

Amended Agenda  
Notice of Meeting  
Polk City | City Council  
\*\*\*\*\*

July 22, 2019 | 6:00 pm  
City Hall | Council Chambers  
Broadcast live at <https://polkcityia.gov/page/LiveStream>  
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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. Swear in Ceremony – Officer Matt Aswegan**

**5. Public Hearings**

- a. Berggren Farms
  - i. Public Hearing on Rezoning petition
  - ii. First Reading Ordinance 2019-800 approving Rezoning from A-1 to R-1
- b. Miller Property
  - i. Public Hearing on Comp Plan amendment
  - ii. Resolution 2019-68 amending the Polk City Comprehensive Plan; Future Land Use map
  - iii. Public Hearing on Rezoning petition
  - iv. First Reading Ordinance 2019-900 approving Rezoning from A-1 to R-2

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

**7. Consent Items**

- a. City Council Meeting Minutes for July 8, 2019
- b. City Council Special Meeting Minutes for July 11, 2019
- c. Receive and file the P&Z Commission Meeting Minutes for July 15, 2019
- d. Claims listing dated July 22, 2019
- e. June 2019 Finance Report
- f. Resolution 2019-69 setting public hearing on August 12, 2019 at 6pm for the proposed Rezoning request for a portion of 506 E Broadway from U-1 to R-1
- g. Receive and file the June 2019 Water Report
- h. Temporary Site Plan application for Prairie Wood Ct annual Block Party August 24, 2019 from 4pm-11pm
- i. Temporary Site Plan application for Sunset Street annual Block Party August 17, 2019 from 2pm-midnight
- j. Receive and file the June 2019 Police Department Report
- k. Hire Karla Hogrefe for the Fire Department as a Firefighter/Paramedic at a paid-on-call rate of \$15.38 per hour and part-time rate of \$18.16 per hour effective July 23, 2019
- l. Receive and file the May and June 2019 Fire Department Report

m. Resolution 2019-72 approving Polk City Police Department's National Night Out Event August 6, 2019

**8. Business Items**

- a. Resolution 2019-70 approving additional Public Utility Easements in Wolf Creek Townhomes Plat 12
- b. Approval of Employment Agreement for City Manager
- c. Second Reading Ordinance 2019-700 Rezoning 309 Walnut Street from R-2 to C-1
- d. Resolution 2019-71 approving Snyder & Associates May 2019 invoice in the amount of \$31,074.69

**9. Reports & Particulars**

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

**10. Adjournment**

*--next meeting date August 12, 2019*

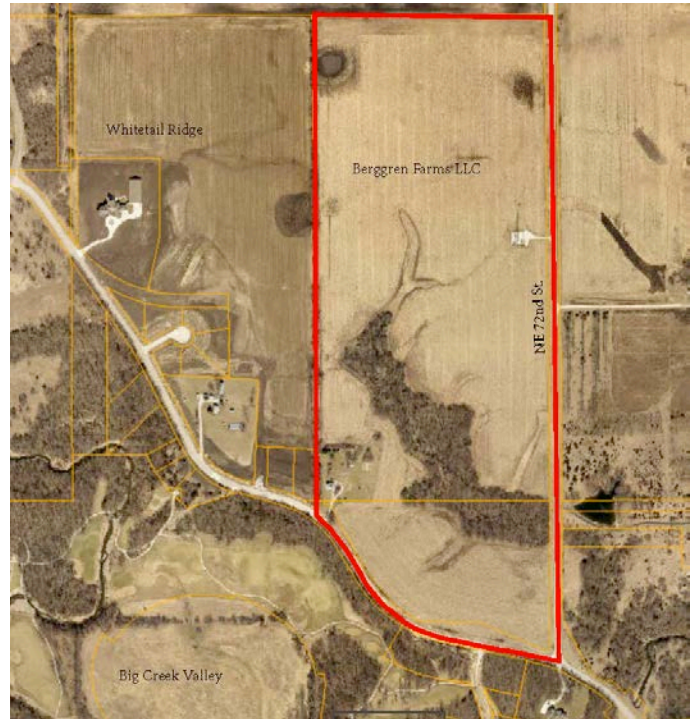
## PETITION FOR VOLUNTARY ANNEXATION AND REZONING

Date: July 22, 2019  
 Subject Property: Berggren Farms

Prepared by: Kathleen Connor  
 Project No.: 119.0520.01

### GENERAL INFORMATION:

Property Owners: Berggren Farms LLC  
 Location: in Polk County; north of NW Hugg Drive and west Of NW 72<sup>nd</sup> Street  
 Parcel Area: 95.23 acres  
 Existing Land Use: Agricultural w/ Residence Cell Tower  
 Future Land Use: Per Polk City Comp Plan - Low Density Residential (1-4 dwellings/acre)  
 Current Zoning: Polk County- AG Agricultural  
 Initial Zoning: A-1 Ag. after annexation  
 Proposed Use: Single-Family Residential  
 Proposed Zoning: R-1 Single Family Residential



### ANNEXATION:

The applicants have submitted a signed Petition for Voluntary Annexation of their property, highlighted in red on the above aerial photo. This will be a 100% voluntary annexation. Because the proposed annexation is more than 2 miles from the incorporated area of any other city, there is no need for this annexation to go before the City Development Board prior to its approval.

The subject property abuts ongoing development in Whitetail Ridge and is within the City of Polk City's planned growth area as defined by the Comprehensive Plan. P&Z and City Council should be aware of the following issues to consider as this property begins the development process;

- The Comprehensive Plan for this area includes Whitetail Parkway. This parkway is critically important to the city's major street network as Polk City expands to the north and will help avoid dramatically increased traffic volumes on NW Hugg Drive. Given the topographic issues, environmental constraints, and existing homes within the potential corridor between NW 72<sup>nd</sup> Street and N. 3<sup>rd</sup> Street/Sheldahl Drive, the alignment of Whitetail Parkway will need to be determined before the Berggren Farms property is platted so that the intersection

of Whitetail Parkway and NW 72<sup>nd</sup> Street is appropriately located to facilitate future extension. In addition, this will give the City the opportunity to protect this street corridor from encroaching development.

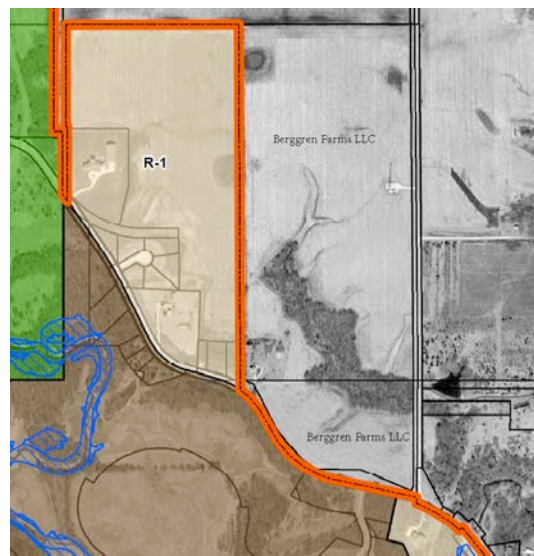
- This property is designed to be served by the Big Creek Valley sanitary sewer currently under construction. The subject property represent the limits of the TCI Plat 6 lift station service area. Further development; beyond Whitetail Ridge, Berggren Farms, and the Miller property; fall in the North Service Area. The alignment and depth of a future trunk sewer to serve this future growth area will need to be evaluated and planned at some point in the future.
- The 12” water main along NW Hugg Drive, south of Berggren Farms, will be completed with Big Creek Valley Plat 1. The Comprehensive Plan calls for a 12” or greater water main along NW 72<sup>nd</sup> Street as part of the looping system for the municipal water mains. The City’s and developers’ respective responsibilities for the cost of construction will need to be resolved in conjunction with platting of this property.
- NW Hugg Drive may need to be improved in conjunction with the proposed development or at some point in the future. Platting of the Berggren Farms property will need to include the widening of the right-of-way to accommodate future improvements.

**REZONING:**

All newly-incorporated properties are designated as A-1 Agricultural following annexation. The applicant has submitted a petition to rezone their 95.23-acre property from A-1 to R-1 single family. The owners of 71.7 % of the area within the 250-foot buffer surrounding the proposed rezoning have consented to this proposed rezoning. This proposed rezoning is in conformance with Polk City’s Comprehensive Plan which designates the future land use of this area as low density residential, with densities of 1-4 dwellings per acre.



*Future Land Use Plan*



*Current Zoning Map*



Existing zoning on the west side of the Berggren Farms property is R-1 and on the south side of the Miller property is PUD, designated for single family homes in Big Creek Valley per the approved PUD Master Plan. Property on the north side of the subject parcel is unincorporated, with Polk County zoning of Ag -Agricultural. Properties to the east are also unincorporated, with Polk County zoning of ER – Estate Residential on the southern side of this area and Ag-Agricultural on the north.

**REVIEW COMMENTS:**

All review comments on the Annexation Exhibit, Rezoning Map, and legal descriptions have been addressed.

**RECOMMENDATION:**

Pursuant to the recommendations of the Comprehensive Plan, the Planning and Zoning Commission and staff recommend Council approval of the Petition for Voluntary Annexation Petition submitted Berggren Farms LLC. Subject to Council’s prior approval of the annexation petition, staff further recommends approval of the applicant’s request to rezone the subject property from A-1 Agricultural to R-1 Single Family Residential.

Council approval of the foregoing should be subject to:

1. Payment of the filing fee and professional billings to the Finance Director prior to Council action.



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

To: City Council of Polk City  
112 Third Street  
Polk City, IA 50226

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

Berggren Farms LLC  
<Insert Name> Robert Berggren

By: \_\_\_\_\_

Date \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Filed with the City Clerk of Polk City on the \_\_\_\_\_ day of \_\_\_\_\_, 2014



PETITION FOR REZONING

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

We, the undersigned owners of the following described property:

100.223 acres at 12609 NW Hugg Dr Legally described as;  
78.0 acres - E 1/2 SE 1/4 Less 2A RD SEC 26-81-25 and  
17.233 acres - LT 1146 NLY & WLY of RD OP SEC 35-81-25

Request that said property be rezoned from its present Zoning Classification of Ag  
to Zoning Classification R1 for the purpose of

Developing the land for single family  
homes.

PROPERTY OWNER:

PROPERTY OWNER (when jointly owned):

Robert Berggren  
Owner's Name (please print)

Owner's Name (please print)

Signature

Signature

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

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

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

The undersigned owners of property lying outside of said above described tract, but within two hundred and fifty (250) feet of the boundaries thereof, intervening streets and alleys not included in computation of said distance, join in this petition for the purposes of having the above described real estate rezoned from Ag to R1.

PROPERTY OWNERS WITHIN THE 250' BUFFER CONSENTING TO THE PROPOSED REZONING			
Property Owner Name:	Address:	Parcel Acreage (within buffer)	Signature:
Tournament Club of Iowa	1000 Tradition dr. Polk City	3.95	[Signature]
Aric & Amy Sharp	12500 NW Hugg Dr Polic City	0.82	[Signature]
Joe Germain	1209 NW Hugg Dr Polk City IA	0.70	[Signature]
Wesley Germain	1209 NW Hugg Dr Polk City IA		[Signature]
MJR Development	1425 NW Hugg Dr	15.78	[Signature]
Adam & Lori Vanderkast	1201 NW Hugg Dr	0.77	

Note: Attach additional sheets as required to include all signatures.



The first...  
...  
...  
...

0.85  
0.75

1001 W. 1st St. Dr. 0.78  
1001 W. 1st St. Dr. 0.77  
1001 W. 1st St. Dr. 0.76  
1001 W. 1st St. Dr. 0.75

James Earl Ray

**CONSENT TABLE**

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

Property Owner	Parcel Area within 250' Buffer (Acres)	% of Total 250' Buffer Area (%)	Consenting % Only (%)
Tournament Club of Iowa	3.95	17.94	17.94
Aric + Amy Sharp	0.82	3.72	3.72
Joe + Kelsay Germain	0.70	3.18	3.18
MJR Developments	15.78	71.66	71.66
Adrian + Loring Vanderleest	0.77	3.5	
<b>TOTALS</b>	<b>Acres</b>	<b>%</b>	<b>%*</b>

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



**ORDINANCE NO. 2019-800**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING APPROXIMATELY 95.23 ACRES OWNED BY BERGGREN FARMS LLC FROM ZONING CLASSIFICATION OF AGRICULTURAL (A-1) TO SINGLE FAMILY DETACHED RESIDENTIAL (R-1)**

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**WHEREAS**, on the 17<sup>th</sup> day of June 2019, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

*The East 1/2 of the Southeast 1/4 of Section 26, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa.*

AND

*All that part of the East 1/2 of the Northeast 1/4 of Section 35, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying North of the public highway.*

AND

*Abutting NW Hugg Drive right-of-way lying in the East 1/2 of the Northeast 1/4 of Section 35, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying north of the NW Hugg Drive centerline.*

AND

*Abutting NW 72nd Street right-of-way lying in the East 1/2 of the Northeast 1/4 of Section 35, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying west of the NW 72nd Street centerline.*

be considered for rezoning 95.233 acres from Agricultural (A-1) to Single Family Detached Residential (R-1); and

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

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

**Section 1:** That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from Agricultural (A-1) to Single Family Detached Residential (R-1).

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

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

**PASSED AND APPROVED** this \_\_\_\_ of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

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



## PETITION FOR VOLUNTARY ANNEXATION AND REZONING

Date: July 22, 2019  
 Subject Property: Miller property

Prepared by: Kathleen Connor  
 Project No.: 119.0519.01

### GENERAL INFORMATION:

Property Owners: Bettylee Miller, Karla Samo, and Floyd Neal Miller

Location: in Polk County; SW corner of NW Hugg Drive and N. 3<sup>rd</sup> Street (Sheldahl Drive)

Parcel Area: 33.03 acres

Existing Land Use: Residential & Agricultural

Future Land Use: Per Polk City Comp Plan - Medium Density Residential (4-8 dwellings/acre)

Current Zoning: Polk County- MDR Medium Density Residential

Initial Zoning: A-1 Agricultural, after annexation

Proposed Use: Single-Family Residential (approx. 2.5 dwellings/acre)

Proposed Zoning: R-2 Single Family Residential



### ANNEXATION:

The applicants have submitted a signed Petition for Voluntary Annexation of their property, highlighted in red on the above aerial photo. This will be a 100% voluntary annexation. Because the proposed annexation is more than 2 miles from the incorporated area of any other city, there is no need for this annexation to go before the City Development Board prior to its approval.

The subject property abuts existing development in Wolf Creek Townhomes and is within the City of Polk City's planned growth area as defined by the Comprehensive Plan. P&Z and City Council should be aware of the following issues to consider as this property begins the development process;

- This property can be served by the extension of existing sanitary sewers from Wolf Creek Townhomes, particularly since WCTH has fewer residences than originally planned. However, this parcel represents the northern limits of TCI West Service Area. The Comprehensive Plan calls for a future trunk sewer on the west side of N. 3<sup>rd</sup> that will serve the entire North Service Area. This may be an appropriate time to consider a Sanitary Sewer



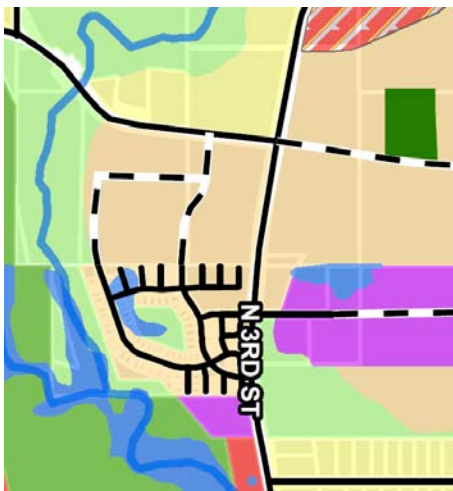
Study to determine the depth and alignment of a future trunk sewer to serve areas north of NW Hugg Drive and evaluate downstream capacity of existing sanitary sewers. Platting of the Miller's property will need to consider reserving easements to allow for the construction of this future trunk sewer.

- The Comprehensive Plan calls for a 12" water main along NW Hugg Drive and N. 3<sup>rd</sup> Street as part of the looping system for the municipal water mains. Alignment of this 12" water main as well as the City's and developers' respective responsibilities for the cost of construction will need to be resolved in conjunction with platting this property.
- NW Hugg Drive may need to be improved in conjunction with the proposed development or at some point in the future. Platting of the Miller's property will need to include the widening of the right-of-way to accommodate future improvements.
- Polk County recently completed the overlay of N. 3<sup>rd</sup> Street/Sheldahl Drive north of Polk City's current corporate limits. As a result, the portion of the street lying east of the Miller property was just paved and has no further need for improvement at this time.

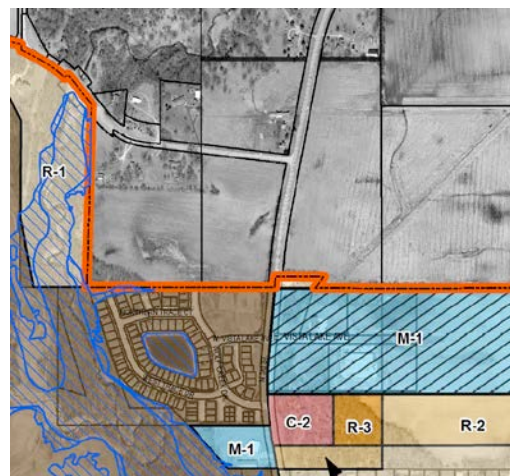
### **REZONING:**

All newly-incorporated properties are designated as A-1 Agricultural following annexation. The applicant has submitted a petition to rezone their 33.03-acre property from A-1 to R-2 single family. The owners of 83.5% of the area within the 250-foot buffer surrounding the proposed rezoning have consented to this proposed rezoning.

The proposed R-2 zoning is less dense than anticipated by Polk City's Comprehensive Plan which designates the future land use of this area as medium density residential which calls for a density of 4-8 dwellings per acre. Based on the preliminary concept plan provided by the developer, the future subdivision is expected to have a density of approximately 2.5 dwellings per acre. This density is in line with low density residential use which calls for a density of 1-4 dwellings per acre.



*Future Land Use Plan*



*Current Zoning Map*

Existing zoning on the west side of the Miller property is R-1 and on the south side of the Miller property is PUD, specifically designated for townhomes per the PUD Ordinance. Property on the east side of the subject parcel is unincorporated, with Polk County zoning of MDR – Medium Density Residential. Properties to the north are also unincorporated, with Polk County zoning of ER – Estate Residential.

### **CONCEPT PLAN:**

To help clarify the developer's intent for future development, and provide justification for the proposed rezoning, the developer has submitted a concept plan showing a subdivision with 86 single-family lots on the Miller property. Please note that this concept plan is not being reviewed in detail, or formally approved by the City at this time. We offer the following preliminary comments on this concept which will need to be addressed prior to platting:

1. The subdivision will need to include dedication of additional right-of-way along NW Hugg Drive to meet the requirement for an 80' wide right-of-way for this street. Radii will need to be provided at all block corners, including intersections on NW Hugg Drive and N 3<sup>rd</sup> Street.
2. It appears Outlot Y is intended to cover areas within the floodplain as per the Big Creek/ Wolf Creek Flood Study. We recommend this area be platted as 6 outlots that will be tied to the abutting lot so these property owners will be responsible for maintenance of the outlots, but are separate from actual lot so flood insurance is not required.
3. Outlot Z appears to be a detention basin that will be maintained by a homeowners association. The city typically does not take ownership or maintenance responsibilities for such basins.
4. The Comprehensive Plan does not indicate the need for parkland in this area. The parkland dedication, estimated at approximately 2 acres for these 86 lots, will need to be addressed.
5. The Comprehensive Plan indicates there will be one street connection to NW Hugg Drive and two street connections to Wolf Creek Townhomes. However, with this area developing as single family residential rather than townhomes, and with street connection to N. 3<sup>rd</sup> Street, one connection to Wolf Creek Drive appears to meet the intent of the Comp Plan.
6. The aforementioned issues related to a future sanitary trunk sewer for the North Service Area, a 12" water main loop, and potential improvement of NW Hugg Drive will need to be addressed.
7. The future plat will need to conform to the Subdivision Regulations and SUDAS, including street connections and culverts at N. 3<sup>rd</sup> Street and NW Hugg Drive.

### **REVIEW COMMENTS ON ANNEXATION AND REZONING:**

All review comments on the Annexation Exhibit, Rezoning Map, and legal descriptions have been addressed.

**RECOMMENDATION:**

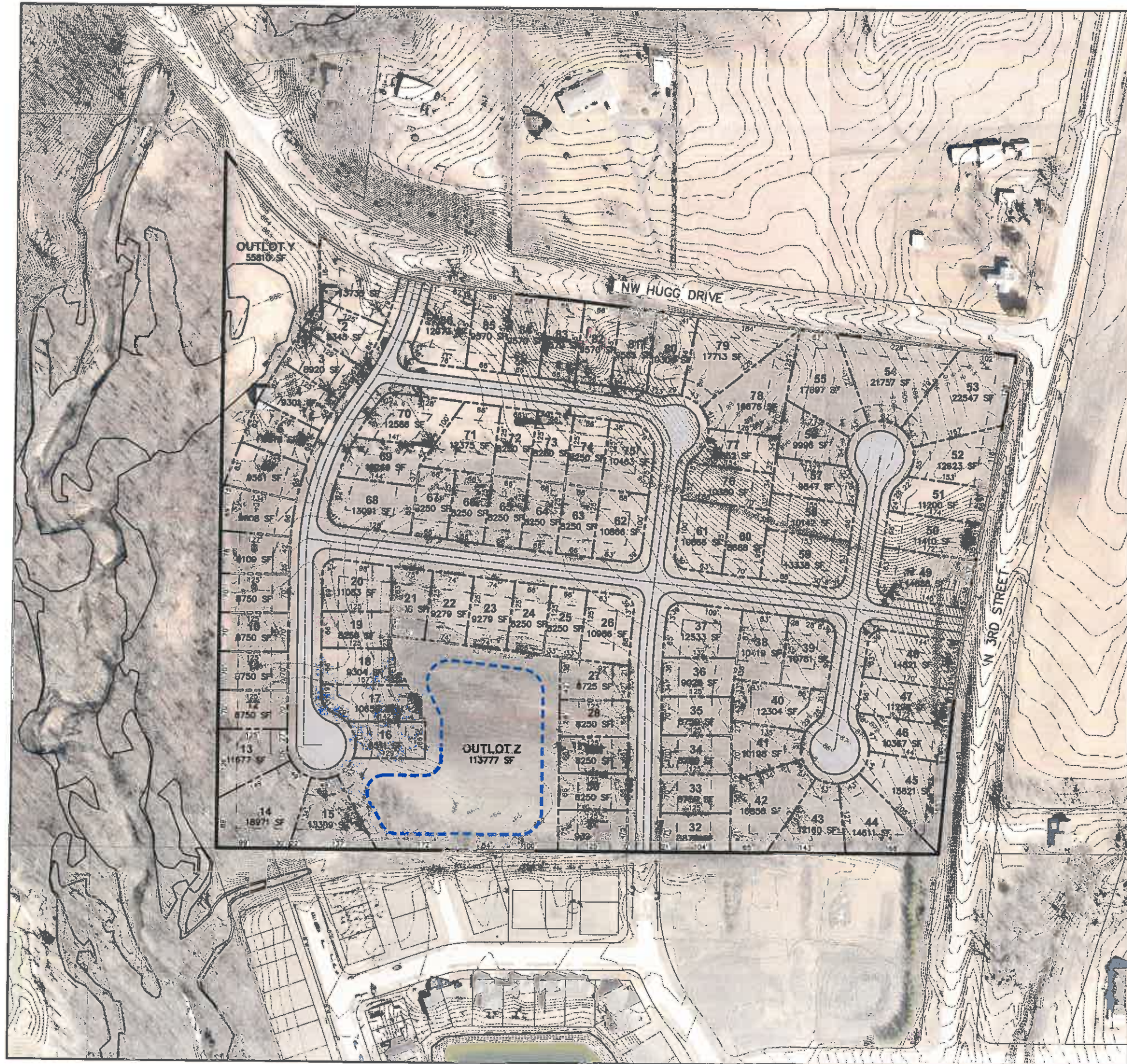
Pursuant to the recommendations of the Comprehensive Plan, the Planning and Zoning Commission and staff recommend Council approval of the Petition for Voluntary Annexation Petition submitted jointly by Bettylee Miller, Karla Samo, and Floyd Neal Miller.

Subject to Council's prior approval of the annexation petition, the Planning and Zoning Commission and staff recommend Council approval of a Comprehensive Plan amendment for the Future Land Use Plan, changing the designation on the subject property from Medium Density Residential to Low Density Residential. The Planning and Zoning Commission and staff further recommend Council approval of the applicant's request to rezone the subject property from A-1 Agricultural to R-2 single family residential.

Council approval of the foregoing should be subject to:

1. Payment of the filing fee and professional billings to the Finance Officer prior to Council action.





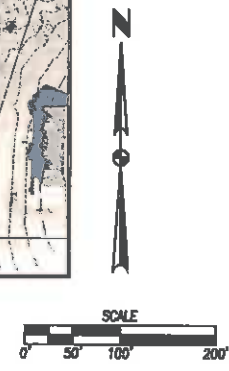
**LOT SUMMARY**

**70' LOTS**  
 LOTS 1-15  
 LOTS 32-37

**66' LOTS**  
 LOTS 16-31  
 LOTS 37-86

**R-2 BULK REGULATIONS**

30' FRONT YARD SETBACK  
 35' REAR YARD SETBACK  
 8' SIDE YARD SETBACK



DATE: 04/11/10  
 TIME: 10:00 AM  
 DRAWN BY: J. H. HARRIS  
 CHECKED BY: J. H. HARRIS  
 DATE PLOTTED: 4/11/10 10:00 AM  
 CHANGES:

DATE	04/11/10
REVISIONS	
CONCEPT	CONCEPT
ENGINEER	
TECH	

3405 S.E. CROSSROADS DRIVE, SUITE G  
 GRIMES, IOWA 50111  
 PHONE: (515) 369-4400 FAX: (515) 369-4410

**CIVIL DESIGN ADVANTAGE**

POLK CITY, IOWA

**MILLER PROPERTY**  
**CONCEPT 2**

1/1  
 1904.178





CIVIL DESIGN ADVANTAGE L.L.C.

ENGINEERS, LANDSCAPE ARCHITECTS,  
PLANNERS & SURVEYORS

May 22, 2019

City of Polk City  
Attn: Don Sandor  
Interim City Administrator  
112 Third Street  
Polk City, Iowa 50226

RE: Miller Property Rezoning  
Polk City  
CDA 1904.178

Dear Mr. Sandor;

On behalf of Orton Development, we submit herewith this request for rezoning from AG to R-2. This property contains approximately 33 acres and is located at the southwest corner of the intersection of NW Hugg Drive and N 3<sup>rd</sup> Street. Please accept this submittal to initiate the rezoning process by setting the public hearing at the next available Planning and Zoning Commission meeting.

Please contact me with any questions.

Sincerely,

CIVIL DESIGN ADVANTAGE, LLC

Josh Trygstad, P.E.  
Project Manager

copy: Bruce Gates, Orton Development  
File

Enclosures





PETITION FOR REZONING

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

We, the undersigned owners of the following described property:  
THE SOUTH 20.34 ACRES OF THE EAST 26 ACRES OF THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., IOWA LYING SOUTH OF THE PUBLIC HIGHWAY, OVER AND ACROSS SAID 25 ACRES ALSO KNOWN AS LOT 1 LYING SOUTH OF HUGG DRIVE, P. WERUMS SUBDIVISION, POLK COUNTY, IA.  
THE SOUTHWEST 12.69 ACRES OF THE SOUTHEAST ONE QUARTER (SE1/4) OF THE NORTHWEST ONE QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81, RANGE 25, WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO EASEMENTS OF RECORD.

Request that said property be rezoned from its present Zoning Classification of AG  
to Zoning Classification R-2 for the purpose of  
Residential development

PROPERTY OWNER:

Bettylee Miller Bettylee Miller  
Owner's Name (please print)  
Bettylee Miller  
Signature

PROPERTY OWNER (when jointly owned):

Karla Samo Karla Samo  
Owner's Name (please print)  
Karla Samo  
Signature

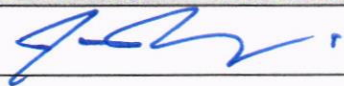
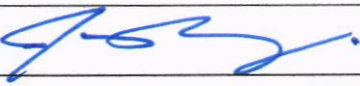
Floyd Neal Miller Floyd Neal Miller  
Owner's Name (please print)  
Floyd Neal Miller  
Signature

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

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

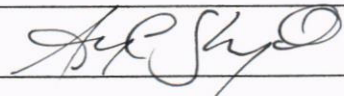


The undersigned owners of property lying outside of said above described tract, but within two hundred and fifty (250) feet of the boundaries thereof, intervening streets and alleys not included in computation of said distance, join in this petition for the purposes of having the above described real estate rezoned from AG to R-2.

<b>PROPERTY OWNERS WITHIN THE 250' BUFFER CONSENTING TO THE PROPOSED REZONING</b>			
<b>Property Owner Name:</b>	<b>Address:</b>	<b>Parcel Acreage (within buffer)</b>	<b>Signature:</b>
Iowa Asset Acquisition, LLC	2540 73rd Street Urbandale, IA 50322	2.76	
Thomas W. Shipley	910 Wolf Creek Drive Polk City, IA 50226	0.09	
Barbara Chlupach	904 Wolf Creek Drive Polk City, IA 50226	0.09	
Jack Harden	511 Northern Trace Ct. Polk City, IA 50226	0.08	
Robert R. Negrete	521 Northern Trace Ct. Polk City, IA 50226	0.09	
Wolf Creek Townhome Association, LL	10888 Hickman Rd. Ste-3B, Clive, IA 50325	2.50	
Randy D. Benge	909 Chinook Way Polk City, IA 50226	0.09	
Bryce D. Manning	905 Chinook Way Polk City, IA 50226	0.09	
Brain L. Blaylock	910 Chinook Way Polk City, IA 50226	0.09	
Senders Construction, LLC	PO Box 260 Polk City, IA 50226	0.94	
Charlotte Loter	913 W Trace Drive Polk City, IA 50226	0.09	
Jeffery Maynes	909 W Trace Drive Polk City, IA 50226	0.08	
Bruce A . Boland	3818 NW 92nd Pl. Polk City, IA 50226	0.08	
Michael Sparks	908 W Trace Drive Polk City, IA 50226	0.09	
Senders Construction, LLC	904 W Trace Drive Polk City, IA 50226	0.10	
Jeffery Peterson	900 W Trace Drive Polk City, IA 50226	0.09	
James E. Laurion	824 W Trace Drive Polk City, IA 50226	0.01	

*Note: Attach additional sheets as required to include all signatures.*

The undersigned owners of property lying outside of said above described tract, but within two hundred and fifty (250) feet of the boundaries thereof, intervening streets and alleys not included in computation of said distance, join in this petition for the purposes of having the above described real estate rezoned from AG to R-2.

<b>PROPERTY OWNERS WITHIN THE 250' BUFFER CONSENTING TO THE PROPOSED REZONING</b>			
<b>Property Owner Name:</b>	<b>Address:</b>	<b>Parcel Acreage (within buffer)</b>	<b>Signature:</b>
Timothy D. Cooney	550 Northern Trace Ct. Polk City, IA 50226	0.03	
Richard D. Blanshan	540 Northern Trace Ct. Polk City, IA 50226	0.04	
Donna Bishop-Jensen	530 Northern Trace Ct. Polk City, IA 50226	0.04	
Mark Christensen	520 Northern Trace Ct. Polk City, IA 50266	0.04	
Larry R. Cupp	510 Northern Trace Ct. Polk City, IA 50266	0.04	
Stephen E. Loy	500 Northern Trace Ct. Polk City, IA 50266	0.04	
John E. Ryan	890 Wolf Creek Drive Polk City, IA 50266	0.05	
Tournament Club of Iowa, LLC	1000 Tradition Drive Polk City, IA 50266	0.13	
Aric R. Sharp	12499 NW Hugg Drive Polk City, IA 50266	7.48	

*Note: Attach additional sheets as required to include all signatures.*



**CONSENT TABLE**

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

<b>Property Owner</b>	<b>Parcel Area within 250' Buffer (Acres)</b>	<b>% of Total 250' Buffer Area (%)</b>	<b>Consenting % Only (%)</b>
Iowa Asset Acquisition, LLC	2.76	18.10 %	18.10 %
Thomas W. Shipley	0.09	0.59 %	---- %
Barbara Chlupach	0.09	0.59 %	---- %
Jack Harden	0.08	0.52 %	---- %
Robert R. Negrete	0.09	0.59 %	---- %
Wolf Creek Townhome Association, LL	2.50	16.39 %	16.39 %
Randy D. Benge	0.09	0.59 %	---- %
Bryce D. Manning	0.09	0.59 %	---- %
Brain L. Blaylock	0.09	0.59 %	---- %
Senders Construction, LLC	0.94	6.16 %	---- %
Charlotte Loter	0.09	0.59 %	---- %
Jeffery Maynes	0.08	0.52 %	---- %
Bruce A. Boland	0.08	0.52 %	---- %
Michael Sparks	0.09	0.59 %	---- %
Senders Construction, LLC	0.10	0.66 %	---- %
Jeffery Peterson	0.09	0.59 %	---- %
James E. Laurion	0.01	0.07 %	---- %

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





**RESOLUTION NO. 2019-68**

**A RESOLUTION APPROVING AN AMENDMENT TO THE 2016  
POLK CITY COMPREHENSIVE PLAN FOR THE PARCEL  
KNOWN AS THE MILLER PROPERTY BY UPDATING ITS  
FUTURE LAND USE MAP FROM MEDIUM DENSITY  
RESIDENTIAL TO LOW DENSITY RESIDENTIAL**

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**WHEREAS**, the City of Polk City adopted the 2016 Comprehensive Plan (Comp Plan) entitled “Imagine Polk City – A Bridge to the Future” on April 11, 2016 and amended on May 9, 2016 with a second amendment on November 14, 2016 and a third amendment on July 8, 2019; and

**WHEREAS**, the Miller Property located along NW Hugg Drive in Polk City, Iowa which comprises of 33.03 acres, legally described as follows:

*THE SOUTH 20.34 ACRES OF THE EAST 25 ACRES OF THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING SOUTH OF THE PUBLIC HIGHWAY, OVER AND ACROSS SAID 25 ACRES, A/K/A LOT 1 LYING SOUTH OF HUGG DRIVE, P. WERUMS SUBDIVISION, POLK COUNTY, IOWA, LOCALLY KNOWN AS 12370 NW HUGG DRIVE, POLK CITY, IOWA, AND*

*THE SOUTHWEST 12.69 ACRES OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO EASEMENTS OF RECORD.*

; and

**WHEREAS**, the Future Land Use Plan (Map 7.1) included in said Comprehensive Plan designates the Subject Property with a Medium Density Residential; and

**WHEREAS**, after careful review of this matter, the Planning & Zoning Commission has recommended that said Future Land Use Plan be amended to designate the Subject Property as Low Density Residential; and

**WHEREAS**, the City Council of the City of Polk City, Iowa believes it to be in the best interest of the City to amend the Comprehensive Plan’s Future Land Use Plan (Map 7.1) by changing the land use designation of the Subject Property from Medium Density Residential to Low Density Residential.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa that the 2016 Comprehensive Plan entitled “Imagine Polk City – A Bridge to the Future” is hereby amended to designate the Subject Property described above as Mixed Use.

Passed and Approved this 22nd day of July 2019.

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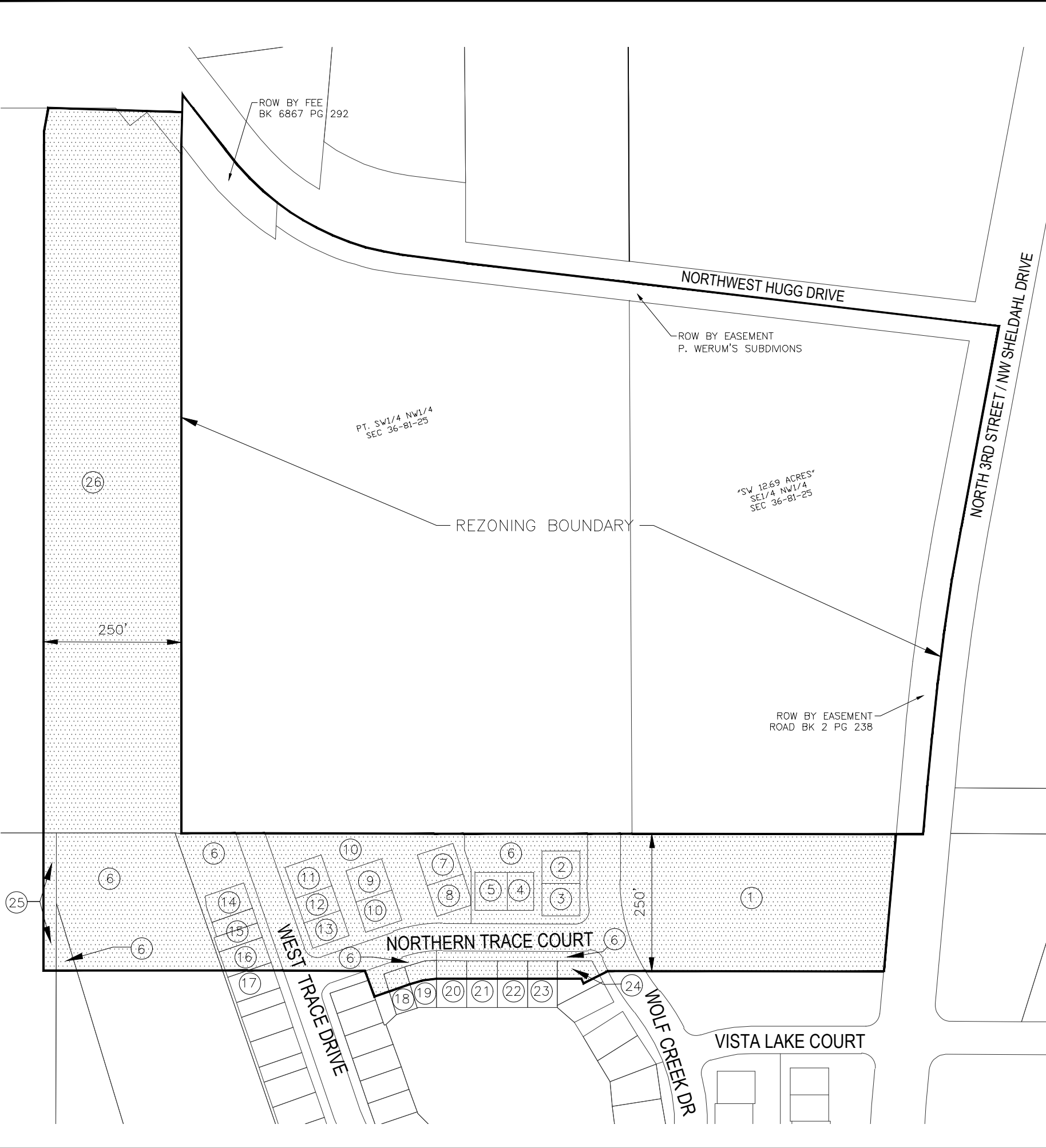
Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

FILE: H:\2019\1904178\1904178-REZONING.DWG  
 COMMENT: DATE PLOTTED: 6/2/2019 3:34 PM  
 PLOT DATE: 6/2/2019  
 PLOT BY: J. MACK

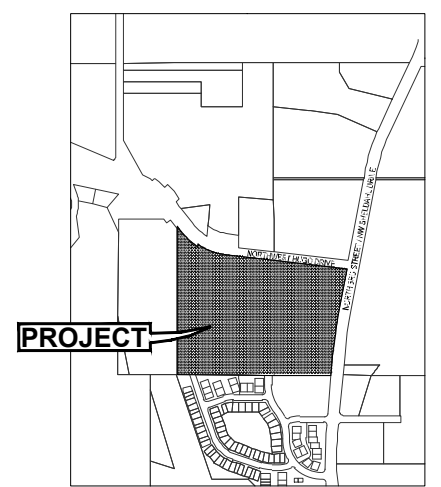


**ADJACENT OWNERSHIPS**

	Area (ac.)	Area (%)	CONSENTING
1. IOWA ASSET ACQUISITION LLC 2540 73RD ST URBANDALE, IA 50922-4700	2.76	18.10%	18.10%
2. THOMAS W SHIPLEY 910 WOLF CREEK DR POLK CITY, IA 50226	0.09	0.59%	
3. BARBARA CHLUPACH 904 WOLF CREEK DR POLK CITY, IA 50226	0.09	0.59%	
4. JACK HARDEN 511 NORTHERN TRACE CT POLK CITY, IA 50226	0.08	0.52%	
5. ROBERT R NEGRETE 521 NORTHERN TRACE CT POLK CITY, IA 50226-7600	0.09	0.59%	
6. WOLF CREEK TOWNHOME ASSOCIATION C/O STANBROUGH REALTY COMPANY LL 10888 HICKMAN RD STE 3B CLIVE, IA 50925-3715	2.50	16.39%	16.39%
7. RANDY D BERGE 909 CHINOOK WAY POLK CITY, IA 50226-7604	0.09	0.59%	
8. BRYCE D MANNING 905 CHINOOK WAY POLK CITY, IA 50226	0.09	0.59%	
9. BRIAN L BLAYLOCK 910 CHINOOK WAY POLK CITY, IA 50226-7604	0.09	0.59%	
10. SENDERS CONSTRUCTION LLC PO BOX 260 POLK CITY, IA 50226	0.94	6.16%	
11. CHARLOTTE LOTER 913 W TRACE DR POLK CITY, IA 50226-1247	0.09	0.59%	
12. JEFFREY MAYNES 909 W TRACE DR POLK CITY, IA 50226-1247	0.08	0.52%	
13. BRUCE A BOLAND 3818 NW 92ND PL POLK CITY, IA 50226-2078	0.08	0.52%	
14. MICHAEL SPARKS 908 W TRACE DR POLK CITY, IA 50226-1247	0.09	0.59%	
15. SENDER'S CONSTRUCTION LLC 904 W TRACE DR POLK CITY, IA 50226-1247	0.10	0.66%	
16. JEFFREY PETERSON 900 W TRACE DR POLK CITY, IA 50226-1247	0.09	0.59%	
17. JAWES E LAURION 824 W TRACE DR POLK CITY, IA 50226-1246	0.01	0.07%	
18. TIMOTHY D COONEY 550 NORTHERN TRACE CT POLK CITY, IA 50226-7600	0.09	0.20%	
19. RICHARD D BLANSHAN 540 NORTHERN TRACE CT POLK CITY, IA 50226-7600	0.04	0.26%	
20. DONNA BI SHOP-JENSEN 530 NORTHERN TRACE CT POLK CITY, IA 50226-7600	0.04	0.26%	
21. MARK CHRISTENSEN 520 NORTHERN TRACE CT POLK CITY, IA 50226-7600	0.04	0.26%	
22. LARRY R CLUPP 510 NORTHERN TRACE CT POLK CITY, IA 50226-7600	0.04	0.26%	
23. STEPHEN E LOY 500 NORTHERN TRACE CT POLK CITY, IA 50226-7600	0.04	0.26%	
24. JOHN E RYAN 890 WOLF CREEK DR POLK CITY, IA 50226-1240	0.05	0.33%	
25. TOURNAMENT CLUB OF IOWA LLC 1000 TRADITION DR POLK CITY, IA 50226-1221	0.13	0.85%	
26. ARIC R SHARP 12499 NW HUGG DR POLK CITY, IA 50226-7557	7.48	49.05%	49.05%
<b>TOTAL:</b>	<b>15.25</b>	<b>100.00%</b>	<b>83.54%</b>

**VICINITY MAP**

NOT TO SCALE



**OWNER**

BETTYLEE MILLER, KARLA SAMO, AND FLOYD NEAL MILLER  
403 W VAN DORN ST  
POLK CITY, IA 50226

**DEVELOPER**

ORTON DEVELOPMENT COMPANY  
CONTACT: BRUCE GATES  
2280 WOODLANDS PARKWAY  
CLIVE, IA 50325

**LEGAL DESCRIPTION**

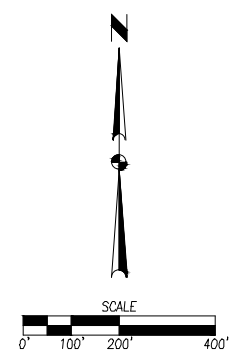
THE SOUTH 20.34 ACRES OF THE EAST 25 ACRES OF THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHWEST QUARTER (NW 1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING SOUTH OF THE PUBLIC HIGHWAY, OVER AND ACROSS SAID 25 ACRES, A/K/A LOT 1 LYING SOUTH OF HUGG DRIVE, P. WERUMS SUBDIVISION, POLK COUNTY, IOWA, LOCALLY KNOWN AS 12370 NW HUGG DRIVE, POLK CITY, IOWA,

AND

THE SOUTHWEST 12.69 ACRES OF THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHWEST QUARTER (NW 1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO EASEMENTS OF RECORD.

**ZONING**

EXISTING: AG  
 PROPOSED: R-2



DATE: 05/22/19

REVISIONS: \_\_\_\_\_

PREPARED: \_\_\_\_\_

TECH: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

3405 S.E. CROSSROADS DRIVE, SUITE G  
 GRIMES, IOWA 50111  
 PHONE: (515) 369-4400 FAX: (515) 369-4410

**ESA**  
CIVIL DESIGN ADVANTAGE

POLK CITY, IOWA

**MILLER PROPERTY**  
**REZONING MAP**

1  
1  
1904.178



**ORDINANCE NO. 2019-900**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 33.03 ACRES KNOWN AS THE MILLER PROPERTY FROM ZONING CLASSIFICATION OF AGRICULTURAL (A-1) TO ONE & TWO FAMILY RESIDENTIAL (R-2)**

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**WHEREAS**, on the 17<sup>th</sup> day of June 2019, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

*THE SOUTH 20.34 ACRES OF THE EAST 25 ACRES OF THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING SOUTH OF THE PUBLIC HIGHWAY, OVER AND ACROSS SAID 25 ACRES, A/K/A LOT 1 LYING SOUTH OF HUGG DRIVE, P. WERUMS SUBDIVISION, POLK COUNTY, IOWA, LOCALLY KNOWN AS 12370 NW HUGG DRIVE, POLK CITY, IOWA, AND  
THE SOUTHWEST 12.69 ACRES OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO EASEMENTS OF RECORD.*

be considered for rezoning 33.03 acres from Agricultural (A-1) to One & Two Family Residential (R-2); and

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

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

**Section 1:** That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from Agricultural (A-1) to One & Two Family Residential (R-2).

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

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

**PASSED AND APPROVED** this 22nd of July 2019.

---

Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

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

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., Monday, July 8, 2019**  
**City Hall**

Polk City, City Council held a meeting at 6:00 p.m., on June 24, 2019. 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** | Dvorak (via phone until 6:20pm), Vogel, Walters, Anderson, Sarchet | In attendance
3. **Approval of Agenda**  
**MOTION:** A motion was made by Anderson and seconded by Vogel to approve the meeting agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Hearing:** 301 Walnut Street
  - a. Mayor Morse opened the Public Hearing at 6:02 p.m. on the proposed amendment to the Polk City Comp Plan. Jenny Gibbons, City Clerk said the notice was published June 28, 2019 and no comments had been received for or against the amendment. Don Sandor, Interim City Manager provided a report. No one was present to be heard for or against the amendment.  
**MOTION:** A motion was made by Sarchet and seconded by Vogel to close the public hearing at 6:04 p.m. and reopen the regular meeting  
**MOTION CARRIED UNANIMOUSLY**
  - b. **MOTION:** A motion was made by Anderson and seconded by Walters to approve Resolution 2019-63 amending the Polk City Comprehensive Plan; Future Land Use Map
  - c. Mayor Morse opened the Public Hearing at 6:04 p.m. on the rezoning petition. Jenny Gibbons, City Clerk said the notice was published June 28, 2019 and no comments has been received for or against the rezoning. No one was present to be heard for or against the rezoning.  
**MOTION:** A motion was made by Sarchet and seconded by Walters to close the public hearing at 6:05 p.m. and reopen the regular meeting  
**MOTION CARRIED UNANIMOUSLY**
  - d. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the first reading of Ordinance 2019-700 rezoning from R2 to C1  
**MOTION CARRIED UNANIMOUSLY**
5. **Presentation:** Capital Crossroads - Sara Kurovski, Mayor of Pleasant Hill provided an updated regarding Capital Crossroads Stormwater Management initiative.
6. **Public Comments** | None
7. **Amended Consent Items**  
**MOTION:** A motion was made by Walters and seconded by Vogel to approve the consent agenda items
  - a. City Council Meeting Minutes for June 24, 2019
  - b. Receive and file the Parks Commission Meeting Minutes for July 1, 2019
  - c. Claims listing dated July 8, 2019
  - d. Resolution 2019-64 ordering construction of certain public improvements and fixing dates for a public hearing thereon and the taking of bids for the 2019 Street Repair Project
  - e. Temporary Site Plan for PCCEDC event; RVTV September 9, 2019
  - f. Reschedule September 9, 2019 Council Meeting to September 10, 2019
  - g. Request from North Polk United Soccer to use the Sports Complex from August 5, 2019- November 9, 2019
  - h. Receive and file the June 2019 PCCEDC Financial Reports
  - i. Receive and file the June 2019 Four Seasons Festival Financial Reports

- j. Receive and file the June 2019 Library Stats Report
- k. Receive and file the June 3, 2019 Library Board Meeting Minutes
- l. Schedule Special Council Meeting for July 11, 2019 at 2pm
- m. Resolution 2019-65 approving a lease agreement for the Polk County Congregate Meal Site in the Community Building
- n. Accept Nicole Pierce resignation from Summer Rec program effective July 3, 2019
- o. Promote Lauren Jaschke to a leader position for Summer Rec changing her pay to \$9.00 per hour effective July 8

***MOTION CARRIED UNANIMOUSLY***

**8. Business Items** | None

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

- Chief Jim Mitchell recognized Ryan Bristle and Matt Guerdet for obtained Wildland Red Card and asked for well-wishes for them as they will be deployed to help fight fires in Alaska at the end of the week.
- Mayor Morse met with the Polk City Community Foundation and discussed growth opportunities.
- Bridget DeVos with PCCEDC provided an update on additional North Polk Communities involvement with the upcoming RVTV event and will be visiting with the North Polk School board later this month.
- Council Member Sarchet requested Staff promote the City Manager Meet & Greet scheduled for July 11 at 1pm at Miller Park.
- Public Works Director Schulte said the temporary signals at 3<sup>rd</sup> and Bridge are scheduled to transfer to the permanent signals on July 17<sup>th</sup>.

**10. Adjournment**

***MOTION:*** A motion was made by Anderson and seconded by Sarchet to adjourn at 6:27 p.m.

***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date* – Monday, July 22, 2019 at 6:00 p.m.

---

Jason Morse, Mayor

Attest

---

Jenny Gibbons, City Clerk



**MEETING MINUTES**  
**The City of Polk City**  
**Special City Council Meeting**  
**2:00 p.m., Thursday, July 11, 2019**  
**City Hall**

Polk City, City Council held a special meeting at 2:00 p.m., on July 11, 2019. The Agenda was posted at the City Hall office as required by law. Before the meeting, staff provided agenda packets to the City Council and posted the agenda at the City Hall office.

**These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** / Mayor Jason Morse called the meeting to order at 2:00 p.m.
2. **Roll Call** / Dvorak, Vogel, Walters, Anderson, Sarchet | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Dvorak to enter into closed session at 2:00 p.m. under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed session**; sub paragraph 1.i. to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session  
**MOTION CARRIED UNANIMOUSLY**  
*Open Session reconvened at 2:47 p.m.*
4. **MOTION:** A motion was made by Dvorak and seconded by Vogel to enter into closed session at 2:49 p.m. under Code of Iowa Chapter 21.5.1 (i) to meet with City Manager Candidate  
**MOTION CARRIED UNANIMOUSLY**  
*Open Session reconvened at 3:14 p.m.*
5. **MOTION:** A motion was made by Vogel and seconded by Walters to enter into closed session at 3:15 p.m. under Code of Iowa Chapter 21.5.1 (i) to meet with City Manager Candidate  
**MOTION CARRIED UNANIMOUSLY**  
*Open Session reconvened at 3:38 p.m.*
6. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to enter into closed session at 3:39 p.m. under Code of Iowa Chapter 21.5.1 (i) to meet with City Manager Candidate  
**MOTION CARRIED UNANIMOUSLY**  
*Open Session reconvened at 3:55 p.m.*
7. **MOTION:** A motion was made by Walters and seconded by Vogel to enter into closed session at 4:09 p.m. under Code of Iowa; ; Chapter 21 Official Meetings open to Public; **section 5 Closed session**; sub paragraph 1.i. to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session  
**MOTION CARRIED UNANIMOUSLY**  
*Open Session reconvened at 5:20 p.m.*
8. **MOTION:** A motion was made by Walters and seconded by Dvorak to allow Mayor and Consultants to make an offer and negotiate with City Manager Candidate.  
**MOTION CARRIED UNANIMOUSLY**
9. **Adjournment**  
**MOTION:** A motion was made by Anderson and seconded by Sarchet to adjourn 5:21 p.m.  
**MOTION CARRIED UNANIMOUSLY**

\_\_\_\_\_  
Jason Morse, Mayor

Attest:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, July 15, 2019**  
**City Hall**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on July 15, 2019. 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** | Chair Ohlfest called the meeting to order at 6:00p.m.
2. **Roll Call** | Hankins, Triplett, Ohlfest, Bowersox, Sires | In attendance  
Dietz, Vogel | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Hankins and seconded by Bowersox to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | None
5. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Bowersox and seconded by Sires to approve the June 17, 2019 meeting minutes  
**MOTION CARRIED UNANIMOUSLY**
6. **Rezoning Parcel B of 506 E Broadway from U-1 to R-1**  
**MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend Council approve the rezoning request for Parcel B of 506 E Broadway from U-1 to R-1 subject to the recommendation and comments in the Engineer Memo dated July 10, 2019  
**MOTION CARRIED UNANIMOUSLY**
7. **Berggren Farms Development Concept Plan**  
Jerrold Ruckle, MJR Development, and Kelsey Scallon, Shive-Hattery, presented two Concept Plans for the future development of the Berggreen Farms land

Engineer Comments

- This project would require that more active park land be dedicated
- The details of the extension of White Tail Parkway should be finalized with an agreement prior to approval of any plans
- The area to the west of 72<sup>nd</sup> may need to be vacated by the City and then sidewalk easements along that area of Hugg Drive would need to be created
- Hydrant locations would need to be reviewed

Commission Comments

- Request the location and timeline of plans for White Tail Parkway be brought back before the Commission
- Recreational trail locations need to be in accordance with the Comp Plan or an amendment should be done to the Comp Plan
- Larger park area would be preferred
- Connectivity for this area will be a necessity

**Conclusion:** The commission was split on the preference of concepts; they would like to see a hybrid of the two with a definite agreement of a timeline for the development of White Tail Parkway to ensure traffic flows do not increase any further on NW Hugg Drive. Increased park acreage was recommended, and it was suggested the trails need to be designed in a way to tie the whole area together. Hankins thanked Jarrod for taking this approach and being open to having discussions and working together on the planning.

8. **Staff Report** | No report

9. **Commission Report** | No report

**10. Adjournment**

**MOTION:** A motion was made Triplett and seconded by Sires to adjourn at 6:45 p.m.

*Next Meeting Date* – Monday, August 19, 2019

---

Jenny Gibbons - City Clerk



# CLAIMS REPORT

The City of Polk City

For **7/22/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
ALL	ALL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$11,466.66
ALL	ALL	I.C.A.P.	LIABILITY INSURANCE	\$52,575.72
ALL	ALL	CENTURY LINK	PHONE SERVICE	\$1,036.95
PD	GEN	GALL'S INC.	BADGE & NAME PLATE	\$225.48
PD	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$10.00
PD	GEN	NELSON AUTOMOTIVE	OIL CHANGE	\$79.46
PD	GEN	AT&T MOBILITY	WIRELESS	\$250.98
PD	GEN	JEREMY SIEPKER	CELL PHONE STIPEND	\$40.00
PD	GEN	TRACE KENDIG	CELL PHONE STIPEND AND PISTOL REIMBURS.	\$1,109.00
PD	GEN	BRICK LAW FIRM	PROSECUTIONS	\$1,230.00
PD	GEN	CITY OF DES MOINES	FY20 HOMELAND SECURITY 28E	\$4,102.00
PD	GEN	WEX	GAS	\$1,897.64
FD	GEN	EMSLRC	CONTINUING ED HOURS	\$20.00
FD	GEN	STEVE WINTER	EMT TESTING FEES	\$235.00
FD	GEN	IA ASSOC PROF FIRE CHIEFS	FALL FIRE CHIEF PROF. DEV.	\$75.00
FD	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$19.50
FD	GEN	TOYNE, INC.	SERVICE AND PUMP TESTING	\$1,891.19
FD	GEN	JIM MITCHELL	CELL PHONE STIPEND	\$40.00
FD	GEN	RACOM	EDACS ACCESS	\$671.16
FD	GEN	VERIZON WIRELESS	PHONE AND DATA PLAN	\$17.10
FD	GEN	CITY OF ANKENY	TIER RESPONSE	\$200.00
FD	GEN	ARROW INTERNATIONAL	IO POWER DRIVERS	\$1,163.50
FD	GEN	WEX	GAS	\$916.66
BLDG	GEN	WRIGHT OUTDOOR SOLUTIONS	GRINDING OF WOOD PILE	\$4,637.50
LIB.	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$48.00
LIB.	GEN	POLK COUNTY HEATING & COOLING	AC CHECK	\$139.00
LIB.	GEN	AMAZON	LIBRARY BOOKS	\$1,075.81
LIB.	GEN	CENTURY LINK	PHONE SERVICE	\$378.44
PARKS	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$39.50
PARKS	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$25.00
PARKS	GEN	WASTE SOLUTIONS OF IOWA	PORTABLE TOLIET RENTAL	\$80.00
PARKS	GEN	ANKENY HARDWARE	SPRAYERS	\$31.98
PARKS	GEN	Central Pump & Motor	REPAIR LIFT STATION AT SPORTS	\$250.00
PARKS	GEN	WASTE SOLUTIONS OF IOWA	PORTABLE TOLIET RENTAL	\$80.00
PARKS	GEN	ANKENY HARDWARE	GARDEN HOSES, WATER CANS, ETC	\$295.91
PARKS	GEN	ARDICK EQUIPMENT CO.	SIGNS	\$393.15
COMM. CENT.	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$42.50
COMM. CENT.	GEN	POLK COUNTY HEATING & COOLING	AC REPAIR	\$97.00
COMM. CENT.	GEN	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$123.56
CH	GEN	BRICK LAW FIRM	LEGAL SERVICES	\$3,335.00
CH	GEN	Polk County Recorder	RECORDING FEE	\$44.00
CH	GEN	AUREON TECHNOLOGY	MANAGED BACKUP	\$1,068.00
CH	GEN	FORECAST5 ANALYTICS	LICENSE AGREEMENT	\$8,300.00
CH	GEN	MMIT BUSINESS SOLUTIONS GROUP	COPIER	\$234.80
CH	GEN	HINSON CONSULTING	CM CONSULTING FEE	\$5,000.00
CH	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$9.50
CH	GEN	LINDSEY HUBER	CELL PHONE STIPEND	\$40.00
CH	GEN	BRAVO GREATER DES MOINES	QUARTERLY CONTRIBUTION	\$828.60
CH	GEN	Crystal Clear Water Co	PURCHASED WATER	\$16.00
ROAD USE	RUT	FREEDOM FLATWORK	REPAIR AND REPLACE CONCRETE	\$2,275.00
ROAD USE	RUT	P & M APPAREL	UNIFORMS	\$907.90
ROAD USE	RUT	CENTRAL SALT, LLC	250 TONS OF SALT	\$16,087.82
ROAD USE	RUT	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$347.69
ROAD USE	RUT	CAPITAL CITY EQUIPMENT CO.	REPAIR SKIDLOADER SWEEPER	\$1,945.21
ROAD USE	RUT	BRICK LAW FIRM	DEERHAVEN AND GRIMES	\$1,507.50
ROAD USE	RUT	Speck Enterprises	STREET SWEEPING	\$5,600.00
ROAD USE	RUT	ANKENY SANITATION	TRASH	\$529.18
ROAD USE	RUT	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$79.41
ROAD USE	RUT	Electrical Eng & Equipment Co	ELECTRICAL SUPPLIES	\$163.44
ROAD USE	RUT	NICHOLS EQUIPMENT LLC	RENTAL OF DEERE 700K DOZER	\$1,419.10
ROAD USE	RUT	MENARD'S	SUPPLIES	\$1,262.45
ROAD USE	RUT	WEX	GAS	\$1,062.49

# CLAIMS REPORT

The City of Polk City

For **7/22/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
WATER	WATER	G & L Clothing	WORK CLOTHING	\$142.98
WATER	WATER	Automatic Systems Co	REPAIR WELL #4	\$552.25
WATER	WATER	CAPITAL CITY EQUIPMENT CO.	HYDRAULIC REPAIRS	\$2,129.90
WATER	WATER	KEYSTONE LABORATORIES INC.	WATER TESTING	\$608.00
WATER	WATER	CORE AND MAIN	SUPPLIES	\$318.00
WATER	WATER	HAWKINS INC	GALLONS OF AZONE	\$1,220.65
WATER	WATER	CENTRAL TANK COATINGS	POWER WASH WATER TOWER	\$7,500.00
WATER	WATER	KIMBALL MIDWEST	SUPPLIES	\$2,120.95
SEWER	SEWER	G & L Clothing	WORK CLOTHING	\$131.75
SEWER	SEWER	HOTSY CLEANING SYSTEMS INC.	SOAP FOR PRESSURE WASHER	\$130.00
SEWER	SEWER	INTERSTATE POWERSYSTEMS	LIFT STATION AT BIG CREEK	\$611.25
SEWER	SEWER	SPRAYER SPECIALITIES INC	SPRAYER PUMP	\$211.96
SEWER	SEWER	ACCUJET LLC	SEWER BACKUP ON ORCHARD LANE	\$1,165.56
SEWER	SEWER	Ferguson Waterworks	EQUIPMENT REPAIRS	\$6,005.66
SEWER	SEWER	CITY OF DES MOINES	WRA	\$51,355.00
SEWER	SEWER	Central Pump & Motor	REPAIR BIG CREEK LIFT STATION	\$250.00
<b>TOTAL</b>				<b>\$213,527.35</b>
		GENERAL		\$105,886.25
		ROAD USE		\$33,187.19
		WATER		\$14,592.73
		SEWER		\$59,861.18
		<b>TOTAL</b>		<b>\$213,527.35</b>

# Memo

**To:** Mayor and Council

**From:** Lindsey M. Huber, Assistant City Administrator/Finance Director

**Date:** July 15, 2019

**Re:** FY19 Financial Wrap Up

---

Dear Mayor and Council,

FY19 came out better than we expected. Our revenues exceeded our expenses in all areas except Road Use Tax. Road Use Tax expenses have increased the last two years because we made a concise decision to spend down the fund balance on the Vista Drive extension. We also have four annual payments to the DOT for paving that we took from this fund. We will want to scale back our spending in Road Use Tax in FY20 and look closer at expenses when setting the FY21 budget. The good news is when we get our census done, we will see much higher revenue in Road Use Tax and we can reevaluate road projects.

Our fund balances are very healthy right now. You will find this information in my Finance Report on page 3 called "Cash Balance Summary".

As we look to the future, we do not know where our LOST funding will be. I have spoke to the State of Iowa many times to try to pin down what we can expect for funding in order to better budget. They stated there are too many "variables and anomalies" that prevent us from truly knowing what we will receive. Once we get some consistency in payments, the process should become easier.

Here is a list of our top revenues in the General Fund for FY19...



## General Fund Top Revenues

	<u>FY19</u>	<u>FY18</u>
Property Taxes	1,804,013.48	1,554,454.82
Local Option Sales Tax	1,754,306.07	2,222,250.04
EMS Charges	148,511.67	144,601.74
Liability, Property, Self Ins	111,286.76	- New Tax
Interest Income	107,086.91	48,693.33
Site Use Agreements	88,176.00	86,527.82
Hotel Motel Tax	27,027.42	32,280.85

Our interest income has really grown over the past year. Interest rates are back to being profitable. I continue to monitor our investments and move things around when I see we can benefit with a higher interest rate.

Please let me know if you have any questions or concerns with FY19 final figures.

Thank you!



Lindsey M. Huber



**POLK CITY** - A City For All Seasons -

# **Monthly Finance Report**

## **June 28, 2019**

**City of Polk City**  
**Cash and Investment Reconciliation**  
**All Funds**  
**06/28/2019**

<b>Cash Basis Fund Balances</b>	<b><u>\$ 9,855,876.11</u></b>
Investments	\$ 4,639,957.45
Grinnell State Bank Business Checking- 0.60%	5,355,225.99
<b>Outstanding Transactions</b>	<u>(139,307.33)</u>
<b>Total</b>	<b><u>\$9,855,876.11</u></b>

**Summary of Investments**

Luana Savings Bank Money Market- 1.81%	\$ 1,616,012.84
Luana Savings Bank Certificate of Deposit- 1.85%	\$ 1,527,878.34
Grinnell State Bank Certificate of Deposit- 2.45%	1,049,633.62
Grinnell State Bank Business Money Market- 1.46%	446,428.65
IPAIT Investment Account	<u>4.00</u>
	<b>\$ 4,639,957.45</b>

**City of Polk City  
Cash Balance Summary  
06/28/2019**

<b>Fund</b>	<b>Cash Balance May 31, 2019</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Cash Balance June 28, 2019</b>
General Fund	\$ 4,440,305.52	\$ 217,712.00	\$ 371,959.55	\$ 4,286,057.97
Road Use Tax	96,875.13	50,024.03	23,757.77	\$ 123,141.39
Tax Increment Financing	254,600.52	5,279.87	142,492.66	\$ 117,387.73
Low Moderate Income	1,535,754.84	40,449.50	-	\$ 1,576,204.34
PC Comm. Lib Trust	15,847.55	-	-	\$ 15,847.55
Asset Forfeiture	257.50	4,726.00	-	\$ 4,983.50
Debt Service	12,845.94	3,485.81	-	\$ 16,331.75
Capital Improvements	(78,911.58)	78,912.00	-	\$ 0.42
Capital Projects Water Project	2,238,460.40	-	-	\$ 2,238,460.40
Water Utility	615,292.33	90,501.93	65,750.07	\$ 640,044.19
Sewer Utility	753,719.77	111,723.77	28,030.67	\$ 837,412.87
<b>Total</b>	<b><u>\$ 9,885,047.92</u></b>	<b><u>\$ 602,814.91</u></b>	<b><u>\$ 631,990.72</u></b>	<b><u>\$ 9,855,876.11</u></b>



**City of Polk City  
Revenue Summary by Fund  
06/28/2019**

<b>Fund</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>As of June 28, 2019</b>	<b>Variance</b>	<b>Percent (1)</b>
<b>General Total</b>	4,277,764.45	5,669,696.18	5,335,202.89	4,650,658.30	5,213,831.00	5,113,862.08	(99,968.92)	98%
<b>Road Use Total</b>	357,044.52	422,393.91	425,317.38	436,103.13	430,000.00	455,806.80	25,806.80	106%
<b>TIF Total</b>	329,248.10	361,874.17	205,235.86	300,221.00	336,600.00	342,324.53	5,724.53	102%
<b>L.M.I Total</b>	276,204.44	15,431.41	55,242.83	70,839.08	85,651.00	90,698.75	5,047.75	106%
<b>PC Comm. Library Trust</b>	-	0.00	0.00	20,000.00	0.00	0.00	-	0%
<b>Asset Forfeiture Total</b>	0.00	0.00	610.00	0.00	0.00	4,726.00	4,726.00	0%
<b>Debt Service Total</b>	15,545.00	271,892.45	137,160.00	136,215.00	324,408.00	321,958.32	(2,449.68)	99%
<b>Capital Improvements Total</b>	10,565.58	2,334,810.55	908,704.56	1,128,651.95	1,659,793.00	1,470,705.00	(189,088.00)	89%
<b>Capital Water Project</b>	-	0.00	0.00	60,000.00	2,961,568.00	2,961,568.80	0.80	100%
<b>Water Total</b>	573,693.18	611,146.22	788,088.93	954,955.00	776,000.00	1,044,825.56	268,825.56	135%
<b>Sewer Total</b>	2,245,617.33	639,078.61	761,007.40	870,631.50	994,500.00	1,329,223.39	334,723.39	134%
<b>Total Of All Revenues</b>	<b>8,085,682.60</b>	<b>10,326,323.50</b>	<b>8,616,569.85</b>	<b>8,628,274.96</b>	<b>12,782,351.00</b>	<b>13,135,699.23</b>	<b>353,348.23</b>	<b>103%</b>

(1) June is 100% of the fiscal year

**City of Polk City  
Expenditures Report  
06/28/19**

<b>Account Title</b>	<b>2014-15 Actual</b>	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>As of June 28, 2019</b>	<b>Variance</b>	<b>Percent (1)</b>
Police Total	624,209.37	643,613.46	728,089.33	751,430.58	793,669.00	788,543.47	5,125.53	104.94%
Civil Defense Total	5,244.84	6,435.51	7,180.70	4,009.83	5,300.00	4,547.16	752.84	113.40%
Fire Total	409,535.04	465,724.29	456,504.44	479,940.15	766,369.00	759,900.23	6,468.77	158.33%
Building/Housing Total	350,502.01	327,498.79	461,270.52	423,623.74	376,892.00	389,606.92	(12,714.92)	91.97%
Dog Control Total	649.96	312.48	603.70	1,438.29	2,000.00	1,133.84	866.16	78.83%
Road Use Total	177,432.95	149,997.73	154,726.93	102,308.96	124,984.00	104,196.78	20,787.22	101.85%
Street Lighting Total	50,037.07	60,371.53	55,632.71	52,756.68	60,000.00	49,599.49	10,400.51	94.02%
Other Public Works (Theft)	-	16,455.60	0.00	0.00	0.00	0.00	0.00	0.00%
Env.Health Services Total	2,719.42	111.40	3,627.80	246.25	5,000.00	4,433.30	566.70	1800.32%
Library Total	233,590.26	265,792.84	240,329.49	273,480.58	292,898.00	277,882.31	15,015.69	101.61%
Parks Total	235,941.09	223,617.65	316,853.97	366,446.16	496,093.00	510,507.92	(14,414.92)	139.31%
Community Center Total	17,270.78	12,302.68	9,948.52	10,034.75	5,400.00	9,938.38	(4,538.38)	99.04%
Economic Development Total	19,252.50	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
Mayor Council Total	188,380.18	203,903.88	206,759.19	218,058.58	243,120.00	281,953.87	(38,833.87)	129.30%
Policy Administration	423,236.43	413,582.81	449,960.55	383,042.40	382,769.00	364,360.76	18,408.24	95.12%
Elections	-	1,601.70	0.00	0.00	0.00	0.00	0.00	0.00%
City Attorney Total	25,314.31	60,882.41	58,341.69	42,445.52	66,000.00	74,120.21	(8,120.21)	174.62%
City Hall Total	118,597.03	107,208.09	145,468.76	120,905.77	242,904.00	220,165.77	22,738.23	182.10%
Other City Government Total	63,850.95	60,858.86	69,790.51	195,182.76	186,700.00	179,202.99	7,497.01	91.81%
Capital Improvements	-	-	0.00	500,000.00	0.00	0.00	0.00	0.00%
Transfer Total	0	2,606,703.00	1,032,160.00	1,260,230.68	1,100,000.00	910,912.00	189,088.00	72.28%
<b>General Total</b>	<b>2,945,764.19</b>	<b>5,751,974.71</b>	<b>4,397,248.81</b>	<b>5,185,581.68</b>	<b>5,150,098.00</b>	<b>4,931,005.40</b>	<b>219,092.60</b>	<b>172.80%</b>
<b>Road Use Total</b>	<b>310,082.86</b>	<b>347,488.01</b>	<b>294,350.76</b>	<b>674,279.15</b>	<b>477,852.00</b>	<b>480,083.12</b>	<b>-2,231.12</b>	<b>100.47%</b>
<b>TIF Total</b>	<b>330,884.71</b>	<b>359,125.48</b>	<b>206,347.94</b>	<b>243,221.00</b>	<b>336,600.00</b>	<b>284,984.91</b>	<b>51,615.09</b>	<b>84.67%</b>
<b>L.M.I Total</b>	<b>43,078.03</b>	<b>6,745.00</b>	<b>0.00</b>	<b>7,294.00</b>	<b>36,000.00</b>	<b>27,512.00</b>	<b>8,488.00</b>	<b>76.42%</b>
<b>PC Comm. Lib Trust Fund Total</b>					<b>8,500.00</b>	<b>4,152.45</b>	<b>4,347.55</b>	<b>48.85%</b>
<b>Asset Forfeiture Total</b>	<b>0.00</b>	<b>0.00</b>	<b>152.50</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.00%</b>
<b>Debt Service Total</b>	<b>150,042.45</b>	<b>137,395.00</b>	<b>137,160.00</b>	<b>136,215.00</b>	<b>320,854.00</b>	<b>305,626.57</b>	<b>15,227.43</b>	<b>95.25%</b>
<b>Capital Improvements Total</b>	<b>941,446.57</b>	<b>1,450,384.16</b>	<b>945,265.38</b>	<b>1,129,054.79</b>	<b>1,654,793.00</b>	<b>1,470,704.58</b>	<b>184,088.42</b>	<b>88.88%</b>
<b>Capital Water Project Total</b>					<b>805,000.00</b>	<b>783,108.40</b>	<b>21,891.60</b>	<b>97.28%</b>
<b>Water Total</b>	<b>535,075.87</b>	<b>676,504.07</b>	<b>611,971.91</b>	<b>919,479.44</b>	<b>723,854.00</b>	<b>698,762.78</b>	<b>25,091.22</b>	<b>96.53%</b>
<b>Sewer Total</b>	<b>2,245,810.25</b>	<b>614,973.35</b>	<b>514,735.07</b>	<b>619,795.77</b>	<b>1,177,601.00</b>	<b>1,168,242.69</b>	<b>9,358.31</b>	<b>99.21%</b>
<b>Total Of All Expenses</b>	<b>7,502,184.93</b>	<b>9,344,589.78</b>	<b>7,107,232.37</b>	<b>8,914,920.83</b>	<b>10,691,152.00</b>	<b>10,154,382.90</b>	<b>536,769.10</b>	<b>94.98%</b>

(1) June is 100% of the fiscal year

**City of Polk City**  
**Summary of Funds for Fiscal Year**  
**06/28/19**

	Revenues	Expenses	Net Difference (R-E)	Note
<b>General Total</b>	\$5,113,862.08	\$4,931,005.40	\$182,856.68	
<b>Road Use Total</b>	\$455,806.80	\$480,083.12	(\$24,276.32)	Previous fiscal year carryover offsets difference. \$147,417.71
<b>TIF Total</b>	\$342,324.53	\$284,984.91	\$57,339.62	
<b>L.M.I Total</b>	\$90,698.75	\$27,512.00	\$63,186.75	
<b>PC Library Trust Fund Total</b>	\$0.00	\$4,152.45	(\$4,152.45)	Previous fiscal year carryover offsets difference. \$20,000.00
<b>Asset Forfeiture Total</b>	\$4,726.00	\$200.00	\$4,526.00	
<b>Debt Service Total</b>	\$321,958.32	\$305,626.57	\$16,331.75	
<b>Capital Improvements Total</b>	\$1,470,705.00	\$1,470,704.58	\$0.42	
<b>Capital Water Project Total</b>	\$2,961,568.80	\$783,108.40	\$2,178,460.40	
<b>Water Total</b>	\$1,044,825.56	\$698,762.78	\$346,062.78	
<b>Sewer Total</b>	\$1,329,223.39	\$1,168,242.69	\$160,980.70	
<b>Total</b>	<b><u>\$13,135,699.23</u></b>	<b><u>\$10,154,382.90</u></b>	<b><u>\$2,981,316.33</u></b>	

**RESOLUTION NO. 2019-69**

**A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING OF .22 ACRES LOCATED AT 506 E BROADWAY, POLK CITY, IOWA, FROM ZONING CLASSIFICATION OF UTILITY DISTRICT (U-1) TO SINGLE FAMILY DETACHED RESIDENTIAL (R-1)**

---

**WHEREAS**, Jamie and Shannon Peterson are desirous to rezone property located at 506 E Broadway Street, Polk City, Iowa, legally described as:

*A PART OF PARCEL "B" BEING A PART OF LOTS 3 AND 4 OF THE OFFICIAL PLAT OF THE NW FRACTIONAL ¼ AND THE NORTH ½ OF THE SW ¼ OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5<sup>TH</sup> P.M., NOW INCLUDED IN A FORMING A PART OF THE CITY OF POLK CITY, POLK COUNTY IOWA AS SHOWN IN A PLAT OF SURVEY RECORDED IN BOOK 6332, PAGE 391 OF THE POLK COUNTY RECORDER'S OFFICE AND SAID PARCEL IS A PART OF AND LOCALLY KNOW AS 506 E. BROADWAY STREET, POLK CITY, IOWA HAVING A POLK COUNTY DISTRICT PARCEL NUMBER OF 261-00005-005-000 AT THE TIME OF THIS DESCRIPTION AND GENERALLY DESCRIBED AS FOLLOWS:*

*BEGINNING AT THE SOUTHERLY CORNER OF SAID PARCEL "B" AND BEING A POINT ON THE COMMON ZONING LINE BETWEEN U-1 AND R-1 ZONING; THENCE NORTH ALONG SAID COMMON ZONING LINE APPROXIMATELY 131.6 FEET; THENCE EAST ALONG SAID COMMON ZONING LINE APPROXIMATELY 145.2 FEET TO A CORNER ON THE SOUTHEASTERLY LINE OF SAID PARCEL "B"; THENCE SOUTHWESTERLY ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL "B" A DISTANCE OF 195.99 FEET TO THE POINT OF BEGINNING AND CONTAINING APPROXIMATELY 0.22 ACRES (9,957 S.F.).*

to be rezoned from Utility District (U-1) to Single Family Detached Residential (R-1); and

**WHEREAS**, the Planning and Zoning Commission has recommended approval for the rezoning at the July 15, 2019 meeting.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on August 12, 2019 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa, on proposal to rezone property located at 506 E Broadway Street as described above, to be rezoned from Utility District (U-1) to Single Family Detached Residential (R-1).

**BE IT FURTHER RESOLVED**, the City Council authorizes the City Clerk to send out notices to residence within 250 feet. And the Clerk shall publish notice of such hearing at the time and in the manner required by law.

**DATED** this 22nd day of July 2019.

---

Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk



# Polk City Water Department

## Monthly Report

Month June

Year 2019

Total Water Pumped 24,734,340 Gallons  
Monthly Daily Avg 824,478 Gallons

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### Testing Results

- **SDWA Bacteriological Coliform Analysis** about 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 1.20 mg/l Polk City Lab.  
Fluoride in System- Monthly Average .83 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** .67 mg/l Polk City Lab.  
**Chlorine Total at plant- Monthly Average** 3.66 mg/l Polk City Lab.  
**Chlorine Free in System- Monthly Average** .63 mg/l Polk City Lab.  
**Chlorine Total in System- Monthly Average** 1.19 mg/l Polk City Lab.  
Chlorine requirement is the quantity of chlorine that must be added to H<sub>2</sub>O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.02 mg/l Polk City Lab.  
**Iron Finish Water- Monthly Average** .07 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 4<sup>th</sup> most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H<sub>2</sub>O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .24 mg/l Polk City Lab.  
**Manganese Finish Water- Monthly Average** .22 mg/l Polk City Lab.  
**Manganese System Water- Monthly Average** .10 mg/l Polk City Lab.  
Manganese also occurs in rocks and the earth's crust. It is the 7<sup>th</sup> most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H<sub>2</sub>O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.5 mg/l Polk City Lab.  
**pH Finish Water-Monthly Average** 7.6 mg/l Polk City Lab.  
**pH System Water- Monthly Average** 7.8 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 \_\_\_\_\_

**TEMPORARY SITE PLAN APPLICATION**



**POLK CITY** - A City For All Seasons -

Application for Permit to temporarily use a City facility, park or street including temporary structures including Tents or Air Supported Structures, and/or temporary Parking Area

**Attach an illustrated site plan detailing locations of all activities, temporary structures and closures. All information must be complete and accurate to receive approval.**

Proposed location of event: <u>1601 W Prairie Wood Ct Polk City</u>	
<i>Attach Plans, including detailed site plan illustrating locations of all activities, temporary structures and closures.</i>	
Type of Event: <u>Block Party</u>	Date and time range of Event: <u>8/24/19</u>
Dates/times for set up: <u>8/24/19</u>	Dates/times for tear down:

Organization holding event: <u>Prairie Wood Ct Neighborhood</u>	
Contact Person Name: <u>Dee KADING</u>	Phone: <u>515-238-8878</u>
Email: <u>dee@charlesgabriel.com</u>	

**\*\*All YES answers below must be detailed on site plan illustration and must include location**

Street closure? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: <u>1601 W Prairie Wood Ct</u> Dates/times: <u>8/24/19 4-11 pm</u>	On Street parking closure? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Locations: Dates/times:
Barricades required? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: Requested delivery date/time:	Electrical service expected? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Portable Toilets? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Vendor name: Phone number:
Temporary parking lot needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Site to be re-seeded by:	Alcohol on site? No <input type="checkbox"/> Yes <input type="checkbox"/> <i>*If yes, must have Iowa Beverage Permit with outdoor service on file</i>
Curb ramp needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, material:	<i>**If yes, must have the area fenced off from the rest of the activities to section off the alcohol sales</i>
Culvert needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Tents? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> <i>(be sure to include location on the site plan illustration)</i>
Name and phone number of owner of tent(s): <u>Dee KADING 515-238-8878</u>
Tent to be set up & removed by: <u>SAME</u>
Fire extinguishers required? No <input type="checkbox"/> Yes <input type="checkbox"/>
Flame-retardant treatment used? No <input type="checkbox"/> Yes <input type="checkbox"/> Date of Last treatment:

Information about other temporary structures: <i>(stage, tables, bounce house, etc. include location on the site plan illustration)</i> <u>tables on driveway</u>
--

Additional Remarks:
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Applicant name: <u>Dee KADING</u>	Date: <u>7/15/19</u>
-----------------------------------	----------------------

Approved by:	Date:
Inspector name:	Date:

<b>Official use only:</b>	
Fire & Rescue Department approval by: _____	Public Works approval by: _____
Police Department approval by: _____	

**TEMPORARY SITE PLAN APPLICATION**



**POLK CITY** - A City For All Seasons -

Application for Permit to temporarily use a City facility, park or street including temporary structures including Tents or Air Supported Structures, and/or temporary Parking Area

**Attach an illustrated site plan detailing locations of all activities, temporary structures and closures. All information must be complete and accurate to receive approval.**

Proposed location of event: <u>Sunset Street</u>	
<i>Attach Plans, including detailed site plan illustrating locations of all activities, temporary structures and closures.</i>	
Type of Event: <u>Block Party</u>	Date and time range of Event: <u>8/17/19</u>
Dates/times for set up: <u>2:00 pm</u>	Dates/times for tear down: <u>midnight</u>

Organization holding event: <u>Block</u>	Contact* Person Name: <u>Todd Lee</u>
Contact Person Email: <u>mlee@mchsi.com</u>	Contact Person Phone: <u>782-83104</u>

**\*Contact must be on site for set-up and tear-down of event**

**\*\*All YES answers below must be detailed on site plan illustration and must include location**

Street closure? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: <u>Sunset Street</u> Dates/times: <u>8/17/19</u>	On Street parking closure? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: <u>SUNSET Street</u> Dates/times: <u>8/17/19</u>
Barricades required? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: Requested delivery date/time:	Electrical service expected? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Portable Toilets? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Vendor name: Phone number:
Temporary parking lot needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Site to be re-seeded by:	Alcohol on site? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <small>*If yes, must have Iowa Beverage Permit with outdoor service on file</small>
Curb ramp needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, material:	<small>**f yes, must have the area fenced off from the rest of the activities to section off the alcohol sales</small>
Culvert needed? No <input type="checkbox"/> Yes <input type="checkbox"/>	

Tents? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <small>(be sure to include location on the site plan illustration)</small>
Name and phone number of owner of tent(s):
Tent to be set up & removed by:
Fire extinguishers required? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Flame-retardant treatment used? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes      Date of Last treatment:

Information about other temporary structures: <small>(stage, tables, bounce house, etc. include location on the site plan illustration)</small>
<u>Tables &amp; RV fire pot luck</u>

Additional Remarks: <u>Sunset Closed Westside to 1300 block</u>
--

Applicant name: <u>Todd Lee</u>	Date: <u>8/15/19</u>
---------------------------------	----------------------

Approved by:	Date:
Inspector name:	Date:

**Official use only:**

Fire & Rescue Department approval by: \_\_\_\_\_ Public Works approval by: \_\_\_\_\_  
 Police Department approval by: \_\_\_\_\_







# Polk City Police Department

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

Polk City, Iowa 50226

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

*Service Integrity Respect Quality*

To: Honorable Mayor and Council Members

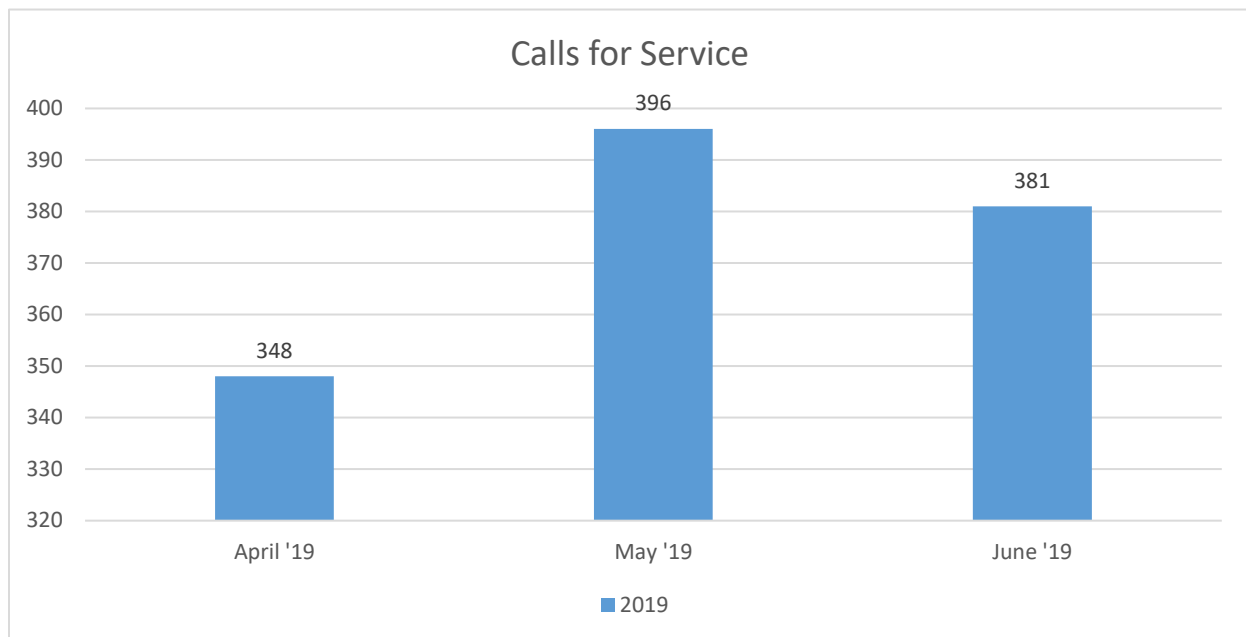
From: Lieutenant Jeremy Siepker

Date: July 7th, 2019

Re: June 2019 Monthly Report

## Calls for Service

The total calls for service for the month of June were **381**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City officers conducted **151** traffic stops.







# Polk City Police Department

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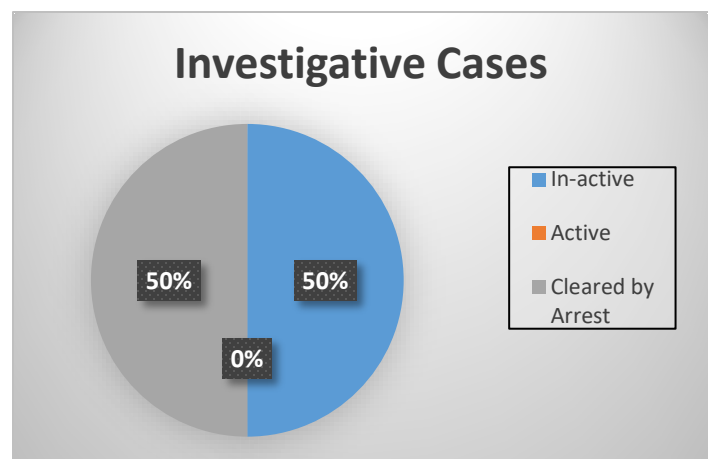
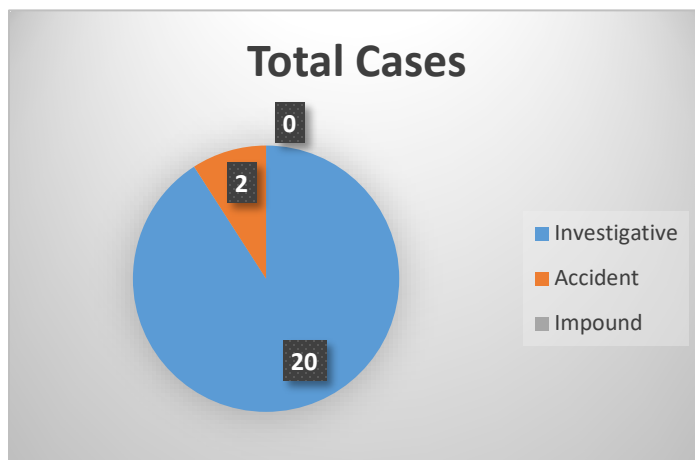
Polk City, Iowa 50226

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***Service Integrity Respect Quality***

## Cases Made

22 total cases were completed during the month of June. Of those cases made 20 where investigative Incident Reports. There are no active investigations for this month. There is a 50% clearance rate by arrest for June incident report cases. Polk City had 2 reported traffic accidents.





# Polk City Police Department

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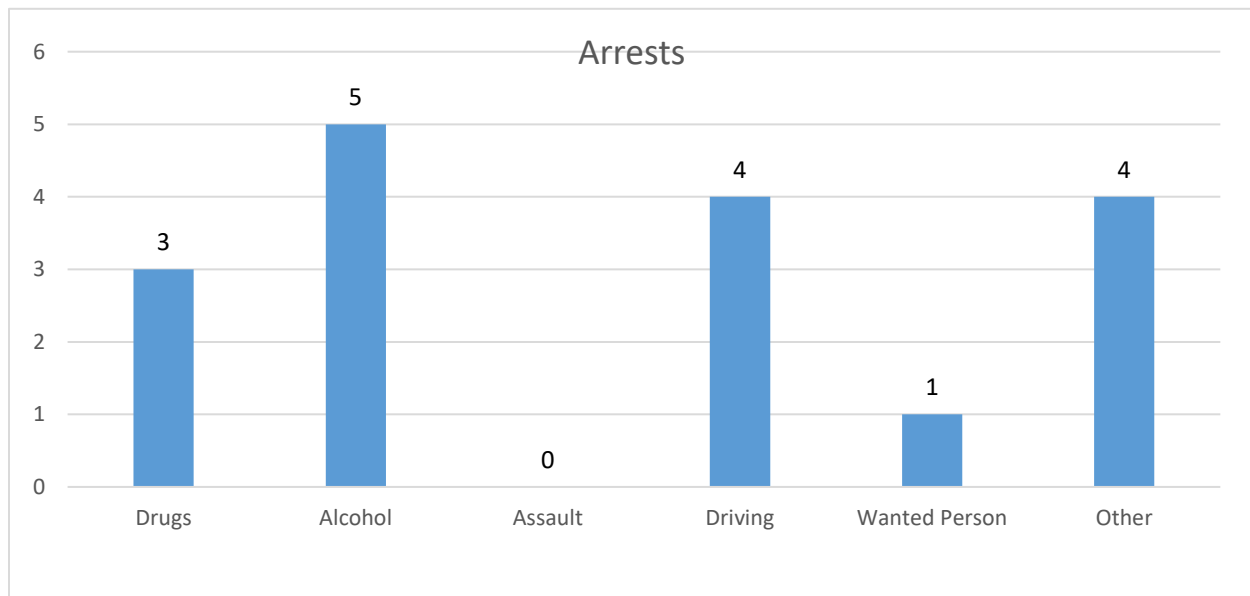
Polk City, Iowa 50226

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***Service Integrity Respect Quality***

## Arrests Made

The Police Department made 17 arrests and issued 183 citations and warnings. Among those arrests there were 4 OWI arrests, 3 drug related offenses and 4 driving related offenses.



## Notable Incidents

On June 1<sup>st</sup>, a Polk City Officer stopped a vehicle by the intersection of NW Hugg Dr and NW Big Creek Dr for speeding. During this stop the driver had changed places with a passenger in the vehicle. Through the officer's investigation it was determined the driver was suspended. The suspect did not comply with the officer's orders. The suspect was eventually taken out of the vehicle at gun point. The suspect was taken into custody. The suspect was charged with driving while suspended,



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***Service Integrity Respect Quality***

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interference with official acts and delivery of narcotics. Narcotics and money were seized during the stop. The suspect was taken to the Polk County Jail on his charges.

On June 3<sup>rd</sup>, a Polk City Officer located a vehicle parked in the 300 block of Sandpiper Ct that showed the registered owner had felony warrants out of Polk County for drug charges. The Officer did surveillance on the area and evidentially observed the owner get into the vehicle and drive away. The Officer stopped the vehicle on Hwy 415. The driver was the wanted subject and he was taken into custody. The subject was turned over to the Polk County Sheriff's Office for transport to the jail.

On June 29<sup>th</sup>, a Polk City Officer was called to the 1200 block of Westside Drive on a report of subject being under the influence of alcohol or narcotics. The Officer located the suspect in a garage not belonging to him. The suspect was highly intoxicated and belligerent. Through the Officer's investigation it was determined the suspect would be charged with public intoxication, disorderly conduct and interference with official acts. The suspect was taken to the Polk County Jail on the charges.



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## **In-Service Training**

On June 11<sup>th</sup> officers participated in firearms training at the Olofson DNR range. Rick Largesse, owner of SSV Concepts firearms training came on-site to instruct a comprehensive handgun course. This training included various marksmen and tactics drills.



## **Individual Officer Training**

On June 20<sup>th</sup> Lieutenant Siepker attended the Iowa Acts of Interest to Law Enforcement Legislative Update held at Prairie Meadows.

Officer Aicher and Eudoris completed 16 hours of training at Canine Tactical. This training included work on building searches, bite suit work, tracking and detection.

Training Hours: 60

Lamfers	8
Untrauer	8
Aicher	24
Kendig	8



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***Service Integrity Respect Quality***

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Siepker 16  
Wilson 8

## **Canine Program**

Officer Aicher and Eudoris were deployed 5 times in June. These deployments included 3 narcotics detection deployments, 1 suspect track deployment, and 1 agency assist- locker sniffs at Norwalk Middle and High Schools.

On June 17<sup>th</sup> Officer Aicher and Eudoris were requested to assist Ankeny Police with an arrest and vehicle sniff of the suspects' vehicle. Eudoris gave a positive indication on the vehicle for the presence of narcotics. During the subsequent search officers recovered a large amount of THC vape cartridges. These types of devices are trending largely among our teenage population. The driver involved in this incident had been involved in a motor vehicle accident and arrested for OWI prior to the finding of the narcotics by our K9 team.

## **Community Outreach**

The Polk City Police Department rolled out two summer outreach programs in June. The Safety Citation Program and the Movies with the Police.

The Safety Citation Program is designed to reward kids around town when officers observe them making safe choices or kind actions such as wearing their bicycle helmets, wearing seatbelts, or turning in a found pet to the police department.





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***Service Integrity Respect Quality***

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Movies with the police is an opportunity to have officers come to your neighborhood upon request. We bring a projector, screen, movie, and pop popcorn for those attending. This year we plan to also host a movie at the police department for anyone to attend.



## City of Polk City, Iowa City Council Agenda Communication

**Date:** July 22, 2019  
**To:** Mayor & City Council  
**From:**  
**Subject:** Fire Department Staff Update

---

**BACKGROUND:** The Fire Department needs to replace a few Paramedics that have resigned and increase the number of part-time EMT's and Paramedics to address a shortage of day crew shifts. Karla Hogrefe has applied for a paid-on-call position, as she is a Polk City resident, and is also interested in working our day shift as well as cover on-call at night.

**ALTERNATIVES:** N/A

**FINANCIAL CONSIDERATIONS:** Ms. Hogrefe wage for a paid-on-call rate of \$15.38 per hour and part-time rate of \$18.16 per hour.

**RECOMMENDATION:** We have offered conditional paid-on-call position to Firefighter/Paramedic Karla Hogrefe. Karla is full time with the Clive Fire Department and a resident of Polk City. Karla will join our group providing on-call coverage at night and part time coverage during the day. Ms. Hogrefe has 6 years of fire service in a part-time and full-time capacity. I would recommend Council approve hiring Ms. Hogrefe at the above mentioned pay rate.

**Polk City Fire Department - 2019 Call Response Statistics**

**May**

<b>Incident Response Type</b>	
Fire Related	13
EMS Related	47
<b>TOTAL</b>	<b>60</b>

<b>Incident Numbers By Shift</b>	
Mon-Fri Day (06:00-18:00)	33
Mon-Fri Night (18:00-06:00)	16
Sat/Sun Day (06:00-18:00)	4
Sat/Sun Night (18:00-0600)	7

<b>Call Numbers By Day</b>	
Sunday	3
Monday	7
Tuesday	5
Wednesday	17
Thursday	12
Friday	7
Saturday	9

<b>Incident Numbers By Month</b>	
January	55
February	60
March	53
April	62
May	60
June	
July	
August	
September	
October	
November	
December	
<b>TOTAL</b>	<b>290</b>

<b>Incidents By Auto. Aid</b>	
Ankeny FD	2
Granger FD	4

<b>Incidents By Mutual Aid</b>	
Ankeny FD	30
Granger FD	1
Johnston-Grimes FD	5
Madrid FD	0
Story County	0
Dallas County	0
Other	0
<b>TOTAL</b>	<b>36</b>

<b>Training Hours</b>	
Fire	64
EMS	0
<b>TOTAL</b>	<b>64</b>

## Polk City Fire Department - 2019 Call Response Statistics

June

Incident Response Type	
Fire Related	16
EMS Related	50
<b>TOTAL</b>	<b>66</b>

Incident Numbers By Shift	
Mon-Fri Day (06:00-18:00)	29
Mon-Fri Night (18:00-06:00)	12
Sat/Sun Day (06:00-18:00)	18
Sat/Sun Night (18:00-0600)	7

Call Numbers By Day	
Sunday	8
Monday	4
Tuesday	8
Wednesday	11
Thursday	5
Friday	11
Saturday	18

Incident Numbers By Month	
January	55
February	60
March	53
April	62
May	60
June	66
July	
August	
September	
October	
November	
December	
<b>TOTAL</b>	<b>356</b>

Incidents By Auto. Aid	
Ankeny FD	2
Granger FD	6

Incidents By Mutual Aid	
Ankeny FD	20
Granger FD	2
Johnston-Grimes FD	1
Madrid FD	0
Story County	0
Dallas County	0
Other	0
<b>TOTAL</b>	<b>23</b>

Training Hours	
Fire	26
EMS	50
<b>TOTAL</b>	<b>76</b>

**RESOLUTION NO. 2019-72**

**A RESOLUTION APPROVING THE POLK CITY POLICE DEPARTMENT'S  
NATIONAL NIGHT OUT EVENT AND THE TEMPORARY CLOSING OF THE  
300 BLOCK OF VAN DORN ST**

---

**WHEREAS**, National Night Out is an annual community-building campaign that promotes police-community partnerships, providing a great opportunity to bring police and neighbors together under positive circumstances; and

**WHEREAS**, millions of neighbors take part in National Night Out across thousands of communities on the first Tuesday in August; and

**WHEREAS**, the Polk City Police Department wants to host the National Night Out event this year on August 6, 2019 from 530pm to 730pm; and

**WHEREAS**, the event will contain several displays and vendors in front of the Police and Fire Department buildings on Van Dorn Street; and

**WHEREAS**, the City Council of the City of Polk City, Iowa feels it to be in the best interest of the citizens of Polk City to temporarily close Van Dorn Street.

**NOW. THEREFORE BE IT RESOLVED**, by the City Council of the City of Polk City, Iowa that the National Night Out event will be on August 6, 2019 and the 300 block of W. Van Dorn Street between S. 3<sup>rd</sup> Street and 4<sup>th</sup> Street be temporarily closed during the evening from 3:00 p.m. until 8:00 p.m.

**BE IT FURTHER RESOLVED**, that the following City owned property is hereby approved for use for the National Night Out event festivities including the City Hall parking spaces, the Polk City Fire Department, and the Polk City Police Department.

**PASSED AND APPROVED** 22nd day of July 2019.

---

Jason Morse, Mayor

Attest:

---

Jenny Gibbons, City Clerk



**RESOLUTION NO. 2019-70**

**A RESOLUTION APPROVING ADDITIONAL PUBLIC UTILITY  
EASEMENTS IN WOLF CREEK TOWNHOMES PLAT 12**

---

**WHEREAS**, Iowa Asset Acquisition, LLC has submitted two Public Utility Easements necessary in Wolf Creek Townhomes Plat 12; and

**WHEREAS**, the description of the properties containing the two easements are attached hereto as Exhibit "Lot 1" and Exhibit "Outlot X"; and

**WHEREAS**, the City Council of the City of Polk City, Iowa, believes it to be in the best interest of the City to approve said Easements.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby approves the two Public Utility Easements as attached hereto.

**PASSED AND APPROVED**, this 22nd day of July 2019.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk

**WHEN RECORDED RETURN TO:**

Amy S. Beattie  
6701 Westown Parkway, Suite 100  
West Des Moines, Iowa 50266

Preparer: Lisa R. Wilson, WILSON & EGGE, P.C., 475 Alice's Road, Suite A, Waukee, Iowa 50263 (515) 369-2502

**PUBLIC UTILITY EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

That the undersigned, Iowa Asset Acquisition, LLC, an Iowa limited liability company, hereinafter referred to as "Grantor", in consideration of the sum of one dollar (\$1.00), and other valuable consideration, in hand paid by the City of Polk City, Iowa, receipt of which is hereby acknowledged, does hereby sell, grant and convey unto the City of Polk City, Iowa, a municipal corporation, in the County of Polk, State of Iowa, hereinafter referred to as "Grantee" or "City", a permanent easement under, through, and across the following described real estate:

See Exhibit "A."

That the above described easement is granted unto the City of Polk City, Iowa, for the purpose of constructing, reconstructing, repairing, replacing, enlarging, inspecting and maintaining the following public improvements:

**Public Utilities**

1. Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited. Grantor and its grantees, assigns and transferees shall not erect any fence or other structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City, nor shall Grantor cause or permit any obstruction, planting or material to be placed under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City.
2. Change of Grade Prohibited. Grantor and its grantees, assigns and transferees shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City. The City shall have the right to restore any changes in grade, elevation or contour without prior written consent of the Grantor, its grantees, assigns or transferees.
3. Right of Access. The City shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on, through, across or within the Easement Area.

4. Property to be Restored. The City shall restore the Easement Area after exercising its rights hereunder, provided, however, that the City's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, trees or shrubs). The City shall not be responsible for any construction, reconstruction, replacement, repair or maintenance of any improvements located within the Easement Area.

5. Liability. Except as may be caused by the negligent acts or omissions of the City, its employees, agents or its representatives, the City shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage or any improvements or obstructions thereon resulting from the City's exercise of this Easement. Grantor agrees to indemnify and hold City, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.

6. Easement Benefit. This Easement shall be for the benefit of the City, its successors and assigns, and its permittees and licensees.

7. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.

8. Approval by City Council. This Easement shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this Easement by the City Clerk.

That the Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever, except as may be herein stated; that said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be herein stated.

**IN WITNESS WHEREOF**, we have hereunto affixed our hands this \_\_\_\_ day of July, 2019.

IOWA ASSET ACQUISITION, LLC

By \_\_\_\_\_  
James M. Myers, Manager

STATE OF IOWA                    )  
  ) ss:  
COUNTY OF \_\_\_\_\_ )

This record was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by James M. Myers, Manager of Iowa Asset Acquisition, LLC.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

**ACCEPTANCE BY CITY**

STATE OF IOWA                    )  
  ) ss:  
COUNTY OF POLK                )

I, \_\_\_\_\_, City Clerk of the City of Polk City, Iowa, do hereby certify that the within and foregoing Easement was duly approved and accepted by the City Council of said City by Resolution No. \_\_\_\_\_, passed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and this certificate is made pursuant to authority contained in said Resolution.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Clerk of the City of Polk City, Iowa

**WHEN RECORDED RETURN TO:**

Amy S. Beattie  
6701 Westown Parkway, Suite 100  
West Des Moines, Iowa 50266

Preparer: Lisa R. Wilson, WILSON & EGGE, P.C., 475 Alice's Road, Suite A, Waukee, Iowa 50263 (515) 369-2502

**PUBLIC UTILITY EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

That the undersigned, Wolf Creek Townhomes Association, an Iowa non-profit corporation, hereinafter referred to as "Grantor", in consideration of the sum of one dollar (\$1.00), and other valuable consideration, in hand paid by the City of Polk City, Iowa, receipt of which is hereby acknowledged, does hereby sell, grant and convey unto the City of Polk City, Iowa, a municipal corporation, in the County of Polk, State of Iowa, hereinafter referred to as "Grantee" or "City", a permanent easement under, through, and across the following described real estate:

See Exhibit "A."

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2. Change of Grade Prohibited. Grantor and its grantees, assigns and transferees shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City. The City shall have the right to restore any changes in grade, elevation or contour without prior written consent of the Grantor, its grantees, assigns or transferees.
3. Right of Access. The City shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on, through, across or within the Easement Area.



4. Property to be Restored. The City shall restore the Easement Area after exercising its rights hereunder, provided, however, that the City's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, trees or shrubs). The City shall not be responsible for any construction, reconstruction, replacement, repair or maintenance of any improvements located within the Easement Area.

5. Liability. Except as may be caused by the negligent acts or omissions of the City, its employees, agents or its representatives, the City shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage or any improvements or obstructions thereon resulting from the City's exercise of this Easement. Grantor agrees to indemnify and hold City, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.

6. Easement Benefit. This Easement shall be for the benefit of the City, its successors and assigns, and its permittees and licensees.

7. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.

8. Approval by City Council. This Easement shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this Easement by the City Clerk.

That the Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever, except as may be herein stated; that said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be herein stated.

**IN WITNESS WHEREOF**, we have hereunto affixed our hands this \_\_\_\_ day of July, 2019.

WOLF CREEK TOWNHOMES  
ASSOCIATION

By \_\_\_\_\_  
James M. Myers, President

STATE OF IOWA                    )  
  ) ss:  
COUNTY OF \_\_\_\_\_        )

This record was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by James M. Myers, President of Wolf Creek Townhomes Association.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

**ACCEPTANCE BY CITY**

STATE OF IOWA                    )  
  ) ss:  
COUNTY OF POLK                )

I, \_\_\_\_\_, City Clerk of the City of Polk City, Iowa, do hereby certify that the within and foregoing Easement was duly approved and accepted by the City Council of said City by Resolution No. \_\_\_\_\_, passed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and this certificate is made pursuant to authority contained in said Resolution.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Clerk of the City of Polk City, Iowa

## EXHIBIT 'A' - EASEMENT PLAT

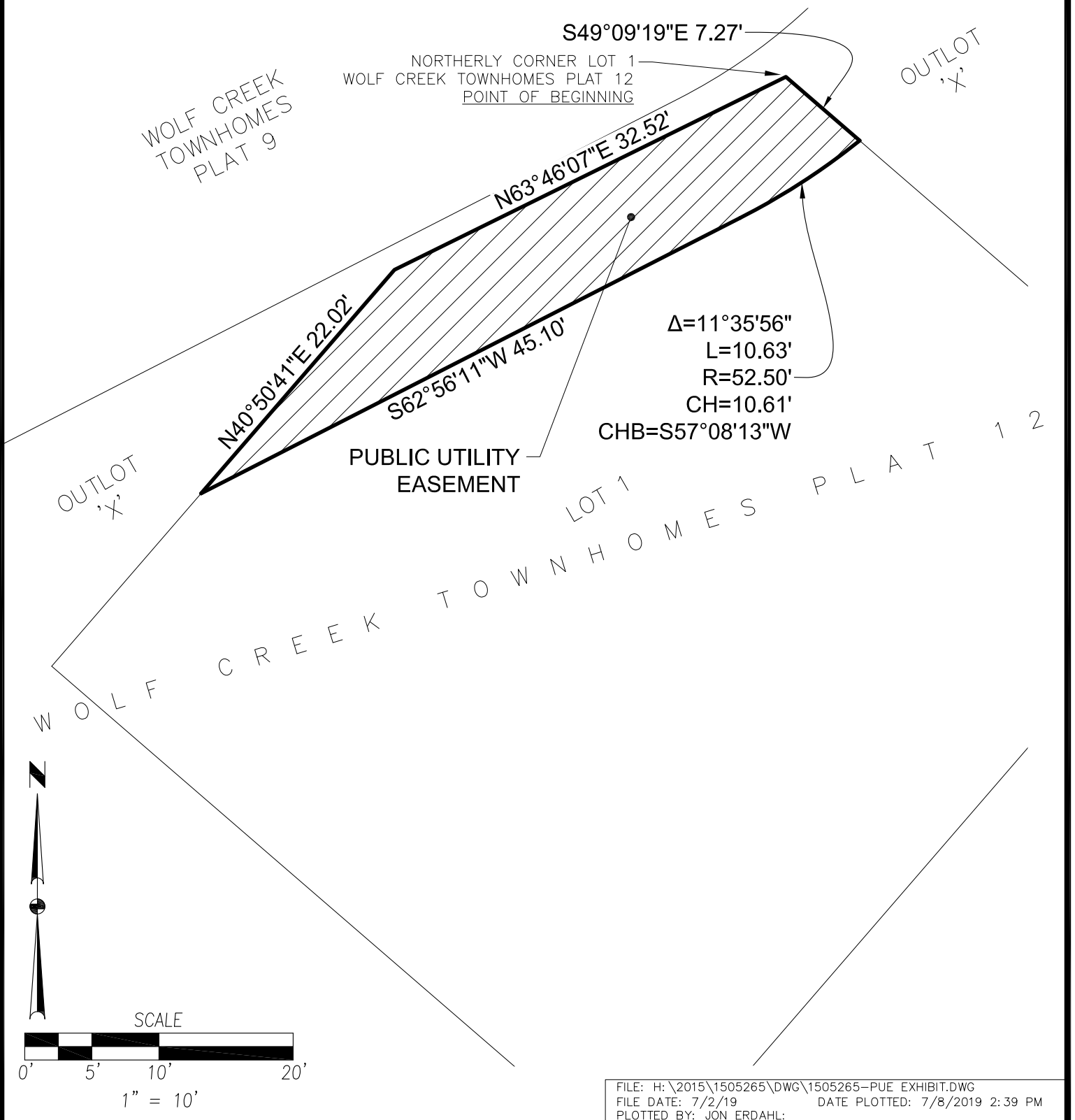
### OWNER

IOWA ASSET ACQUISITION LLC

### PUBLIC UTILITY EASEMENT DESCRIPTION

A PART OF LOT 1, WOLF CREEK TOWNHOMES PLAT 12, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHERLY CORNER OF SAID LOT 1; THENCE SOUTH 49°09'19" EAST ALONG THE NORTHEASTERLY LINE OF SAID LOT 1, A DISTANCE OF 7.27 FEET; THENCE SOUTHWESTERLY ALONG A CURVE CONCAVE NORTHWESTERLY WHOSE RADIUS IS 52.50 FEET, WHOSE ARC LENGTH IS 10.63 FEET AND WHOSE CHORD BEARS SOUTH 57°08'13" WEST, 10.61 FEET; THENCE SOUTH 62°56'11" WEST, 45.10 FEET TO THE NORTHWESTERLY LINE OF SAID LOT 1; THENCE NORTH 40°50'41" EAST ALONG SAID NORTHWESTERLY LINE, 22.02 FEET; THENCE NORTH 63°46'07" EAST CONTINUING ALONG SAID NORTHWESTERLY LINE, 32.52 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.01 ACRES (354 SQUARE FEET).



### EXHIBIT 'A' - EASEMENT PLAT

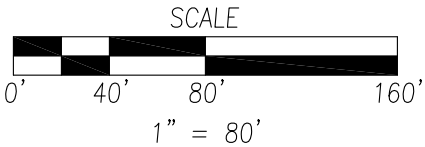
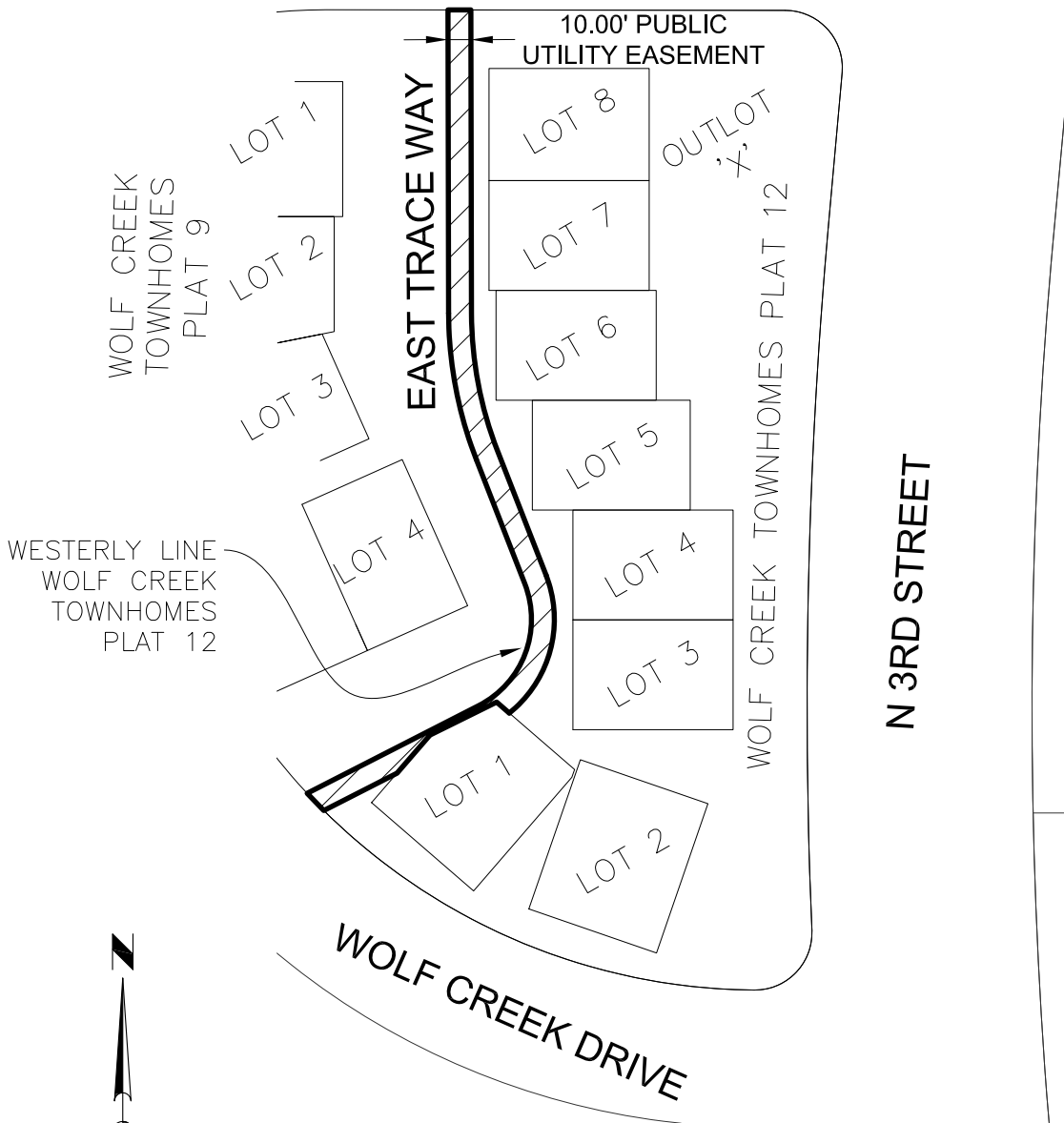
#### OWNER

WOLF CREEK TOWNHOMES ASSOCIATION

#### PUBLIC UTILITY EASEMENT DESCRIPTION

THE WESTERLY 10.00 FEET OF WOLF CREEK TOWNHOMES PLAT 12, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA, EXCEPT THAT PART WHICH LIES WITHIN LOT 1 OF SAID PLAT. SAID EASEMENT CONTAINS 0.09 ACRES (3,715 SQUARE FEET).

### WEST VISTA LAKE AVENUE



FILE: H:\2015\1505265\DWG\1505265-PUE EXHIBIT 2.DWG  
FILE DATE: 7/8/19 DATE PLOTTED: 7/8/2019 2:22 PM  
PLOTTED BY: JON ERDAHL:



## City of Polk City, Iowa City Council Agenda Communication

**Date:** July 22, 2019  
**To:** Mayor and City Council  
**From:** Don Sandor, Interim City Administrator  
**Subject:** Employment agreement for City Manager

---

### **BACKGROUND:**

The City retained the services of Hinson Consulting to help in the recruitment of a new City Manager for the city. After extensive advertising, the city received 32 resumes. These resumes were reviewed, and eight names were brought to the Council for consideration, of which four were selected for interviews. Interviews were conducted on July 11, and with input from staff and the consultants, the council unanimously chose Chelsea Huisman for the new city manager. An employment agreement has been prepared, reviewed by the City Attorney and consultant, and approved by Ms. Huisman. Enclosed in the council packet is the employment agreement, signed by Ms. Huisman.

### **ALTERNATIVES:**

Not approving the agreement will require further negotiations with Ms. Huisman or consider another candidate for the position of city manager.

### **FINANCIAL CONSIDERATIONS:**

The agreement provides for a starting salary of \$110,000 plus benefits.

### **RECOMMENDATION:**

Approve agreement.



## City Manager Employment Agreement for City Polk City, Iowa

THIS AGREEMENT, made and entered into this \_\_\_ day of \_\_\_\_\_, 2019 by and between the City of Polk City, State of Iowa, a municipal corporation hereinafter called "Employer," as party of the first part, and Chelsea Huisman hereinafter called "City Manager" or "Employee", both of whom understand as follows:

WITNESSETH:

WHEREAS, Employer desires to employ the services of said Chelsea Huisman as City Manager of the City of Polk City as provided by Chapter 25 of the Polk City Code of Ordinances; and

WHEREAS, it is the desire of the governing board, hereinafter called "Council," to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, Employee desires to secure employment as City Manager of said Polk City; and

WHEREAS, the parties acknowledge that Employee is a member of the International City/County Management Association (ICMA) and that Employee is subject to the ICMA Code of Ethics.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

### Section 1: Duties

Employer hereby agrees to employ said Chelsea Huisman as City Manager to perform the functions and duties specified in said *Chapter 25 of the Polk City Code of Ordinances* and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign.

### Section 2: Termination and Severance Pay

- A. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of Employee at any time, subject only to the provisions set forth in this agreement.
- B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from her position with Employer, subject only to the provisions of this agreement. The Employee shall provide 45 days' written notice upon voluntary resignation.
- C. The Employer may terminate this contract at any time for just cause and, if the Employee is

terminated for just cause, she shall receive no severance pay, except she shall receive payment for unused vacation and other benefits usually paid to other employees at termination. In the event the Employer wishes to terminate the contract without just cause, it may do so by giving the Employee thirty (30) days' notice, in writing. In such event, the Employee, if request by the Employer, shall continue to render her services and shall be paid her regular compensation up to the date of termination. Upon issuance of such termination notice, the Employer recognizes the adverse circumstances in which the Employee has been placed, and therefore, upon execution of a release of all claims by the Employee, agrees to pay the Employee at the time of termination, a severance equal to six (6) month's salary and six (6) months of all insurance benefits for individual, spouse and family, at Employee's discretion, as full and complete settlement for all damages sustained by the Employee as a result of her discharge, in addition to whatever accrued vacation the Employee may have accumulated.

- D. In the event that the Employee fails to fulfill her duties, responsibilities and obligations as set forth herein and as reflected in the job description and as from time-to-time amended, Employee shall be advised of such in writing as directed by the City Council, setting forth therein the matters, responsibilities and duties which Employee has failed to perform. In the event the Employee shall fail to correct the deficiencies in her performance as set forth in such notice within a period of 45 days after receipt of such notice, the Council may terminate this agreement for just cause, by an affirmative vote of a majority of the Council. Effective immediately upon such vote, the salary, benefits and obligations of the City pursuant to this agreement shall be the final obligation of the City. In the event that Employee shall dispute the allegations with respect to her failure in the performance of her duties of office, the Employee may request within 10 days of receipt of such notice a hearing thereof before the Council, which the Council shall grant wherein the Employee may present to the Council any evidence or documentation that she may feel pertinent to the matters set forth in the Council's notice. Thereafter the Council shall vote whether or not to reconsider the Employee's dismissal. If the prior decision to terminate is upheld, then the salary and benefits payable to Employee shall be the final obligation of the City to the Employee. If the Council reverses their prior decision, then the Employee shall be reinstated.

#### **Section 4: Salary**

Employer agrees to pay Employee for her services rendered pursuant hereto an initial annual base salary of \$110,000 payable in installments at the same time as other management employees of the Employer are paid. Said base salary shall be subject to review and adjustment based on satisfactory performance.

#### **Section 5: Performance Evaluation**

- A. The Council shall review and evaluate the performance of the Employee initially at six (6) months of employment, and again at twelve (12) months of employment and at least annually thereafter. Upon favorable review and evaluation at six (6) months the Employee shall be eligible for a minimum of a 2.5% increase in salary and upon favorable review and

evaluation at twelve (12) months the Employee shall be eligible for a minimum of a 2.5% increase in salary. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. Said criteria may be added to or deleted from as the Council may from time to time determine in consultation with the Employee. Further, the Council shall provide the Employee with a summary written statement of its findings and provide an adequate opportunity for the Employee to discuss her evaluation with the Council.

- B. Annually, the Council and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the City and in the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and their annual operating and capital budgets and appropriations provided.
- C. In effecting the provisions of this Section, the Council and Employee mutually agree to abide by the provisions of applicable law.
- D. The City Manager, Council, and Mayor will bring any perceived problems or inadequacies to the attention of the other and will exercise a good faith effort to mutually resolve such perceived problems or inadequacies.

### **Section 6: Hours of Work**

It is recognized that Employee must devote a great deal of time outside the normal office hours to business of the Employer, and to that end Employee will be allowed to take time off as she shall deem appropriate during said normal office hours.

### **Section 7: Residency Requirement**

Employee shall reside within the municipal boundaries of Polk City within six (6) months of commencement of employment. Employee shall continue to reside within corporate limits during the term of employment unless specifically changed by the City Council within future employment agreements.

### **Section 8: Automobile**

Employer shall provide a monthly vehicle allowance of \$250 for use of Employee's private vehicle. Additional mileage reimbursement may be paid for travel outside of Iowa. This reimbursement is subject to prior Council approval. The Employee shall provide all expense, including insurance for the use of her vehicle. The Employee shall not have the use of a city vehicle except in emergency or unusual circumstances in the performance of job duties.

**Section 9: Vacation and Sick Leave**

- A. As an inducement to Employee, City Manager shall accrue, and have credited to her personal account, vacation and other time off as well as sick leave at the same rate as other general employees of Employer with 8 years of City service.
- B. Employer shall allow the Employee to convert any unused portion of vacation leave time to cash when terminating employment at 100% rate of the salary rate at the time of termination.

**Section 10: Health and Life Insurance**

- A. Employer agrees to enroll employee and dependents into the City's medical insurance plan (shall include all medical coverage as provided to all City employees) and pay premium costs the same as provided to other city employees.
- B. Employer agrees, to purchase and to pay the required premiums on term life insurance policies equal to the life insurance provided to other city employees, with the beneficiary named by Employee to receive benefits paid.

**Section 11: Retirement**

Employer agrees to pay the most current State mandated Employer's share of IPERS during the term of this agreement. Employee may exercise the State option for City Manager to discontinue the IPERS contribution. The Employer agrees to execute all necessary agreements provided by ICMA Retirement Corporation [ICMA-RC] for Employer's participation in said ICMA-RC retirement plan and, in addition to the base salary paid by the Employer to Employee, Employer agrees to pay the same percentage of salary as it would otherwise pay to IPERS into ICMA-RC on Employee's behalf, in equal proportionate amounts each pay period, and to transfer ownership to succeeding employers upon Employee's resignation or termination. The parties shall fully disclose to each other the financial impact of any amendment to the terms of Employee's retirement benefit.

**Section 12: Dues and Subscriptions**

Employer agrees to budget for and to pay for professional dues and subscriptions of Employee necessary for her continuation and full participation in national, regional, state, and local City Manager organizations, and other organizations necessary and desirable for her continued professional participation, growth, and advancement, and for the good of the Employer.

**Section 13: Professional Development**

Employer hereby agrees to budget for and to pay for travel and 100% of subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer, including but not limited to the ICMA Annual Conference, Iowa League

of Cities and IaCMA Conference. Expense for other national, regional, state, and local governmental groups and committees thereof which Employee serves as a member shall be paid if prior approval has been granted by the City Council.

Employer also agrees to budget and pay for travel and 100% of subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for her professional development and for the good of the Employer if prior approval has been granted by the City Council.

#### **Section 14: Additional Benefits**

- A. Employer will reimburse Employee \$40 per month for use of her personal cellular phone for calls made in the conduct of City business. Employee agrees to make known her cellular phone number to allow the City officials and citizens to contact the City Manager when needed.
- B. Employer will pay directly to the Employee up to \$7,500, upon the providing of acceptable documentation, for expenses related to moving and house closing costs the Employee incurs moving to Polk City.

#### **Section 15: Indemnification**

In addition to that required under state and local law, Employer shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager. Employer will pay the amount of any settlement or judgment rendered thereon. This paragraph shall not apply to intentional tortious or criminal acts of the Employee.

#### **Section 16: Bonding**

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance. If Employee is not bondable this agreement is null and void or will be considered cause for termination.

#### **Section 17: Other Terms and Conditions of Employment**

- A. The Council, in consultation with the Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the Polk City charter or any other law.
- B. All provisions of the Polk City charter and code, and regulations and rules of the Employer relating to vacation and sick leave, retirement and pension system contributions, holidays, and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of Employer, in addition



to said benefits enumerated specifically for the benefit of Employee except as herein provided. (IPERS shall not be an eligible benefit for purposes of this agreement.)

- C. With the exception of the benefits credited in previous Sections of this agreement, employee shall be entitled to receive the same vacation and sick leave benefits as are accorded department heads, including provisions governing accrual and payment therefore on termination of employment, unless otherwise stated within this agreement.

### **Section 18: No Reduction of Benefits**

Employer shall not any time during the term of this agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such a reduction across-the Board for all employees of the Employer.

### **Section 19: Representation of Employer**

Employer represents that it has the legal authority to enter into and be bound by the terms of this agreement.

### **Section 20: Severability**

If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

### **Section 21: Notices**

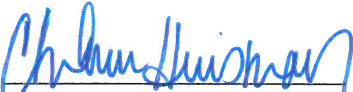
Notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

### **Section 22: General Provisions**

- A. The text herein shall constitute the entire agreement between the parties. This Agreement shall not be changed unless the change is reduced to writing and signed by both parties.
- B. Law of Iowa to apply and actions for enforcement of contract to be brought in Iowa.
- C. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- D. This agreement shall become effective commencing September 16, 2019.

IN WITNESS WHEREOF, the City Council has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

**Employee:**

By:   
Chelsea Huisman, Employee

**City of Polk City  
City Council**

By \_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

By: \_\_\_\_\_  
Jenny Gibbons, City Clerk

# CHELSEA S. HUISMAN

## Education

Drake University, Des Moines, IA  
*Master of Public Administration and Public Policy, August 2010*  
Northwest Missouri State University, Maryville, MO  
*Bachelor of Science in Public Administration, May 2007*

## Summary of Qualifications

- Credentialed City Manager (ICMA-CM) through International City/County Management Association
- Experienced public manager with 8 years of relevant government experience
- Proven leader in developing individuals, teams, and building community relationships
- High-level understanding of municipal finance
- Goal oriented and visioning goal setter, with strong follow-through
- Strong communication, organization, and time management skills
- Successful grant writing and grant administration experience
- Resourceful in completing projects and achieving organizational goals
- Experienced in negotiating city contracts and agreements
- Awarded the 2014 Emerging Leader Award from the Iowa Association of City/County Management (IaCMA)

## Professional Experience

City of Center Point, IA  
*City Administrator (September 2013-present)*

- Oversees and leads the daily operations of city departments and employees within the organization
- Coordinates and presents the annual City budget to the City Council; totaling \$5 million
- Provides the Mayor and City Council with research and recommendations to assist in decision making
- Develops yearly organizational goals through annual goal setting process involving City Council and City staff-the staff then works throughout the year to execute those goals set by the Council
- Consistently works with the employees to assist in employee development plans to help them achieve goals set in yearly employee evaluations
- Experienced with land use planning through voluntary annexation as well as working with developers and the City Council to determine the highest and best use of greenfield spaces near Interstate 380
- Oversaw completion of capital projects totaling \$7 million-all projects completed and paid for without increasing the City's tax levy-funding sources included private donations, grants, and Local Option Sales Tax
- Oversaw completion of a \$3 million Library expansion/Community Center project-The project was awarded a Community All Star Award from the Iowa League of Cities in 2017
- Managed a City Hall renovation project totaling \$1.2 million
- Currently fundraising for a new City Fire Station project, with an estimated cost of \$2.85 million; prior to fundraising led informational brainstorming sessions with the public to get community buy-in with the need of a new Fire Station
- Led negotiations for multiple public/private development agreements utilizing Tax Increment Financing (TIF) to enhance economic development within the City; projects have increased the City's taxable valuations by \$20 million dollars
- Successfully wrote and administered \$3.5 million in federal, state, and local grants; major projects completed with grant funding included a Library Expansion project, Safe Routes to School project, and the replacement of 2 derelict bridges in town
- Led the City Council with direction, to complete back-to-back 5-year City Capital Improvement Plans
- Prepared a 7-year financial plan to annually increase sanitary sewer rates to pay for a proposed upgrade to the City's Wastewater Treatment Facility-total estimated cost of project is \$9-\$10 million
- Recommended and worked with the City Council to reduce or keep the City's tax levy the same rate every year; in 6 years, the City's tax levy has been reduced from \$14.38 to \$13.01 per \$1,000 assessed
- Addressed multiple abandoned properties in town through the 657A process-resulting in 3 sales/renovations, 3 teardowns of dilapidated homes and 3 properties being brought up to the City's Housing Code regulations
- Researched and recommended to the Council that the City participate in partial self-funding for the employee health benefits, due to rising costs of health insurance benefits; the changes took place in 2017 and the City has saved thousands of dollars on health insurance costs
- Spearheaded a community identity project focusing on city signage; project involved visioning from public meetings and was completed over multiple budget years



# CHELSEA S. HUISMAN

## Professional Experience

City of Griswold, IA

*City Manager* (October 2011-September 2013)

- Oversaw the daily operations of city departments and employees
- Organized and presented the annual budget to the City Council; totaling \$1.6 million
- Oversaw and managed three large capital improvement projects totaling \$3 million; projects included a wastewater collection system project, Library expansion project, Safe Routes to School project, and a housing rehabilitation project
- Successfully wrote and administered \$1 million in grants; grant funding paid for capital projects and updating infrastructure
- Managed a housing project, which was paid for with a Community Development Block Grant (CDBG); the original grant covered the rehabilitation of 10 homes; however, we were able to complete rehabilitation of 12 homes with local contributions
- Initiated a source water protection plan by coordinating town meetings with local farmers and the Department of Natural Resources (DNR) to assist in protecting the City's water supply; the established plan helped the City to reduce nitrates entering the water system, while utilizing innovative practices and cooperation from the local farmers
- Recommended a local tax abatement program for new residential homes; the City Council approved the program and has utilized it most recently to incentivize new construction
- Coordinated town meetings to design new welcome signage coming into town; project was paid for in full by grant funding
- Oversaw management of a 60-unit camping ground outside of city limits; the management and oversight were taken over from the County

City of Indianola, IA

*Intern-City Manager's office* (April 2011-October 2011)

- Assisted with research in submitting a Vision Iowa grant in the amount of \$500,000 for the new Indianola Wellness Facility; the City was awarded the funding and the project was completed in 2012
- Reassessed and redrew the precincts and wards for the City Council's consideration; The City had significant growth following the 2010 census and needed to reconfigure both districts
- Completed a property assessment survey for cities throughout the Des Moines metro-area and compiled the results for all of those participating communities
- Researched and presented to the City Council a prescription drug discount program from the National League of Cities; the program allowed residents within the City of Indianola to obtain affordable prescriptions at participating pharmacies
- Dedicated time to learn about the City's Inflow and Infiltration (I&I) project, which required each property to be inspected for illegal hookups to the sanitary sewer
- Answered residents' questions and inquiries at City Hall by assisting with general traffic and phone calls

Office of the Governor and Lt. Governor, Chet Culver and Patty Judge

*Intern* (January 2010-May 2010)

- Developed considerable knowledge pertaining to state laws, legislation, and policy
- Acted as one of the first contacts when calling or entering the Iowa Governor's office
- Addressed constituent's questions and concerns by formulating responses explaining the Administration's policies and views on specific topics and bills
- Assisted the Communications department with press releases from the Governor's office
- Contacted and met with State Senators and Representatives to inquire and obtain information on proposed legislation
- Scheduled meetings and appearances for the Governor to attend during the Legislative session

Ahlers & Cooney, P.C. Des Moines, IA

*Intern* (January 2007-May 2007)

- Assisted with drafting paperwork for development agreements and loan proceedings for the firm's municipal clients
- Learned significant information about Iowa TIF laws
- Monitored court proceedings for attorneys by appearing in court, taking notes and reporting back to various staff members within the firm
- Answered phone calls and scheduled meetings for employees throughout the firm
- Attended school board meetings to assist with research for bond issues for various school districts

**ORDINANCE NO. 2019-700**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 0.438 ACRES OWNED BY LINDLEY ENTERPRISES L.L.C. FROM ZONING CLASSIFICATION OF ONE & TWO FAMILY RESIDENTIAL (R-2) TO CENTRAL BUSINESS DISTRICT (C-1)**

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**WHEREAS**, on the 17<sup>th</sup> day of June 2019, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

*GEOPARCEL 261/00078-000-000: THE SOUTHEASTERLY 89 FEET OF LOT 1 AND LOT 3 AND THE INTERVENING ALLEY, ALL LOCATED IN BLOCK 3 OF THE TOWN OF POLK CITY, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA;*

*AND*

*ABUTTING N. 3<sup>RD</sup> STREET RIGHT-OF-WAY LYING NORTHWESTERLY OF THE CENTERLINE OF N. 3<sup>RD</sup> STREET;*

*AND*

*ABUTTING WALNUT STREET RIGHT-OF-WAY LYING NORTHEASTERLY OF THE CENTERLINE OF WALNUT STREET.*

be considered for rezoning 0.438 acres from One & Two Family Residential (R-2) to Central Business District (C-1); and

**WHEREAS**, on the 28<sup>th</sup> day of June 2019, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property with the stipulation that Site Plan will need to be approved by City Council prior to issuance of a Building Permit or Certificate of Occupancy for the commercial building for any use with the exception of a bait shop, provided said bait shop occupies the commercial building prior to December 31, 2019 at which time the existing non-conforming bait shop use shall be discontinued.

**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) to Central Business District (C-1) with the stipulation that Site Plan will need to be approved by City Council prior to issuance of a Building Permit or Certificate of Occupancy for the commercial building for any use with the exception of a bait shop, provided said bait shop occupies the commercial building prior to December 31, 2010 at which time the existing non-conforming bait shop use shall be discontinued.

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

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

**PASSED AND APPROVED** this 8 of July 2019.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

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

**RESOLUTION 2019-71**

**A RESOLUTION APPROVING SNYDER & ASSOCIATES, INC  
ENGINEERING INVOICE FOR MAY 2019 SERVICES**

---

**WHEREAS**, Snyder & Associates, Inc has been appointed by the City Council of the City of Polk City, Iowa, as the city's engineer; and

**WHEREAS**, there are general engineering fees, fees for engineering contracts for capital improvement projects, reimbursable development review project fees, as listed

General Engineering Fees:	\$14,879.25
Capital Improvement Projects:	\$5,495.00
Reimbursable Development Review Projects:	\$10,700.44

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates, Inc. invoice for May 2019, in the amount of \$31,074.69.

**PASSED AND APPROVED** the 22nd day of July 2019.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk





**Date** July 3, 2019

**To:** Don Sandor  
 City of Polk City  
 P.O. Box 426  
 Polk City, IA 50226-0426

**INVOICE SUMMARY - MAY SERVICES**

Services from May 1, 2019 through May 31, 2019

**GENERAL ENGINEERING**

<u>2019 General Engineering</u>	119.0001	\$ 764.00
<u>Building and Development issues:</u>	119.0001	\$ 7,739.25
<i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including potential annexation, subdivisions, and building permits.</i>		
<u>Water Dept:</u>	119.0001	\$ 382.00
<i>'Water fees and looping in potential annexation area, continued work on list of CIP projects.</i>		
<u>Sanitary Sewer Dept:</u>	119.0001	\$ 382.00
<i>Sewer fees and sewer depth in potential annexation area, continued work on list of CIP projects.</i>		
<u>Miscellaneous Projects:</u>	119.0001	\$ 5,612.00
<i>Whitetail Parkway extension alignment, RRFB reimbursement, Schlichte pond, Tiberline drainage issues, crash review on N. 3rd, and continued work on CIP project list and updating select cost opinions for same.</i>		

**SUBTOTAL** \$ 14,879.25

**CAPITAL IMPROVEMENT PROJECTS**

2019 Street Repair Project	119.0449	\$ 4,475.00
3rd Street & Bridge Road Intersection Improvements	118.0330	\$ -
Davis Street Reconstruction Project	117.0289	\$ -
Grimes St. & Deer Haven St. Intersection Improvements	118.1106	\$ -
SE Trunk Sanitary Sewer Environmental	119.0268	\$ 1,020.00
<b>SUBTOTAL</b>		<u><u>\$ 5,495.00</u></u>

**REIMBURSABLE DEVELOPMENT REVIEW PROJECTS**

301 Walnut Rezoning	119.0521	\$ 517.00
Big Creek Valley: Pre-Con, Change Order, Construction Observation	118.0975	\$ 2,125.24
Crossroads Plat 2: Construction Observation	117.1163	\$ 4,362.20
Edgewater Pointe Plat 2, Lot 2: Site Plan	119.0523	\$ 1,650.00
Lakeside Fellowship Prairie Flowers: Site Plan	119.0476	\$ 350.00
Polk City Storage: Storm Water Management Plan	119.0403	\$ 400.00
Twelve Oaks Plat 3: Construction Observation	115.0170	\$ 1,296.00
<b>SUBTOTAL</b>		<u><u>\$ 10,700.44</u></u>

**TOTAL** \$ 31,074.69

6/25/19

To: Mayor Jason Morse

FR: MICHAEL Mattiace

RE: Excellent Service - Polk City Library

I am a member at the library in Ankeny & also a member at Polk City. Since, my daughter now lives in Polk City, I have visited the branch in Polk City several times. The Service has been outstanding by the staff, especially by the librarian, Jamie. The organization and utilization of space is terrific. For the amount of space the Polk City branch has to operate under, specially in the summer is outstanding.

Sincerely

Michael Mattiace

