogel, Anderson, Sarchet | In attendance
 Walters | Absent

3. **Approval of Agenda**

MOTION: A motion was made by Sarchet and seconded by Walters to approve the meeting agenda.

MOTION CARRIED UNANIMOUSLY

4. **Public Hearings**

a. Mayor Morse opened the Public Hearing at 6:00 p.m. on the proposed East Grimes Street and Deer Haven Street Intersection Repairs Project. Jenny Gibbons, City Clerk, said the notice was published May 17, 2019 and no comments had been received for or against the project. Kathleen Connor, City Engineering Representative said there were 7 bids received and 1 bid was withdrawn. Alliance was the low bidder in the amount of \$85,476.50. The project will fix rideability issues and create a smoother design at the intersection. 25 working days are included, and the project should proceed between June 10 and September 3rd. Trent Smith of 405 Deer Haven was present to express concern for his new neighbor's driveway access during the project. No one else was present to be heard for or against the proposed project.

MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:05 pm and reopen the regular meeting.

MOTION CARRIED UNANIMOUSLY

i. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-43 awarding contract

MOTION CARRIED UNANIMOUSLY

ii. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2019-44 approving contract and bond

MOTION CARRIED UNANIMOUSLY

b. Mayor Morse opened the Public Hearing at 6:06 p.m. on the proposed Budget Amendment FY 18/19. Jenny Gibbons, City Clerk, said the notice was published May 17, 2019 and no comments had been received for or against the amendment. Lindsey Huber, Assistant city Administrator/Finance Director provided details on the amendment to the FY 18/19 Budget. No one was present to be heard for or against the proposed amendment.

MOTION: A motion was made by Vogel and seconded by Dvorak to close the public hearing at 6:09 pm and reopen the regular meeting

MOTION CARRIED UNANIMOUSLY

- i. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2019-36 approving the Budget Amendment for FY 18/19

MOTION CARRIED UNANIMOUSLY

- c. Mayor Morse opened the Public Hearing at 6:11 p.m. on the proposed Development Agreement with MJR Development and Polk County. Jenny Gibbons, City Clerk, said the notice was published May 17, 2019 and no comments and been received for or against the agreement. Don Sandor, Interim City Administrator provided a report. No one was present to be heard for or against the proposed agreement.

MOTION: A motion was made by Sarchet and seconded by Anderson to close the public hearing at 6:11 pm and reopen the regular meeting.

MOTION CARRIED UNANIMOUSLY

- i. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2019-49 approving the Development Agreement

MOTION CARRIED UNANIMOUSLY

5. Public Comments | None

6. Consent Items

MOTION: A motion was made by Dvorak and seconded by Sarchet to approve the amended consent agenda items

- a. City Council Meeting Minutes for May 13, 2019
- b. City Council Work Session Meeting Minutes for May 13, 2019
- c. Receive and file the P&Z Meeting Minutes for May 20, 2019
- d. Claims listing dated May 28, 2019
- e. April 2019 Finance Report
- f. Appointment of Stephanie Campbell to the Parks Commission for a term expiring December 31, 2022
- g. Twelve months High Proof Brew Pub Liquor License for Fenders effective July 14, 2019
- h. Resolution 2019-42 approving a Lot Tie Agreement for Morse 2018 Trust
- i. Twelve-month Tobacco Permit for Casey's Store # 1144 effective July 1, 2019
- j. Twelve-month Tobacco Permit for Fareway Store #137 effective July 1, 2019
- k. Twelve-month Tobacco Permit for Tournament Club of Iowa effective July 1, 2019
- l. Resolution 2019-47 accepting donation of flashlights and charging bank from PCPOA to the Police Department

MOTION CARRIED UNANIMOUSLY

7. Business Items

- a. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2019-41 authorizing contract with Aureon Technology for managed IT services

MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2019-45 approving the amended Site Plan for Beautiful Savior Lutheran Church

MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2019-46 approving the amended Site Plan for Lakeside Fellowship Church

MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-48 approving the Preliminary Plat for Bridgeview Plat 2

MOTION CARRIED UNANIMOUSLY

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

- Police Chief Kendig thanked the Polk City Police Officer Association for donating the flashlights and charging banks
- Library Director Noack reminded everyone to attend the Summer Reading Kick Off event on the square Friday May 31st, and then the book sale June 7th and 8th at the Library. Noack said the Library will be switching to Mi-Fiber by July to avoid service outages in the future
- Council Member Sarchet attended a meeting with Iowa State Extension, Trees Forever, Don Sandor, Steve Karsjen and Kathleen Connor for a program called Community Visioning.

- Council Member Anderson asked if Ken Morse had looked at Bridgeview Plat 2 regarding trees. Mr. Morse was in the audience and responded no, that he hadn't been asked to review that area.
- Mayor Morse said the farmers market kick off went well. 48 vendors have signed up this year, expanding the area to another side of the square. Mayor shared some of the topics discussed during the 3rd grader visit to City Hall Friday.

9. Adjournment

MOTION: A motion was made by Anderson to adjourn at 6:45 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, June 10, 2019 at 6:00 p.m.

Jason Morse, Mayor

Attest

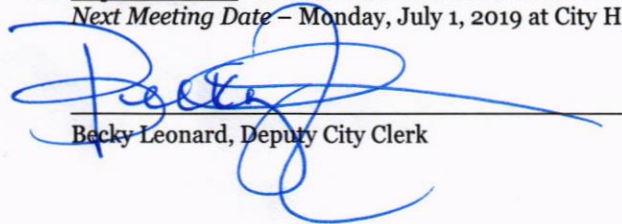
Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, June 3, 2019
Lost Lake Park

Polk City, Parks Commission held a meeting at 6:00 p.m., on June 3, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><u>Parks Commission Members Present:</u> Kelley Haaland Chair Josh Ludwig Pro Tem Holly Motsch Parks Commission Member Amy Bentley Parks Commission Member Josh Reed Parks Commission Member Ashley Delaney Parks Commission Member Stephanie Campbell Parks Commission Member</p>	<p><u>Staff Members Present:</u> Becky Leonard Deputy City Clerk</p> <p><u>Additional Attendees:</u> Ken Morse Tree Board</p>
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1. **Call to Order** | *The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Motsch, Ludwig, Haaland, Reed, Campbell | In attendance
Bentley arrived at 6:05 | Delaney arrived at 6:08pm
3. **Approval of Minutes**
MOTION: A motion was made by Reed and seconded by Motsch to approve the May 6, 2019 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None.
5. **Future Meet and Greet**
The Commission discussed a future meet and greet event to allow residents to meet the Parks Commission members and learn more about the City Parks. The Commission would like to use this opportunity to gain input on what residents would like to see in the parks. Input received will help future prioritization of improvements as funding becomes available. Other ideas mentioned included having an ice cream social, popsicles in the park, as well as park maps to handout. Further details will be discussed at the July 1, 2019 Parks Commission meeting.
6. **Tree Board Report** | No report
7. **Staff Report** | No report
8. **Public Works Report** | No report
9. **Commission Report** | No report
10. **Adjournment** - A unanimous motion was made to adjourn at 6:34pm.
Next Meeting Date - Monday, July 1, 2019 at City Hall


Becky Leonard, Deputy City Clerk

CLAIMS REPORT

The City of Polk City

For **6/10/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
ALL	GENERAL	FIRST BANKCARD	CITY CREDIT CARD	\$5,990.02
ALL	GENERAL	STAPLES	SUPPLIES	\$552.55
BLDG	GENERAL	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$4,521.16
BLDG	GENERAL	SAFE BUILDING COMP. & TECH	BUILDING INSPECTIONS	\$19,709.19
CH	GENERAL	AUREON TECHNOLOGY	MONTHLY INTERNET/CIRCUIT	\$248.79
CH	GENERAL	AUREON TECHNOLOGY	SERVICE CALL	\$176.00
CH	GENERAL	BRICK LAW FIRM	LEGAL SERVICES	\$3,990.00
CH	GENERAL	BUSINESS PUBLICATIONS CORP	PUBLIC NOTICES	\$610.18
CH	GENERAL	CENTURY LINK	PHONE SERVICE	\$24.40
CH	GENERAL	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$16.00
CH	GENERAL	DOORS INC	DOOR REPAIRS	\$177.20
CH	GENERAL	GRINNELL STATE BANK	BANK CHARGES	\$16.51
CH	GENERAL	IOWA CITY/COUNTY MAN. ASS.	MEMBERSHIP	\$150.00
CH	GENERAL	M.I.A.L.G.	DUES FY2019-20	\$350.00
CH	GENERAL	MAIN STREET CHECKS	DEPOSIT SLIP REORDER	\$19.47
CH	GENERAL	MEDIACOM	INTERNET SERVICE	\$137.45
CH	GENERAL	P & M APPAREL	SHIRTS	\$887.00
CH	GENERAL	POLK COUNTY RECORDER	RECORDING FEE	\$27.00
CH	GENERAL	RELIABLE MAINTENANCE CO	JANITORIAL SERVICE - MAY	\$160.00
CH	GENERAL	TOTAL QUALITY INC.	LAWNCARE	\$144.29
CH	GENERAL	U.S. POSTAL SERVICE	PO BOX RENTAL	\$88.00
CIVIL DEFENSE	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$16.72
COMM RM	GENERAL	RELIABLE MAINTENANCE CO	JANITORIAL SERVICE - MAY	\$120.00
FD	GENERAL	AUREON TECHNOLOGY	MONTHLY INTERNET/CIRCUIT	\$218.80
FD	GENERAL	EMSLRC	CED	\$40.00
FD	GENERAL	MERCY NORTH PHARMACY	RX SUPPLIES	\$429.77
FD	GENERAL	NELSON AUTOMOTIVE	M3 SERVICED	\$50.90
FD	GENERAL	NELSON AUTOMOTIVE	M4 SERVICED	\$37.69
FD	GENERAL	PAULA CASKEY	SEW ON PATCHES	\$30.00
FD	GENERAL	RACOM	EDACS ACCESS	\$671.16
FD	GENERAL	STIVERS	M3-BODY REPAIR	\$472.06
FD	GENERAL	VERIZON WIRELESS	PHONE AND DATA PLAN	\$17.06
LIB	GENERAL	BAKER & TAYLOR	BOOKS	\$19.16
LIB	GENERAL	CLEANING CONNECTION INC	JANITORIAL JUNE 19	\$398.92
LIB	GENERAL	CLIVE PUBLIC LIBRARY	THE PUBLIC LICENSE	\$60.00
LIB	GENERAL	MICROMARKETING, LLC	BOOKS ON CD	\$39.99
LIB	GENERAL	PAM WITT	REIMBURSEMENT-MILEAGE	\$107.30
PARKS	GENERAL	CENTRAL PUMP & MOTOR	MARINA COVE POND MAINTENANCE	\$1,829.85
PARKS	GENERAL	CITY LAUNDERING	FIRST AID SUPPLIES	\$142.52
PARKS	GENERAL	D & K PRODUCTS	BRUSHMASTER/GRASS SEED	\$337.50
PARKS	GENERAL	DOORS INC	DOOR REPAIRS	\$177.20
PARKS	GENERAL	POLK COUNTY HEATING & COOLING	VOLLEYBALL CT DRAINAGE REPAIR	\$690.00
PARKS	GENERAL	RELIABLE MAINTENANCE CO	JANITORIAL SERVICE - MAY	\$480.00
PARKS	GENERAL	TOTAL QUALITY INC.	LAWNCARE	\$15,789.69
PARKS	GENERAL	WASTE SOLUTIONS OF IOWA	PORTABLE TOILET RENTAL	\$240.00
PARKS	GENERAL	WRIGHT OUTDOOR SOLUTIONS	PLAYGROUND MULCH	\$2,000.00
PD	GENERAL	AT&T MOBILITY	611 PHONE/AIR CARDS	\$250.98
PD	GENERAL	AUREON TECHNOLOGY	MONTHLY VOIP/PBX	\$512.09
PD	GENERAL	BRICK LAW FIRM	PROSECUTIONS	\$2,400.00
PD	GENERAL	KIESLER'S POLICE SUPPLY	TRAINING GLOVES	\$933.00
PD	GENERAL	NELSON AUTOMOTIVE	REPAIR PARTS	\$53.97
PD	GENERAL	WAL-MART	SUPPLIES	\$25.69
PW	GENERAL	INTERSTATE ALL BATTERY CENTER	BATTERY MOSQUITO SPRAYER	\$51.30
ROAD	ROAD	ANKENY SANITATION	TRASH SERVICE	\$489.70
ROAD	ROAD	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$205.55
ROAD	ROAD	BRICK LAW FIRM	DEER HAVEN & GRIMES	\$585.00
ROAD	ROAD	D & K PRODUCTS	BRUSHMASTER/GRASS SEED	\$575.50
ROAD	ROAD	QUALITY STRIPING INC	STREET PAINTING	\$8,031.12
SEWER	SEWER	FERGUSON WATERWORKS	METERS	\$4,503.35
SEWER	SEWER	I.A.M.U.	CIASSO JUNE-AUG 2019	\$886.57
SEWER	SEWER	IA DEPT OF REVENUE	SALES TAX	\$337.00
SEWER	SEWER	IOWA ONE CALL	UNDERGROUND LOCATIONS	\$134.30

CLAIMS REPORT

The City of Polk City

For **6/10/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
SEWER	SEWER	KECK ENERGY	DIESEL	\$940.09
WATER	WATER	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$507.95
WATER	WATER	D & K PRODUCTS	BRUSHMASTER/GRASS SEED	\$110.00
WATER	WATER	DES MOINES WATER WORKS	PURCHASED WATER	\$26,996.89
WATER	WATER	ELECTRONIC ENGINEERING CO.	CB RADIO SUPPLIES	\$984.22
WATER	WATER	IA DEPT OF REVENUE	EXCISE TAX	\$3,779.00
WATER	WATER	KIMBALL MIDWEST	SUPPLIES	\$49.99
WATER	WATER	POLK COUNTY HEATING & COOLING	WATER LEAK-WRA LIFT STATION	\$1,050.00
WATER	WATER	QUICK SUPPLY CO	SUPPLIES	\$289.00
WATER	WATER	SHERMAN COMPANY LLC	WELL 5-REPAIR/MAINTENANCE	\$9,436.50
WATER	WATER	WOOD ROOFING COMAPNY INC	REPAIR WATER PLANT ROOF LEAK	\$167.00
TOTAL				\$126,697.26
		GENERAL		\$66,638.53
		ROAD USE		\$9,886.87
		SEWER		\$6,801.31
		WATER		\$43,370.55
		TOTAL		\$126,697.26

General Instructions

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

Business Information

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

Legal Ownership Information

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

Retail Information

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

Permit Fees

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

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

For City Clerk/County Auditor Only

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

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

All retailers need to sign up for the cigarette/tobacco elist (Listserv).

Instructions on the reverse side

For period (MM/DD/YYYY) 7 / 1 / 19 through June 30, 20

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

Business Information:

Trade Name/DBA Kum & Go # 135
Physical Location Address 303 W Broadway St Polk City IA ZIP 50226
Mailing Address 1459 Grand Ave City Des Moines State IA ZIP 50309
Business Phone Number 515-984-6956

Legal Ownership Information:

Type of Ownership: Sole Proprietor [] Partnership [] Corporation [] LLC [x] LLP []
Name of sole proprietor, partnership, corporation, LLC, or LLP Kum & Go LLC
Mailing Address 1459 Grand Ave City Des Moines State IA ZIP 50309
Phone Number 515-457-6000 Fax Number X Email Licenses@Kumandgo.Com

Retail Information:

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

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

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

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

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

Name (please print) Charles Campbell. Name (please print)
Signature [Signature] Signature
Date 5/29/19 Date

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

FOR CITY CLERK/COUNTY AUDITOR ONLY - MUST BE COMPLETE

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

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.
• Email: iapledge@iowaabd.com
• Fax: 515-281-7375

Polk City Water Department

Monthly Report

Month May

Year 2019

Total Water Pumped 12994968 Gallons

Monthly Daily Avg 419192 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** absent University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .2 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 .41 mg/l Polk City Lab.
Fluoride in System- Monthly Average .41 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** .84 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.69 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .64 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.11 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 5.72 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .06 mg/l Polk City Lab.
Iron System Water- Monthly Average .06 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** .26 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .19 mg/l Polk City Lab.
Manganese System Water- Monthly Average .09 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 8.4 mg/l Polk City Lab.
pH System Water- Monthly Average 8.7 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 of the Meeting of
The Polk City Community Library Board of Trustees
May 6, 2019

- I. The Meeting was called to Order by Mike Miller at 6:04pm.
- II. Motion made by Lisa Mart and seconded by Angie Conley to add March 2019 to the Consent agenda, passed unanimously.
- III. Motion made by Angie Conley and seconded by Sara Olson to approve the Agenda for this Meeting, passed unanimously.

Board Members Present: Corey Hoodjer (Late), Lisa Mart, Mike Miller, Angie Conley, Sara Olson

Board Members Absent:

Library Director Present: Jamie Noack

City Council Liaison Present: Mandy Vogel

Guests Present: Maryann Mori, Pam Witt

IV. Consent Items

1. Consider motion to approve the Library Board Minutes for April 1, 2019
2. Consider motion to approve the February 2019 Finance Reports.

Motion to approve consent items made by Lisa Mart, seconded by Sara Olson, passed unanimously.

V. Communication from the Public: None

VI. Director's Report:

Library Statistics:

- Circulation and library usage was consistent with April 2018
 - April 2019 circulation was 14 higher than April 2018 when accounting for auto-renewal.
 - The number of patrons visiting the library was up 5 people from last April.
 - Adventure Pass stats: 10 Adventure Passes were used in April saving patrons \$418.
 - Library Patrons saved \$50,683 in April by borrowing materials from the library verses purchasing them.

What's New:

- We have an offer from Mi-Fiber to run fiber internet cable to the library at no cost. This is a savings of tens of thousands of dollars. However, it would involve moving our website hosting away from Centurylink to an independent host which is time consuming and beyond my expertise. We are researching options.
- Our Mermaid Party on April 27 had 148 attendees.
- Our How Iowa Met Baseball program on April 30 was well attended by 27 individuals.
- We have 12 volunteers lined up for our summer reading programs.
- April 10, Director Noack spoke at the Polk City Chamber and Economic Development Lunch & Learn. After the program, two business offered to do adult programs at the library; one focusing on estate planning and the other on insurance for small business owners.
- The Friends of the Library purchased a new popcorn machine for us.
- April 15, Director Noack attended Grow with Google at the Des Moines Public Library to learn about using digital resources to empower your community. The library is now recognized as a Google Partner and we are looking at the programming options this opens to us.
- April 25, Director Noack attended the ILA Spring Leadership Symposium in Mason City focusing on intellectual freedom and resources for disaster recovery.
- Staff evaluations are complete and salary requests are on the agenda.
- May 9, Director Noack will attend the 2019 Director Roundtable at WDM Public Library. The theme for this year is Libraries Engage Communities.
- The final Maker Monday is May 13. This program will not continue next year due to the changes in North Polk's late start schedule.

Upcoming Programs:

- May 7 After School Drop-In Fun (Sewing/Legos/Games/Popcorn)
- May 9 Iowa's Hidden Treasures 6:30
- May 13 Maker Monday 8:30
- May 14 Euchre 1:00
- May 14 Adult Coloring 6:00
- May 31 Summer Reading Kick-Off on the Square 5:30
- June 7-8 Friends of the Library Book Sale
- June 13 Instant Pot Program 6:30
- June 18 Toy Story Party 6:30
- June 19 Teen DIY Tanks & Tees 2:00
- June 20 A Place for Everything 6:30
- June 26 POW's in Iowa 1:30
- July 19 What's It Worth? Antique appraisal program 4-7 @ fire station

VII. City Council Liaison Report:

1. Hired a interim Administrator
2. Hired a firm to do the search

VIII. Board Education:

1. None

IX. Agenda Items:

1. Approve hiring of [Mary Kathryn Pitcher \(Kalynn\)](#) as temporary summer employee at a rate of \$9/hour. Lisa Mart moved to approve the hiring of Maryann and Angie Conley seconded. Motion passed unanimously.
2. Approve staff salaries for 2019-2020 as follows: Angie Conley moved to approved staff salaries for 2019-2020, Sara Olson seconded. Motion passed unanimously.
 - a. Pam Witt \$21.74
 - b. Brittany Burk \$18.72
 - c. Linda Hall \$12.96
3. Nomination of 2019-2020 Library Board officers Lisa Mart nominated Mike Miller for president, Mike Miller nominated Corey Hoodjer Angie Conley nominated Lisa Mart for president, Lisa Mart nominated Angie for secretary.
4. Approve Mobile [Hot Spot policy](#) Angie Conley made a motion to approve the Hot Spot policy to include limiting checkout 10 times a year with 48 hour wait time per household. Lisa Mart seconded; motion passed unanimously.

X. Adjourn-Motion to adjourn made by Angie Conley moved to adjourn the meeting seconded by Sara Olson, motion passed unanimously at 6:24pm

XI. Work Session with MaryAnn Mori: Demographic analysis of community and how the library serves the community 6:30pm

Next Meeting: June 3, 2019 at 6:30 p.m.

Respectfully Submitted, Lisa Mart

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

LIBRARY -MAY 2019 STATS SNAPSHOT	May 2018	May 2019	April 2018
Total Visitors	2,712	2,445	2,434
People Checking Out	399	433	438
Polk City Cardholders	355	375	374
Polk City Checkouts	3,174	3,644	3,473
Open Access Cardholders	28	25	29
Open Access Checkouts	225	261	262
Rural Cardholders	16	33	35
Rural Checkouts	131	392	296
Auto Renewals (began in September 2018)	NA	829	764
Total Checkouts (incl. Bridges)	4,020	4,802	4,031
Total Checkouts (adjusted for auto-renewal)	4,020	3,973	3,745
Bridges E-book/Audiobook Checkouts	490	505	478
Incoming ILL Books	28	40	42
Outgoing ILL Books	30	29	33
Reserves Placed	186	224	211
Materials Added	159	146	154
Materials Withdrawn	581	471	77
New Cards Issued	15	20	8
Computer Users	92	97	134
WiFi Users (on site)	33	39	48
Reference Questions	214	159	137
AWE Station Usage	162	110	98
AWE Games Played	203	290	274
Adult Programs	22	22	24
Adult Program Attendance	162	190	227
Youth Programs	16	22	15
Youth Program Attendance	770-SRP outreach	952-SRP outreach	446
Tutoring	22	16	16
No. of Meeting Room Uses by Outside Groups	3	3	1
Patron Savings (physical materials only)	\$50,812	\$51,670	\$50,683
Blank Park Zoo Adventure Pass (\$44)	6	5	6
Science Center of Iowa Adventure Pass (\$44)	2	3	3
Living History Farms Adventure Pass (\$51)	3	1	0
Botanical Gardens Adventure Pass (\$34)	2	1	1
Brenton Skating Plaza (\$46.50)	NA		0
Des Moines Children's Museum (\$36)	NA	3	
TOTAL ADVENTURE PASS SAVINGS	\$560.50	\$545	\$418
Summer Reading Signups (0-11)			
Summer Reading Signups (12-18)			
Adult Reading Participation			

Library Director's Report

May 2019

Library Statistics:

- Circulation and library usage was consistent with May 2018
 - May 2019 circulation was 47 less than May 2018 when accounting for auto-renewal.
 - The number of patrons visiting the library was up down 267 people from last May. We attribute this to the fact that most school visits related to the summer reading program happened at the school rather than the library due to weather.
 - Adventure Pass stats: 13 Adventure Passes were used in May saving patrons \$545.
 - Library Patrons saved \$51,670 in May by borrowing materials from the library verses purchasing them.
 - We had approximately 250 people attend our summer reading kickoff event on the Square on Friday night.

What's New:

- Mi-Fiber expects to have us connected to by July 1.
- The library was closed on May 17 due to internet outage. Centurylink advised it would be 2:00 pm on Saturday before service was restored.
- Our Iowa's Hidden Treasures program on May 9 was well attended by 35 individuals.
- We have 12 volunteers lined up for our summer reading programs.
- The Friends of the Library book sale will be June 7 & 8.
- May 9, Director Noack attended the 2019 Director Roundtable at WDM Public Library. The theme for this year was Libraries Engage Communities. We are exploring lots of new programming options as a result of this session.
- July 14, we are co-sponsoring a screening of the movie "The Public" at the Urbandale Public Library. Screening begins at 6:00 pm.

Upcoming Programs:

- June 3 Cribbage 1:00
- June 7-8 Friends of the Library Book Sale
- June 10 Summer Reading Programs begin
- June 11 Euchre 1:00
- June 11 Adult Coloring 1:00
- June 13 Instant Pot Program 6:30
- June 18 Toy Story Party 6:30
- June 19 Teen DIY Tanks & Tees 2:00
- June 20 A Place for Everything 6:30
- June 26 POW's in Iowa 1:30
- June 27 DIY Galaxy Tshirt 6:00
- July 4 Library Closed
- July 10 Friends of the Library meeting 6:30
- July 11 DIY Cosmic Soaps 6:00
- July 18 Apollo 11 movie 1:30 & 6:00
- July 19 Library closes at noon-Four Seasons Festival
- July 19 What's It Worth? Antique appraisal program 4-7 @ fire station
- July 20 Library closed-Four Seasons Festival
- July 29 DIY Card Crafting 6:00

RESOLUTION NO. 2019-01L

**A RESOLUTION ACCEPTING DONATION ITEMS FOR
THE POLK CITY COMMUNITY LIBRARY**

WHEREAS, the Friends of the Polk City Library has collected funds through grants and fund-raising activities; and

WHEREAS, the Friends of the Polk City Library wishes to donate a new Paragon Theatre Pop popcorn machine; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Polk City Community Library hereby accepts the donation of the popcorn machine.

PASSED AND APPROVED on the 3rd day of June 2019.

Corey Hoodjer, President
Lisa Mart, Secretary

Applicant License Application (LE0001958)

Name of Applicant: <u>CASEY'S MARKETING</u>		
Name of Business (DBA): <u>CASEY'S GENERAL STORE #1144</u>		
Address of Premises: <u>1100 S 3RD ST</u>		
City <u>Polk City</u>	County: <u>Polk</u>	Zip: <u>50226</u>
Business <u>(515) 984-6021</u>		
Mailing <u>PO Box 3001</u>		
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>500218045</u>

Contact Person

Name <u>JESSICA FISHER, Store Operations</u>
Phone: <u>(515) 446-6404</u> Email <u>JESSICA.FISHER@caseys.com</u>

Classification Class E Liquor License (LE)

Term:12 months

Effective Date: 08/09/2019

Expiration Date: 08/08/2020

Privileges:

- Class B Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>
Corporate ID Number: <u>XXXXXXXXXX</u> Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

42-0935283 CASEY'S GENERAL STORES, INC.

First Name: 42-0935283 **Last Name:** CASEY'S GENERAL STORES, INC.
City: ANKENY **State:** Iowa **Zip:** 50021-804
Position: OWNER
% of Ownership: 100.00% **U.S. Citizen:** Yes

MICHAEL RICHARDSON

First Name: MICHAEL **Last Name:** RICHARDSON
City: PLEASANT HILL **State:** Iowa **Zip:** 50327
Position: PRESIDENT
% of Ownership: 0.00% **U.S. Citizen:** Yes

JULIA L. JACKOWSKI

First Name: JULIA L. **Last Name:** JACKOWSKI

City: URBANDALE **State:** Iowa **Zip:** 50322
Position: SECRETARY
% of Ownership: 0.00% **U.S. Citizen:** Yes

James Pistillo

First Name: James **Last Name:** Pistillo
City: Urbandale **State:** Iowa **Zip:** 50323
Position: Treasurer
% of Ownership: 0.00% **U.S. Citizen:** Yes

JOHN SOUPENE

First Name: JOHN **Last Name:** SOUPENE
City: ANKENY **State:** Iowa **Zip:** 50023
Position: VICE-PRESIDENT
% of Ownership: 0.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>Merchants Bonding Company</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Polk City Fire Department - 2019 Call Response Statistics

April

Call Numbers by Call Type

Fire Alarm	1	1.6%
Fire Assignment	11	17.7%
Investigation Assignment	0	0.0%
Medical Assignment	25	40.3%
Rescue Assignment	5	8.1%
COQ - Fire	0	0.0%
COQ - EMS	20	32.3%
Special Assignment	0	0.0%
Water/Ice Rescue	0	0.0%
Totals	62	

Call Numbers By Day

Monday	9	14.5%
Tuesday	11	17.7%
Wednesday	7	11.3%
Thursday	8	12.9%
Friday	10	16.1%
Saturday	11	17.7%
Sunday	4	6.5%
Totals	60	

Call Numbers By Time Frame

05:00-07:00	4	6.5%
07:00-09:00	2	3.2%
09:00-11:00	6	9.7%
11:00-13:00	6	9.7%
13:00-15:00	7	11.3%
15:00-17:00	11	17.7%
17:00-19:00	8	12.9%
19:00-21:00	6	9.7%
21:00-23:00	5	8.1%
23:00-01:00	4	6.5%
01:00-03:00	0	0.0%
03:00-05:00	3	4.8%
Totals	62	

Call Numbers By ALS

M1 - Dan G.	4	8.0%
M2 - Adam V	0	0.0%
M3 - Jobe S.	0	0.0%
M4 - Jeremy R.	0	0.0%
M5 - Jim M.	0	0.0%
M6 - Mark M.	0	0.0%
M7 - Dottie V.	0	0.0%
M8 - John M.	0	0.0%
M9- Craig S.	0	0.0%
M10 - Mike B.	5	10.0%
M11 - Nathan M.	0	0.0%
M12- Rich D.	0	0.0%
M14- Joel S.	0	0.0%
M15 - Ross B.	0	0.0%
Ankeny	0	0.0%
Totals	9	18.0%

Call Numbers By Shift

Mon-Fri Day (0600-1800)	32	51.6%
Mon-Fri Evening (1800-2200)	10	16.1%
Mon-Fri Night (2200-0600)	7	11.3%
Sat/Sun Day (0600-1800)	9	14.5%
Sat/Sun Evening (1800-2200)	3	4.8%
Sat/Sun Night (2200-0600)	1	1.6%

New Recruits

Active New Recruits	7	18.4%
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Active Members

Active Members	37	
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Call Numbers By Mutual Aid

Ankeny Fire Department	25	
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Transports By Hospital

Blank Children's Hospital	0	0.0%
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Granger Fire Department	0	
Grimes Fire Department	2	
Johnston Fire Department	5	
Madrid Fire Department	0	
Story County	0	
Other	0	
Totals	32	51.6%

Call Numbers By Automatic Aid		
Granger Fire Dept	1	
Ankeny Fire Dept	2	
Totals	3	4.8%

Call Numbers By Month		
January	0	0.0%
February	0	0.0%
March	0	0.0%
April	62	100.0%
May	0	0.0%
June	0	0.0%
July	0	0.0%
August	0	0.0%
September	0	0.0%
October	0	0.0%
November	0	0.0%
December	0	0.0%
Totals	62	

Call Numbers By Division		
Fire Division	12	19.4%
EMS Division	50	80.6%
Totals	62	

Call Totals By Call Reason		
Abdominal Pain	2	3.2%
Allergic Reaction	0	0.0%
Altered LOC	0	0.0%

Boone County Hospital	0	0.0%
Broadlawns	1	4.3%
Dallas County Hospital	0	0.0%
Lutheran	0	0.0%
Mary Greeley	0	0.0%
Mercy Medical Center	11	47.8%
Mercy West Lakes	0	0.0%
Methodist	8	34.8%
Methodist West	3	13.0%
VA	0	0.0%
Totals	23	

Call Numbers by Response Area		
IN Polk City Response Area	29	46.8%
OUT of Polk City Response	33	53.2%
Totals	62	

Call Numbers by Apparatus		
Car 450	11	17.7%
Car 461	5	8.1%
Car 459	13	21.0%
Brush 457	9	14.5%
Engine 451	4	6.5%
Tender 456	0	0.0%
Rescue 458	10	16.1%
Special Operations 467	0	0.0%
Ambulance M2	30	48.4%
Ambulance M3	27	43.5%
Boat 4599	0	0.0%

Call Totals By Call Reason		
Seizure	0	0.0%
Sick & Care	6	9.7%
Smoke Investigation	0	0.0%

Animal Bite	0	0.0%
Apnea (Not Breathing)	0	0.0%
Arm Injury	0	0.0%
Assault	0	0.0%
Assistance	0	0.0%
Back Pain	0	0.0%
Bicycle Accident	1	1.6%
Burns	0	0.0%
Change of Quarters/Standby	20	32.3%
Chest Pain/Cardiac	3	4.8%
Choking	0	0.0%
Code 4 (possible death)	0	0.0%
Commercial Fire	4	6.5%
CPR in Progress	0	0.0%
Crash unknown Injuries	1	1.6%
Crash with Injuries	4	6.5%
Diabetic Problem	1	1.6%
Difficulty Breathing	2	3.2%
Dislocated Shoulder	0	0.0%
Fall	8	12.9%
Fire - Other	0	0.0%
Grass/Brush Fire	3	4.8%
Haz-mat Clean-up	0	0.0%
Head Injury	0	0.0%
Heat Problems	0	0.0%
Ice Rescue	0	0.0%
Illegal Burn	0	0.0%
Insect Bite	0	0.0%
Labor/Delivery	0	0.0%
Leg Injury	0	0.0%
Motorcycle Accident	0	0.0%
Natural Gas Odor	0	0.0%
Odor Investigation	0	0.0%
Medical - Other	0	0.0%
Overdose	1	1.6%
Psychiatric Problem	0	0.0%
Public Assist	1	1.6%
Residential Fire	5	8.1%

Stroke/CVA	0	0.0%
Sucide Attempt	0	0.0%
Syncope/Passed Out	0	0.0%
Transport (Medical)	0	0.0%
Trauma	0	0.0%
Under the Influence	0	0.0%
Unknown Medical Problem	0	0.0%
Unresponsive	0	0.0%
Vehicle Fire	0	0.0%
Water Rescue	0	0.0%

0

Staffing Summary		
Resident - Paid on Call	24	64.9%
Resident - POC/Part Time	3	8.1%
Non-Resident - POC	0	0.0%
Non-Resident - POC/Part Time	9	24.3%
Total Fire Department Staff	37	

RESOLUTION NO. 2019-50

**A RESOLUTION APPROVING A FINANCIAL CONTRIBUTION FOR THE
COMMUNITY VISIONING PROGRAM GRANT**

WHEREAS, the Polk City Chamber and Economic Development Corporation (PCCEDC) is desirous to partner with the City of Polk City, Iowa to commit to the Community Visioning Program; and

WHEREAS, the Community Visioning program is intended to help improve transportation in smaller communities through the development of conceptual plans and implementation strategies; and

WHEREAS, the program grant requires a commitment of involvement from personnel and a financial contribution of \$2,000 towards the implementation of a project proposed through the visioning process; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa to commit to the Community Visioning Program Grant with a financial contribution in the amount of \$2,000 towards a future proposed project.

PASSED AND APPROVED the 10th day of June 2019.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: June 10, 2019
To: Mayor and City Council
From: Don Sandor, Interim City Administrator
Subject: Support for Community Visioning program

BACKGROUND: The Iowa's Living Roadway Community Visioning program is a program offered jointly by Trees Forever, Iowa Department of Transportation, and Iowa State Extension. It encourages and promotes strategic planning for transportation improvements within communities under 10,000 in population. Funding is provided by IDOT and assistance is provided by Iowa State Extension. The community must establish a steering committee of local representatives who will work on this project.

Transportation improvements can consist of many items, including trail improvements, crosswalk enhancements, and beautification projects. The final product of the visioning program should include multiple projects the community wants to address over the upcoming years.

Enclosed in the Council agenda packet is information about the program.

ALTERNATIVES: If the local government does not support the program and commit to a minimum of \$2,000.00 spend for a future project that results from the visioning, the community will not be eligible for consideration.

FINANCIAL CONSIDERATIONS: A commitment of \$2,000 by the City Council toward a future project. The timing of the expenditure is unknown at this time, depending upon the results of the visioning program and what projects are priorities. The expense maybe in FY 20 or not until FY 21.

RECOMMENDATION: Approve support for the Community Visioning program and the commitment for an expenditure of \$2,000.00 at a future date.



A Transportation Enhancement Program

What is Visioning?

Community Visioning is a process that encourages visionary and yet strategic thinking about transportation improvements. The centerpiece of this process is the development of conceptual plans that graphically illustrate the vision of the community for an improved transportation system. Participants in the program will:

- Identify and prioritize community needs based on participatory community assessments
- Develop community vision concept plans for transportation projects
- Identify potential funding sources for implementing concept plans
- Initiate the first phase of project development

What support is provided?

Trees Forever field coordinators provide structured facilitation of the visioning process. Landscape architecture consultants collaborate with design interns to provide design assistance under the direction of ISU. ISU also provides research-based community assessments and directs transportation plan development by consultants. Iowa DOT provides review and technical assistance for transportation enhancement concept planning.

What products does the community receive?

At the end of the visioning process, the community will receive a series of display boards that include conceptual drawings and images illustrating the transportation plan. Implementation strategies will be developed and communicated in an 8½ by 11-inch feasibility study. All products will be available electronically after the process is completed on the program Website in order to facilitate grant writing and community development needs.

What contribution is expected from the community?

Communities selected for Community Visioning agree in writing to commit \$2,000 toward implementation of a project proposed through the visioning process. A steering committee that represents the community, including a local government partner, is required to attend a day-long workshop at the beginning of the process and an annual meeting at the end. The steering committee works closely with the Trees Forever field coordinator to plan and advertise meetings and workshops during the process. The committee maintains an active role in fostering meaningful community participation by involving others in the community assessments and goal setting and by keeping the media informed of program developments, committee activities and other information regarding the process.

Who should participate?

Iowa communities eligible for the Iowa's Living Roadways Community Visioning Program must have populations of 10,000 or fewer. Priority is given to communities that lack planning resources within the city government. Volunteers, government representatives and interest groups of all kinds are strongly encouraged to work in cooperation with one another for successful completion of the visioning process.

Communities that are interested in making enhancements connected to surface transportation may benefit from the Community Visioning Program. The Federal Highway Administration (FHWA) defines surface transportation as all elements of the intermodal transportation system excluding aviation and including water. To qualify for federal funding, enhancements must meet one of the following needs:

- Provide facilities for pedestrians and bicycles
- Provide safety and educational activities for pedestrians and bicyclists
- Acquire scenic easements and scenic or historic sites
- Beautify routes
- Preserve historic sites and routes
- Rehabilitate and operate historic transportation buildings, structures or facilities
- Convert unused rail corridors to trails
- Address other transportation enhancement needs as defined by FHWA

More information about federally-funded transportation enhancements can be found at the National Transportation Enhancements Clearinghouse Web site at www.enhancements.org.

More information regarding the Community Visioning Program and examples of enhancement projects in past visioning communities are available at www.communityvisioning.org under the heading "Showcase."

Deadline

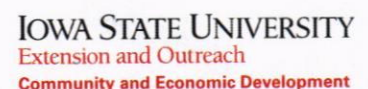
Completed applications are due (postmarked) **by September 1**. Application pages should not exceed 8½ by 11-inches in size. Selections will be announced by the end of the year.

E-mail your application as a PDF document to:

aselim@treesforever.org

Alternatively, applications may be submitted on paper to:

Iowa's Living Roadways
Community Visioning Program
Trees Forever
770 7th Avenue
Marion, IA 52302





Iowa's Living Roadways Community Visioning Applicant Checklist

Please use this checklist to ensure all application requirements are met and that all materials required for submission are completed:

- Read the *Iowa's Living Roadways Community Visioning Information for Applicants* document
 - This document can be found at:
 - <http://communityvisioning.org>
 - http://www.treesforever.org/Community_Visioning

- Ensure all updates for your version of Adobe are current
 - For assistance please call Alida Selim at 319-373-0650, ext. 124

- Download the *Iowa's Living Roadways Community Visioning Application* – fillable Adobe PDF document
 - The application can be found at:
 - <http://communityvisioning.org>
 - http://www.treesforever.org/Community_Visioning
 - Download and open the fillable PDF application in Adobe for full functionality
 - Save a copy of the application to your computer

- Read through the **entire** application prior to completing it.

- Complete **all** sections of the application:
 - 1) Applicant Information
 - 2) Recent Consulting Services (A-E)
 - 3) Community Narrative (A-C)
 - 4) Steering Committee Information (A-B)
 - 5) Commitment and Support Letters (A-C)
 - 6) Statement of Assurances and Agreement

- Submit the completed application and all required attachments by the deadline date of **September 1**:
 - Electronic submission is preferred – email the completed Adobe PDF application (including the steering committee information sheets) and all commitment and support letters to aselim@treesforever.org.
 - Paper copies will be accepted as long as they have a postmark no later than September 1 and are printed on 8 ½" x 11" paper. –Mail the printout of the completed Adobe PDF application (including the steering committee information sheets) and all confirmation and support letters to:
 - Iowa's Living Roadways
Community Visioning Program
c/o Trees Forever
770 7th Avenue
Marion, IA 52302

- Celebrate the completion and submission of your application!

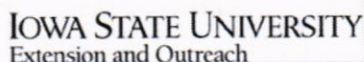
Thank you for applying!

Important note:

Communities selected to take part in the *Iowa's Living Roadways Community Visioning* program should be notified by early-October. **If your community is selected, all members of the steering committee should plan to attend the *Iowa's Living Roadways Celebration in Ames, IA on Friday, November 16.*** An orientation meeting for the accepted communities will take place at the November 9 event.

Have questions or need assistance?

If you have any questions or require any assistance as you prepare your application, please contact Alida Selim, Trees Forever's Executive Coordinator, at 319-373-0650, ext. 124, or aselim@treesforever.org.





What We Do

- [Where We Plant](#)
- [Advocacy](#)
- [Growing Community Forests](#)
- [Helping Plan and Educate](#)
- [Rural Landscapes](#)
- [Project Funding](#)
- [Publications](#)
 - [Agroforestry Toolkit](#)
 - [At the Root of Things](#)
 - [Battling Invasive Species](#)
 - [Coloring Book](#)
 - [Community Project Funding Guide](#)
 - [Community Resource Guides](#)
 - [Featured Favorites](#)
 - [Keepers of the Trees](#)
 - [Landowners Guide to Perennial Crop Options](#)
 - [Leaflet](#)
 - [Spirit of the Trees](#)
 - [Spreading the Canopy Guide](#)
- [Videos](#)
- [Certified Arborist Q&A](#)

[Home](#) > [What We Do](#) > [Project Funding](#)

Community Visioning: a Transportation Enhancement Program

Our *Community Visioning* program is really a process that encourages visionary and strategic thinking about transportation improvements in smaller Iowa communities. The centerpiece of this process is the development of conceptual plans that graphically illustrate the vision of the community for an improved transportation system.

Iowa communities eligible for the Iowa's Living Roadways *Community Visioning* program must have populations of 10,000 or fewer. Priority is given to communities that lack planning resources within their city government.

Communities selected for *Community Visioning* agree in writing to commit \$2,000 toward implementation of a project proposed through the visioning process. A steering committee that represents the community, including a local government partner, is required to attend a day-long workshop at the beginning of the process and an annual meeting at the end.

Upon completion of the *Community Visioning* process, the participating community will receive a series of display boards that include conceptual drawings and images illustrating their transportation plan, as well as implementation strategies. All final products will also be available electronically in order to help facilitate grant writing and community development needs.

We're here to help you with your application or answer any questions. Contact [Brad Riphagen](#) at 515-370-1291.



Residents discuss community enhancement ideas

Related Documents

Download and open these documents in Adobe for full functionality. You will need to download all three documents to complete your application.

[Information for Applicants](#)

[Applicant Checklist](#)

[Application Form](#)

[Iowa's Living Roadways Annual Report](#)

[Map of Participating Communities](#)



Support Trees Forever.

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Amazon donates.

CITY OF POLK CITY

June 10, 2019

Iowa's Living Roadways
Community Visioning Program
% Trees Forever
770 7th Avenue
Marion, Iowa 52302

Dear Ms. Selim,

The City of Polk City is very interested in participating in the Community Visioning Program to assist us in the continuing efforts of improving community connectivity in all modes of transportation here in Polk City.

Over the past several years the City Council has been pursuing options to connect Polk City to the nearby bike trails surrounding us. The Planning and Zoning Commission has worked diligently with developers to implement the complete streets initiative and complete sidewalks for better connectivity. The Tree Board actively pursues and secures grants to aid in the beautification projects around the community including additional tree plantings.

The City of Polk City is happy to partner with the Polk City Chamber and Economic Development Corporation to commit to the Community Visioning Program Grant with involvement of our personnel and our financial resources in the amount of \$2,000 towards the implementation of a project proposed through the visioning process.

If you have any questions, please do not hesitate to contact us directly and we will assist in any way possible.

Sincerely,

Jason Morse
Mayor

Don Sandor
City Administrator