

Agenda

Notice of Meeting

Polk City | City Council

October 28, 2019 | 6:00 pm

City Hall | Council Chambers

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

Tentative Meeting Agenda

Jason Morse | Mayor

Jeff Walters | Pro Tem

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

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Comments: This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.

5. Consent Items

- a. City Council Meeting Minutes for October 14, 2019
- b. City Council Work Session Meeting Minutes for October 14, 2019
- c. Claims listing dated October 23, 2019
- d. September 2019 Finance Report
- e. Receive and file PCCEDC 2020 Statement of Activities- Budget Summary
- f. Approve Resolution 2019-102 adopting PA-26 Public Purpose Policy
- g. Approve pay rate increases effective 10.9.19 for Fire Department personnel obtaining higher certifications
 - i. Steve Winter (EMT), paid on call rate \$13.33 per hour and part-time rate \$13.80 per hour
 - ii. Matt Meiner (EMT), paid on call rate \$13.33 per hour and part-time rate \$13.80 per hour
 - iii. Joe Mitchell (Paramedic), paid on call rate \$15.38 per hour and part-time rate \$18.16 per hour
- h. Accept Chris Weishaar's retirement from his volunteer administrative position with the Fire Department effective immediately and approve his honorary membership to the FD
- i. Receive and file the September 2019 Police Department Report

6. Business Items

- a. PCCEDC
 - i. John Calhoun, retiring Executive Director, presentation to Council
 - ii. Introduction of Al Lorenzen, incoming Executive Director effective November 1, 2019
 - iii. Approve annual funding request in the amount of \$75,000
- b. Resolution 2019-90 approving and adopting a Revenue Purpose Statement for Expenditure of Fee Revenues from proposed Electric and Natural Gas Franchise Fees
 - i. Resolution 2019-101 setting a public hearing on November 11, 2019 at 6 p.m. on an amendment to the Code of Ordinances with respect to Electric and Natural Gas Franchise Fees
- c. Discuss IAMU Safety Cluster Changes – Mike Schulte, Public Works Director

7. Reports & Particulars

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

8. **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session**; sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed
9. *(Optional)* Take action on closed session item
10. **Adjournment**
--next meeting date November 11, 2019

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., October 14, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on October 14, 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, Vogel, Walters, Anderson, Sarchet | In attendance

3. **Approval of Agenda**

MOTION: A motion was made by Walters and seconded by Vogel to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY

4. **Public Comments** | None

5. **Consent Items**

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

- a. City Council Meeting Minutes for September 23, 2019
- b. Receive and File the Special P&Z Meeting Minutes for October 10, 2019
- c. Revised Claims listing dated October 14, 2019
- d. Approve 12-month Class E Liquor License (LE) with Sunday Sales for Polk City Liquor located at 203 N 3rd Street, effective 11/1/2019
- e. Resolution 2019-94 approving 28E Agreement with Polk County for cooperative services for maintenance of joint jurisdictional roadways
- f. Receive and file the Police Department Report for August 2019
- g. Receive and file the August 2019 Water Report
- h. Approve hiring Stephanie Braun and Justin Mack as part-time officers at a pay rate of \$23.03 per hour
- i. Approve hiring Ben Pierre as winter seasonal part-time for Public Works at \$15.60 per hour effective immediately
- j. Approve hiring Seth Brokow as winter seasonal part-time for Public Works at \$14.00 per hour effective immediately
- k. Receive and file September 2019 Four Seasons Festival Financial Reports
- l. Receive and file September 2019 PCCEDC Financial Reports
- m. Resolution 2019-92 approving the FY19 Street Finance Report
- n. Receive and file the Library Director report for September 2019
- o. Receive and file the Library Notary Policy
- p. Receive and file the Library Resolution 2019-03L authorizing the appropriate disposal of items
- q. Resolution 2019-99 renewing the Medical Director's Contract with Alan Heberer, D.O.

MOTION CARRIED UNANIMOUSLY

6. **Business Items**

- a. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Resolution 2019-93 approving Plat of Survey for Parcel 2019-207 & 2019-208
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2019-100 approving North Polk, West Elementary, Agreement to Complete
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2019-97 approving Final Plat including Agreement to Complete, Easements and Warranty Deed for big Creek Valley Plat 1
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Resolution 2019-95 approving Final Release of Retainage for the 2018 Polk City Park Improvements in the amount of \$2,657.00

MOTION CARRIED UNANIMOUSLY

- e. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2019-96 approving Pay App No. 11 (Final – Retainage release) for the Davis Street Reconstruction Project in the amount of \$11,102.05

MOTION CARRIED UNANIMOUSLY

- f. ***MOTION:*** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-98 approving Pay App No. 2 for E. Grimes Street and Deer Haven Street Intersection Repairs Project in the amount of \$34,946.42

MOTION CARRIED UNANIMOUSLY

- g. ***MOTION:*** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2019-91 approving a Subscriber Agreement with Polk county for continued Communication Services

MOTION CARRIED UNANIMOUSLY

- h. ***MOTION:*** A motion was made by Vogel and seconded by Walters to approve the final reading of Ordinance 2019-1400 amending Chapter 65, Stop or Yield Required and amending Chapter 69, Parking Regulations

MOTION CARRIED UNANIMOUSLY

- i. ***MOTION:*** A motion was made by Walters and seconded by Vogel to approve budgeted Well Communication Line Project with Mi-Fiber in the amount of \$16,199.33

MOTION CARRIED UNANIMOUSLY

- j. ***MOTION:*** A motion was made by Anderson and seconded by Vogel to Snyder & Associates invoices for August 2019 in the amount of \$33,606.10

YES: Vogel, Anderson, Sarchet, Dvorak

ABSTAIN: Walters

MOTION CARRIED

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

- Mayor Morse thanked Iowa Plains Signing for donating \$1900 worth of barricades and signage for the North Polk Homecoming Parade.
- Police Chief Kendig recognized the Polk City Officers for proactive policing that led to the warrant of 2 individuals allegedly involved in theft of several catalytic convertors from cars in the metro.
- Fire Chief Mitchell reported on the activities surrounding Fire Prevention Week in Polk City. Firefighters spent Monday at West Elementary educating PreK through 4th graders on Fire Safety. Firefighters canvased Polk City during the City-Wide Fire Drill on Tuesday and reached out and talked to a lot of kids. Chief Mitchell thanked all the volunteers and participants that attended the pancake breakfast and Fire Station open house on Saturday.
- Council Member Sarchet shared that he attended a public meeting Vintage Estates held with the nearby residents regarding a proposed plan to develop an Independent Senior Living community in the outlet off of Broadway & Boulder Point near the Qube hotel. He said at the last MAC meeting the WRA was there providing an annual update. Sarchet thanked Lindsey Huber for administrating the Parks & Rec survey, he is anxious to review the feedback and hopes it will be helpful to any decisions surrounding the topic. Huber reported over 530 responses had been received to date.
- Council Member Anderson thanked the Scouts for attending the Council Meeting.
- Council Member Dvorak shared his approval of the improvements that were completed for the Deer Haven and Grimes intersection. He is proud of the Council for taking the initiative to make the improvement and set precedents for future contractors to be held accountable.
- Council Member Vogel attending the Fire Department breakfast and thanked the department for the materials they sent home with the kids. She said it was a good reminder and told the FD great job.
- Council Member Walters thanked the Fire Department for their education efforts with the kids. His came home from school to discuss when they have a fire where they should meet, and they must sleep with their doors closed. Walters said it was very good for his 5 & 8-year-old and they were excited about fire prevention and excited to check out the Fire Department during the pancake breakfast.
- Mayor Morse thanked the Scouts for allowing him to visit with the troop. He shared a thank you note he received from the troop thanking Mayor and Council for the many hours they contribute to make Polk City great. Mayor thanked Fire Chief Mitchell for the nice presentation at the Chamber luncheon and the good reminder educating the kids to shut their doors at night while they are sleeping.

- 8. MOTION:** A motion was made by Vogel and seconded by Dvorak at 6:29 p.m. to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session; sub paragraph 1.c.** To discuss strategy

with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

YES: Dvorak, Vogel, Walters, Anderson, Sarchet,

MOTION CARRIED UNANIMOUSLY

9. (AFTER CLOSED SESSION ENDED AT 6:48 p.m.)

MOTION: A motion was made by Anderson and seconded by Dvorak to authorize a settlement agreement as outlined in Closed Session.

YES: Dvorak, Vogel, Anderson, Sarchet

ABSTAIN: Walters

MOTION CARRIED

10. MOTION: A motion was made by Walters and seconded by Vogel at 6:49 p.m. to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session; sub paragraph 1.j** To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

YES: Vogel, Walters, Anderson, Sarchet, Dvorak

MOTION CARRIED UNANIMOUSLY

11. (AFTER CLOSED SESSION ENDED AT 7:02 p.m.) No action taken on closed session item

12. Adjournment

MOTION: A motion was made by Anderson to adjourn at 7:02 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, October 28, 2019 at 6:00 p.m.

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
4:30 p.m., Monday, October 14, 2019
City Hall Council Chambers

A Council Work Session was held on October 14, 2019 at 4:30 p.m. at City Hall in Polk City, Iowa.

Minutes

LMI review and Discussion

John Danos from Dorsey & Whitney LLP, reviewed Iowa Code Chapter 403 Urban Renewal Law noting the provision in section 22 that gives special rules that cities must follow regarding URAs and URPs. URA must be founded on a need for economic related issues and there are only a limited number of foundational needs; fight blighted areas, slum situation or economic development. Ultimately special housing applies if there are public improvements in order to facilitate new housing at market rate and if the City is going to spend money for said improvements, then money must be set aside for Low to Moderate Income (LMI). The current Polk County rate is roughly 40%.

The code provides a list of Safe Harbors, it is a permissive list, but not a restrictive list, and not all-inclusive list. Danos said that Home Rule is powerful, and it allows creativity with Council if not contradicting what legislation laid out, and the expenditures stay within the spirit of the law as intended.

Council Member Sarchet asked who is looking at these provisions and who polices it? Danos replied that as is common with most laws, the enforcement starts with the Council. He said the law should be liberally interpreted to govern economic development and that there have been no judgement precedents on this topic. Further, there isn't any form of government currently tasked to watch this. However, any taxpayer has the option to look in and challenge through the courts if they find Council acting out of bounds.

In review of Safe Harbors privileges, Danos said that the use of LMI funds would be allowed as follows:

- to purchase land that eventually will be turned into LMI housing
- put into construction or reconstruction of affordable housing (renter or owner occupied)
- set money into a housing fund to be held to pay for future projects
- aiding directly to LMI families (down payments, rental, utilities, grants, forgivable loans, buying down points, negotiating with landlords etc.) -direct financial assistances with housing needs and related).

Danos listed out what some other clients have done with LMI funds and said that often times clients are partnering with other agencies (collaborating with housing related organizations, habitat for humanity, LMI developers with IFA) to help build infrastructure. He said the spirit of LMI law is for the purposes of creating LMI housing. Council questioned if a decision on a specific property would set a precedent for future decision making? Danos said there aren't a lot of instances in Code that dictate precedent, he finds that is more a shadow of fear from a political position than a legal one. He said that is because Council is tasked with a juggling act of financial circumstances, so they should have the freedom to determine different decisions on the similar topics given at a later time. Regarding the use of LMI funds

Danos said Council should make the decision based on the justification of the allocation of the LMI money at that specific point in time.

City Manager, Chelsea Huisman mentioned that income studies have been difficult to gather data from and asked if Danos had any suggestions on how to obtain income data. He said the City may need to outsource. Politically, the public is supportive if clients are taking control of nuisance properties, providing direct assistance and improving deteriorating infrastructure.

City Attorney, Amy Beattie asked if Council decides to use LMI funds to loan to developer who is in turn going to create LMI housing, and once paid back is it a wash? Danos said as long as the action is defensible to that end of the law he doesn't see why it wouldn't be but he said certainly the safe thing to do is to treat it as a revolving fund, and put it back in LMI housing funding. If the housing being developed is LMI housing the use is okay, loan, grant, etc. but the Council needs to find a use as it stands the LMI Fund is going to continue to grow, and it is going to be tough to spend \$1.6 M to spend it down. Danos encouraged Council to ask the question, "What would be a grand slam in this arena?", and do something, think huge. \$200k per year into the LMI fund is a larger asset than most clients have, so Council definitely needs to ask those questions on how and where to use the funds.

Discussion to establish electric and natural gas franchise fees

Chelsea Husiman, City Manager, provided Mayor and Council with a memo regarding Franchise Fees, a rent to have structure. In Iowa you can have up to 5% per utility. Husiman said they are popular in eastern Iowa whereas it is more common for everyone to pay 1% LOST on electric/gas bill in the metro. But if Polk City develops Franchise Fees then the utilities can't charge both fees, so if Polk City switches to 1% Franchise, then Polk City collects all the revenue instead of sharing LOST amongst other communities. Chelsea provided a timeline of steps to amend a Franchise Ordinance and make the switch from LOST to a franchise fee. She ensured Council that the City would educate the public prior to the changes made so residents aren't surprised when they see a difference in the language on their electric or natural gas bills. Council agreed with Huisman's recommendation to initiate a franchise fee and asked her to start the process. Council also asked Huisman to look into switching to franchise fees for other utilities.

Adjournment – Meeting Adjourned at 5:54 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk

CLAIMS REPORT

The City of Polk City

For **10/28/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
PD	ALL	IOWA NARCOTICS OFFICER'S	MEMBERSHIP DUES	\$25.00
PD	GEN	POLK CITY KIWANIS CLUB	ANNUAL PD MEMBERSHIP	\$115.00
PD	GEN	RANGEMASTERS TRAINING CENTER	TRAINING AMMO	\$1,050.00
PD	GEN	AMERICAN HOME SERVICES	FURNACE CHECK	\$75.00
PD	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$10.00
PD	GEN	DEWEY FORD	VEHICLE REPAIRS & MAINTENANCE	\$489.60
PD	GEN	AT&T MOBILITY	PHONE	\$251.09
PD	GEN	AUREON TECHNOLOGY	INTERNET	\$225.00
PD	GEN	JEREMY SIEPKER	REIMBURSEMENT - CELL PHONE	\$40.00
PD	GEN	TRACE KENDIG	REIMBURSEMENT - CELL PHONE	\$40.00
PD	GEN	POLK CITY VETERINARY HOSPITAL	VET SERVICES	\$168.57
PD	GEN	SIRCHIE	SWAB KITS	\$30.54
PD	GEN	AMAZON BUSINESS	TACTICAL PRODUCTS	\$29.99
FD	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$19.50
FD	GEN	GURNSEY ELECTRIC CO	REPLACE OUTLET	\$275.58
FD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS	\$100.32
FD	GEN	SANDRY FIRE SUPPLY L.L.C.	TIRE FINISH	\$23.85
FD	GEN	BASCOM TRUCK & AUTOMOTIVE	SERVICE E451	\$654.31
FD	GEN	AUREON TECHNOLOGY	PHONE	\$102.99
FD	GEN	JIM MITCHELL	REIMBURSEMENT - CELL PHONE	\$40.00
FD	GEN	RACOM	EDACS ACCESS	\$671.16
FD	GEN	CITY OF ANKENY	TIER SERVICE A0998	\$200.00
FD	GEN	AUREON TECHNOLOGY	INTERNET	\$225.00
FD	GEN	ATHELBERT HARDING PLLC	MEDICAL DIRECTOR SERVICES	\$1,000.00
FD	GEN	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$816.86
FD	GEN	SANDRY FIRE SUPPLY L.L.C.	PRESSURE REGULATOR	\$353.71
CH	GEN	J.P. COOK COMPANY	PET TAGS	\$89.60
PW	GEN	GURNSEY ELECTRIC CO	REPLACE LIGHT	\$223.08
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$3,909.99
PW	GEN	MIDLAND POWER CO-OP	STREET LIGHTING	\$231.21
LIB	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$48.00
LIB	GEN	TOTAL QUALITY INC.	LAWNCARE	\$132.00
LIB	GEN	CLEANING CONNECTION INC	FLOOR CLEANING	\$1,494.00
LIB	GEN	COPY SYSTEMS INC.	QUARTERLY COPIER CONTRACT	\$176.13
LIB	GEN	OVERDRIVE INC	BOOKS	\$275.77
LIB	GEN	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$42.54
LIB	GEN	OVERDRIVE INC	BOOKS	\$101.97
LIB	GEN	BAKER & TAYLOR	BOOKS	\$97.61
LIB	GEN	BAKER & TAYLOR	BOOKS	\$361.91
LIB	GEN	CENTRUY LINK	PHONE SERVICE	\$386.41
PARKS	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$39.50
PARKS	GEN	GURNSEY ELECTRIC CO	RETROFIT PARKING LOT	\$435.34
PARKS	GEN	TOTAL QUALITY INC.	LAWNCARE	\$4,305.84
PARKS	GEN	AMERICAN HOME SERVICES	FURNACE CHECK	\$145.00
PARKS	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$25.00
PARKS	GEN	D & K PRODUCTS	TURF	\$1,214.00
PARKS	GEN	GURNSEY ELECTRIC CO	REPLACE BULBS	\$662.26
PARKS	GEN	TOTAL QUALITY INC.	LAWNCARE	\$55.00
PARKS	GEN	GURNSEY ELECTRIC CO	OUTLETS FOR RVTV	\$695.00
PARKS	GEN	TOTAL QUALITY INC.	LAWNCARE	\$132.06
PARKS	GEN	GURNSEY ELECTRIC CO	UNDERGROUND TUNNEL LIGHTS	\$86.35
C.C	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$42.50
C.C	GEN	INTERSTATE POWERSYSTEMS	LOAD BANK TEST/ANNUAL SERVICE	\$675.18
C.C	GEN	MIDWEST AUTO. FIRE SPRINKLER	CHECK COMMUNITY BUILDING	\$205.00
C.C	GEN	AUREON TECHNOLOGY	PHONE	\$19.03
C.C	GEN	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$440.07
C.C	GEN	DANIELS FILTER SERVICE INC.	FILTERS	\$175.68
CH	GEN	CHELSEA HUISMAN	MOVING EXPENSE	\$733.21
CH	GEN	CHELSEA HUISMAN	REIMBURSEMENT - CELL PHONE	\$40.00
CH	GEN	BUSINESS PUBLICATIONS CORP	BUSINESS RECORD	\$225.79
CH	GEN	POLK COUNTY RECORDER	RESOLUTION	\$17.00
CH	GEN	AUREON TECHNOLOGY	PROACTIVE CARE	\$3,702.99
CH	GEN	MEDIACOM	INTERNET SERVICE	\$267.40

CLAIMS REPORT
The City of Polk City

For **10/28/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
CH	GEN	PITNEY BOWES	POSTAGE METER RENTAL	\$105.00
CH	GEN	AHLERS & COONEY	HY-VEE	\$1,463.00
CH	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$9.50
CH	GEN	INTERSTATE POWERSYSTEMS	LOAD BANK TEST/ANNUAL SERVICE	\$675.18
CH	GEN	MIDLAND POWER CO-OP	STREET LIGHTING	\$230.58
CH	GEN	AUREON TECHNOLOGY	PHONE	\$279.86
CH	GEN	LINDSEY HUBER	REIMBURSEMENT - CELL PHONE	\$40.00
CH	GEN	I.C.A.P.	BOND FEE	\$592.00
CH	GEN	AMAZON BUSINESS	TWO CLOCKS	\$31.98
CH	GEN	AMERICAN HOME SERVICES	FURNACE CHECK	\$75.00
CH	GEN	DANIELS FILTER SERVICE INC.	FILTERS	\$181.80
CH	GEN	GURNSEY ELECTRIC CO	OUTLET ADDED	\$573.54
CH	GEN	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$23.50
CH	GEN	MCKINNEY TOWING	TOWING	\$231.08
CH	GEN	ORIENTAL TRADING CO.INC.	SQUARE LIGHTING	\$651.01
CH	GEN	IRON MOUNTAIN	SHRED SERVICE	\$73.78
PW	RUT	MENARDS	SUPPLIES	\$39.34
PW	RUT	AMERICAN HOME SERVICES	FURNANCE CHECK	\$75.00
PW	RUT	GURNSEY ELECTRIC CO	INSTALL OUTLETS	\$187.18
PW	RUT	AMERICAN HOME SERVICES	FURNACE CHECK	\$460.00
PW	RUT	ANKENY SANITATION	SERVICE	\$514.18
PW	RUT	MATERIAL HANDLING INNOVATIONS	ANNUAL HOIST INSPECTION	\$275.00
PW	RUT	SAFETY KLEEN SYSTEMS INC	SERVICE PARTS WASHER	\$137.66
PW	RUT	KIMBALL MIDWEST	HARDWARE	\$478.04
PW	RUT	ACME TOOLS	TOOLS	\$448.00
PW	RUT	ARDICK EQUIPMENT CO.	SIGNS	\$761.50
PW	RUT	GURNSEY ELECTRIC CO	BROADWAY SIGN REPAIR	\$85.00
PW	RUT	VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$119.70
PW	WATER	GURNSEY ELECTRIC CO	WALLPACKS REPLACEMENT	\$1,572.95
PW	WATER	AMERICAN HOME SERVICES	FURNACE CHECK	\$225.00
PW	WATER	KIMBALL MIDWEST	6 BUSHINGS	\$192.60
PW	WATER	CORE AND MAIN	2 DUCTILE CLAMPS	\$290.00
PW	WATER	FERGUSON WATERWORKS	EQUIPMENT REPAIRS	\$88.06
PW	SEWER	IOWA ONE CALL	UNDERGROUND LOCATIONS	\$325.80
PW	SEWER	LISTER INDUSTRIES	CONCRETE GRADE RING	\$185.00
TOTAL				\$40,639.31
		GENERAL		\$34,179.30
		ROAD USE		\$3,580.60
		WATER		\$2,368.61
		SEWER		\$510.80
		TOTAL		\$40,639.31



POLK CITY - A City For All Seasons -

Monthly Finance Report September 30, 2019

Prepared By: Lindsey M. Huber

City of Polk City
Cash and Investment Reconciliation
All Funds
09/30/2019

Cash Basis Fund Balances	<u>\$ 9,416,339.90</u>
Investments	\$ 4,673,652.43
Grinnell State Bank Business Checking- 0.60%	4,782,344.12
Outstanding Transactions	<u>(39,656.65)</u>
Total	<u>\$9,416,339.90</u>

Summary of Investments

Luana Savings Bank Money Market- 1.81%	\$ 1,623,500.07
Luana Savings Bank Certificate of Deposit- 1.85%	\$ 1,545,683.36
Grinnell State Bank Certificate of Deposit- 2.25%	1,056,367.20
Grinnell State Bank Business Money Market- 1.46%	448,097.80
IPAIT Investment Account	<u>4.00</u>
	\$ 4,673,652.43

**City of Polk City
Cash Balance Summary
09/30/2019**

Fund	Cash Balance August 31, 2019	Revenues	Expenditures	Cash Balance September 30, 2019
General Fund	\$ 3,891,077.17	\$ 254,271.97	\$ 284,815.94	\$ 3,860,533.20
Road Use Tax	121,322.58	49,208.59	20,608.07	\$ 149,923.10
Tax Increment Financing	119,494.77	17,857.67	-	\$ 137,352.44
Low Moderate Income	1,578,426.50	1,089.12	-	\$ 1,579,515.62
PC Comm. Lib Trust	15,467.62	-	30.61	\$ 15,437.01
Asset Forfeiture	5,682.50	-	-	\$ 5,682.50
Debt Service	18,267.87	16,206.16	-	\$ 34,474.03
Capital Improvements	(154,486.96)	-	66,114.03	\$ (220,600.99)
Capital Projects Water Project	2,238,460.40	-	-	\$ 2,238,460.40
Water Utility	687,717.97	145,974.82	88,727.52	\$ 744,965.27
Sewer Utility	783,209.62	114,248.68	26,864.98	\$ 870,593.32
Total	<u>\$ 9,304,640.04</u>	<u>\$ 598,857.01</u>	<u>\$ 487,161.15</u>	<u>\$ 9,416,339.90</u>

**City of Polk City
Revenue Summary by Fund
09/30/2019**

Fund	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	As of Sept 30, 2019	Variance	Percent (1)
General Total	5,669,696.18	5,335,202.89	4,650,658.30	5,113,862.08	3,669,338.00	562,737.32	(3,106,600.68)	15%
Road Use Total	422,393.91	425,317.38	436,103.13	455,806.80	440,000.00	133,783.74	(306,216.26)	30%
TIF Total	361,874.17	205,235.86	300,221.00	342,324.53	336,600.00	19,964.71	(316,635.29)	6%
L.M.I Total	15,431.41	55,242.83	70,839.08	90,698.75	85,651.00	3,311.28	(82,339.72)	4%
PC Comm. Library Trust	-	0.00	20,000.00	0.00	0.00	0.00	-	0%
Asset Forfeiture Total	0.00	610.00	0.00	4,726.00	0.00	699.00	699.00	0%
Debt Service Total	271,892.45	137,160.00	136,215.00	321,958.32	357,587.00	18,142.28	(339,444.72)	5%
Capital Improvements Total	2,334,810.55	908,704.56	1,128,651.95	1,470,705.00	759,793.00	50,157.30	(709,635.70)	7%
Capital Water Project	-	0.00	60,000.00	2,961,568.80	0.00	0.00	-	0%
Water Total	611,146.22	788,088.93	954,955.00	1,044,825.56	1,040,000.00	405,462.61	(634,537.39)	39%
Sewer Total	639,078.61	761,007.40	870,631.50	1,329,223.39	1,224,000.00	348,284.57	(875,715.43)	28%
Total Of All Revenues	10,326,323.50	8,616,569.85	8,628,274.96	13,135,699.23	7,912,969.00	1,542,542.81	(6,370,426.19)	19%

(1) September is 25% of the fiscal year

**City of Polk City
Expenditures Report
09/30/19**

Account Title	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	As of September 30, 2019	Variance	Percent ⁽¹⁾
Police Total	643,613.46	728,089.33	751,430.58	788,543.47	869,037.00	271,640.99	597,396.01	34.45%
Civil Defense Total	6,435.51	7,180.70	4,009.83	4,547.16	15,400.00	380.59	15,019.41	8.37%
Fire Total	465,724.29	456,504.44	479,940.15	759,900.23	701,080.00	160,987.65	540,092.35	21.19%
Building/Housing Total	327,498.79	461,270.52	423,623.74	389,606.92	376,892.00	128,539.52	248,352.48	32.99%
Dog Control Total	312.48	603.70	1,438.29	1,133.84	2,000.00	0.00	2,000.00	0.00%
Road Use Total	149,997.73	154,726.93	102,308.96	104,196.78	146,484.00	38,530.72	107,953.28	36.98%
Street Lighting Total	60,371.53	55,632.71	52,756.68	49,599.49	60,000.00	12,822.60	47,177.40	25.85%
Other Public Works (Theft)	16,455.60	-	0.00		0.00	0.00	0.00	0.00%
Env.Health Services Total	111.40	3,627.80	246.25	4,433.30	15,000.00	0.00	15,000.00	0.00%
Library Total	265,792.84	240,329.49	273,480.58	277,882.31	306,050.00	82,048.21	224,001.79	29.53%
Parks Total	223,617.65	316,853.97	366,446.16	510,507.92	275,968.00	118,221.92	157,746.08	23.16%
Community Center Total	12,302.68	9,948.52	10,034.75	9,938.38	11,000.00	3,669.07	7,330.93	36.92%
Economic Development Total	125,000.00	-	0.00		0.00		0.00	0.00%
Mayor Council Total	203,903.88	206,759.19	218,058.58	281,953.87	98,636.00	14,764.89	83,871.11	5.24%
Policy Administration	413,582.81	449,960.55	383,042.40	364,360.76	218,812.00	89,742.66	129,069.34	24.63%
Elections	1,601.70	-	0.00	0.00	2,000.00	0.00	2,000.00	0.00%
City Attorney Total	60,882.41	58,341.69	42,445.52	74,120.21	51,000.00	15,514.50	35,485.50	20.93%
City Hall Total	107,208.09	145,468.76	120,905.77	220,165.77	113,300.00	28,541.44	84,758.56	12.96%
Other City Government Total	60,858.86	69,790.51	195,182.76	179,202.99	187,000.00	22,872.73	164,127.27	12.76%
Capital Improvements	-	-	500,000.00		0.00		0.00	0.00%
Transfer Total	2,606,703.00	1,032,160.00	1,260,230.68	910,912.00	200,000.00	0.00	200,000.00	0.00%
General Total	5,751,974.71	4,397,248.81	5,185,581.68	4,931,005.40	3,649,659.00	988,277.49	2,661,381.51	15.52%
Road Use Total	347,488.01	294,350.76	674,279.15	480,083.12	499,693.00	107,002.03	392,690.97	21.41%
TIF Total	359,125.48	206,347.94	243,221.00	284,984.91	336,600.00	0.00	336,600.00	0.00%
L.M.I Total	6,745.00	-	7,294.00	27,512.00	36,000.00	0.00	36,000.00	0.00%
PC Comm. Lib Trust Fund Total				4,152.45	5,000.00	410.54	4,589.46	8.21%
Asset Forfeiture Total	0.00	152.50	0.00	200.00	0.00	0.00	0.00	0.00%
Debt Service Total	137,395.00	137,160.00	136,215.00	305,626.57	341,080.00	0.00	341,080.00	0.00%
Capital Improvements Total	1,450,384.16	945,265.38	1,129,054.79	1,470,704.58	759,793.00	270,758.71	489,034.29	35.64%
Capital Water Project Total				783,108.40	500,000.00	0.00	500,000.00	0.00%
Water Total	676,504.07	611,971.91	919,479.44	698,762.78	1,047,142.00	300,549.23	746,592.77	28.70%
Sewer Total	614,973.35	514,735.07	619,795.77	1,168,242.69	1,503,962.00	315,111.89	1,188,850.11	20.95%
Total Of All Expenses	9,344,589.78	7,107,079.87	8,914,920.83	10,154,382.90	8,678,929.00	1,982,109.89	6,696,819.11	22.84%

(1) September is 25% of the fiscal year

City of Polk City
Summary of Funds for Fiscal Year
09/30/19

	Revenues	Expenses	Net Difference (R-E)	Note
General Total	\$562,737.32	\$988,277.49	(\$425,540.17)	Taxes will be deposited in October
Road Use Total	\$133,783.74	\$107,002.03	\$26,781.71	
TIF Total	\$19,964.71	\$0.00	\$19,964.71	
L.M.I Total	\$3,311.28	\$0.00	\$3,311.28	
PC Library Trust Fund Total	\$0.00	\$410.54	(\$410.54)	Library had initial deposit of \$20,000
Asset Forfeiture Total	\$699.00	\$0.00	\$699.00	
Debt Service Total	\$18,142.28	\$0.00	\$18,142.28	
Capital Improvements Total	\$50,157.30	\$270,758.71	(\$220,601.41)	Transfer from General Fund will clear up
Capital Water Project Total	\$0.00	\$0.00	\$0.00	
Water Total	\$405,462.61	\$300,549.23	\$104,913.38	
Sewer Total	\$348,284.57	\$315,111.89	\$33,172.68	
Total	<u>\$1,542,542.81</u>	<u>\$1,982,109.89</u>	<u>(\$439,567.08)</u>	

POLK CITY CHAMBER AND ECONOMIC DEVELOPMENT CORPORATION
STATEMENT OF ACTIVITIES / BUDGET SUMMARY (2020)

	01/01/18-12/31/18	01/01/19-09/30/19	01/01/20-12/31/20	
	YTD	YTD	PROPOSED	
DESCRIPTION	ACTUAL	ACTUAL	BUDGET	NOTES
INCOME				
City / County / Grants	80,500.00	80,500.00	80,500.00	
Bank Interest	28.46	260.65	250.00	
Marketing / Advertising	2,818.30	880.00	0.00	Includes Sq Newsletter Advertising in 2019
Membership Dues*	32,065.00	15,525.00	29,175.00	10,480.00 Collected in 2018
Miscellaneous / Other	1,260.74	750.00	0.00	Includes Foundation in 2019
Foundation Rent	0.00	0.00	1,500.00	
RVTV Event	0.00	14,915.00	0.00	
Annual Event	775.00	1,775.00	1,750.00	
Bike Ride	1,250.00	1,735.00	2,950.00	
Educators Day	700.00	375.00	375.00	
Farmers Market	1,265.00	1,595.00	1,600.00	
Golf Outing	6,649.00	7,475.00	8,700.00	
Luncheon Meals	2,010.00	1,355.00	2,000.00	
Sounds on Square	4,564.00	4,460.15	4,500.00	
Square Lighting	1,680.00	0.00	1,000.00	
Square Newsletter Advertising	0.00	0.00	1,000.00	
TOTAL INCOME	135,565.50	131,600.80	135,300.00	
EXPENSES				
Accounting Fees	7,344.00	5,036.50	7,285.00	Includes CPA Payroll Fees
Administrator Salary	10,357.47	17,717.69	24,000.00	Includes Employee Payroll Taxes
Bank Fees	346.48	53.01	50.00	
Conference / Meetings	5,562.96	2,546.55	3,000.00	
Director Salary	34,343.94	38,076.00	45,000.00	Includes Employee Payroll Taxes
Insurance	3,094.00	2,024.00	4,075.00	
Legal Fees	225.00	125.00	250.00	
Luncheon Meals	1,849.10	858.40	1,500.00	
Marketing / Advertising	10,113.92	2,172.95	6,000.00	
Miscellaneous	12,170.04	0.00	200.00	
Membership Dues / Subscriptions	1,600.00	1,955.00	2,000.00	
Mileage	416.12	560.86	600.00	
Postage	276.00	88.00	100.00	
Rent / Cleaning	5,800.00	7,200.00	8,640.00	
Supplies / Equipment / Printing	1,478.55	2,104.12	2,100.00	
Taxes	12,941.54	1,941.94	7,850.00	Includes Employer Payroll Taxes
Training	0.00	0.00	500.00	
Travel	30.00	52.50	500.00	
Utilities	1,332.31	914.03	1,300.00	
Website	1,893.99	391.81	500.00	
Market Analysis Project	0.00	0.00	0.00	Remove in 2020
RVTV Event	0.00	9,335.50	0.00	
Annual Event	1,509.56	1,216.72	1,500.00	
Bike Ride	972.07	1,071.82	1,000.00	
Educators Day	1,190.00	1,250.00	1,250.00	
Golf Outing	7,442.79	7,644.94	7,600.00	
Scholarships	0.00	1,000.00	1,000.00	
Sounds on Square	4,770.35	5,809.70	6,000.00	
Square Lighting	2,828.10	0.00	1,000.00	
Sq / PayPal Fees (Tracking Only)*	349.66	281.85	500.00	
TOTAL EXPENSES	130,237.95	111,428.89	135,300.00	
INC-EXP NET DIFFERENCE	5,327.55		0.00	
NOTES				
*Membership Dues are gross income before PayPal Fees are taken out. Bank Reconciliation Report reflects only net amount deposited. (See Account Audit Detail Reports for Membership Dues income and PayPal Fees expense)				

POLK CITY CHAMBER AND ECONOMIC DEVELOPMENT CORPORATION
STATEMENT OF ACTIVITIES / BUDGET SUMMARY (2020)

Festival financial reports are represented on separate reports.				
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City of Polk City, Iowa City Council Agenda Communication

Date: October 28, 2019 City Council Meeting
To: Mayor Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Public Purpose Policy

BACKGROUND: The policy in front of the City Council is in reference of expenditures of funds for City Employees, Elected Officials, and Boards and Commissions to allow for spending on the following items:

- Sending Flowers or a plant for an employee or an immediate family member for illness or death
- Recognition of length of service
- Completion of a term of office for elected officials and boards/commission members
- Sustenance Supplies that are directly related to City business operations, or a recognition event

Local Governments are authorized to spend tax dollars on these items, as long as a policy is in place and it has been approved by the City Council. From speaking with staff members, it is estimated that this may come up 1-2 times a year on average.

ALTERNATIVES: Do not approve the policy

FINANCIAL CONSIDERATIONS: Minimum-estimated occurrence for this policy is 1-2 times annually.

RECOMMENDATION: Approve the policy

RESOLUTION NO. 2019-102

**A RESOLUTION ADOPTING POLICY PA-26
PUBLIC PURPOSE POLICY**

WHEREAS, the City of Polk City recognizes the need for a policy to establish and define the expenditures of funds for City Employees, Elected Officials and Members of City Boards and Commissions; and

WHEREAS, the goal of the policy is to establish guidelines for the expenditure of City funds for recognition, flowers and sustenance supplies.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA-26 effective October 28, 2019.

PASSED AND APPROVED, this the 28th day of October 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

P&A-26
CITY OF POLK CITY

**PUBLIC PURPOSE POLICY FOR THE EXPENDITURE OF FUNDS FOR CITY
EMPLOYEES, ELECTED OFFICIALS AND MEMBERS OF CITY BOARDS AND
COMMISSIONS**

The following are policy guidelines for the expenditure of City funds for employees, elected officials and City Board and Commission members' recognition, flowers and sustenance supplies:

- The City may send flowers or a plant to the employees or family members of employees and/or elected or appointed officials who are suffering an illness or who experience a death in their immediate family. "Immediate family" shall be that as defined in the Personnel Policy Manual. The maximum city expenditure for said gifts should not exceed \$75.00 per gift (including delivery charges) for an illness, and \$75.00 per gift (including delivery charges) for a death.
- The City may recognize length of service by an employee with a certificate or plaque not to exceed \$100.
- Upon Completion of a term of office, a recognition certificate or plaque will be presented to the following officeholders: Mayor, Council and members of Commissions and Boards appointed by the Mayor or Council
- The City may purchase sustenance supplies for the City's use. Sustenance supplies will include, but not be limited to, the following items:

Coffee, coffee creamer, coffee filters, sweetener, paper products, including plates, cups, utensils, paper towels or napkins, and any products deemed necessary by the Department Director and falling under the term "sustenance." The City may also purchase cake, cookies and other diminutive treats for a recognition event.





City of Polk City, Iowa City Council Agenda Communication

Date: October 28, 2019
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
cc: Chelsea Huisman
Subject: Fire Department Staffing Adjustments

BACKGROUND:

We have 3 members that require pay rate adjustments due to obtaining higher certifications; Steve Winter (EMT), Matt Meiner (EMT) and Joe Mitchell (Paramedic). We have 2 members requesting return to work from a leave of absence; John Mitchell (part-time and paid-on-call) and Dottie Van Zee (permanent part-time). Chris Weishaar has expressed an interest in retirement and becoming an honorary member.

ALTERNATIVES:

Steve Winter and Matt Meiners have met the department requirements obtaining the EMT certification and can now begin providing patient care on calls. Joe Mitchell will be able to provide advanced life support care to our citizens, which is the highest level care we provide. All three will be available to contribute more to the department and our citizens.

Having John Mitchell and Dottie Van Zee return from leave of absence will assist us with staffing during the day and John will also assist with staffing nights on the weekends as well.

Chris Weishaar has provided 10 years of service with the last few in a public relations role. Chris qualifies for retirement and being an honorary member. We wish Chris well and look forward to his involvement as an honorary member.

FINANCIAL CONSIDERATIONS:

According to the pay scale approved effective July 1, 2018, Steve Winter's pay would increase for paid-on-call from \$11.28 per hour to \$13.33 per hour and part-time rate from \$12.29 per hour to \$13.80 per hour. This should be effective 10-09-2019.

According to the pay scale approved effective July 1, 2018, Matt Meiners' pay would increase for paid-on-call from \$11.28 per hour to \$13.33 per hour and part-time rate from \$12.29 per hour to \$13.80 per hour. This should be effective 10-09-2019.

According to the pay scale approved effective July 1, 2018, Joe Mitchell's pay would increase for paid-on-call from \$13.33 per hour to \$15.38 per hour and part-time rate from \$14.21 per hour to \$18.16 per hour. This should be effective 10-09-2019.

John Mitchell and Dottie Van Zee will be filling current budgeted positions. This will not have an impact on the budget. Their return will however relieve those members that have been working more than normal hours in effort to fill all of the open positions.

Chris Weishaar's administrative position is a volunteer position, so this will not have a budget impact either.

RECOMMENDATION:

As Fire Chief, I recommend approval of the above request. All of the above mentioned have been and will be an asset to the fire department and the community.



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

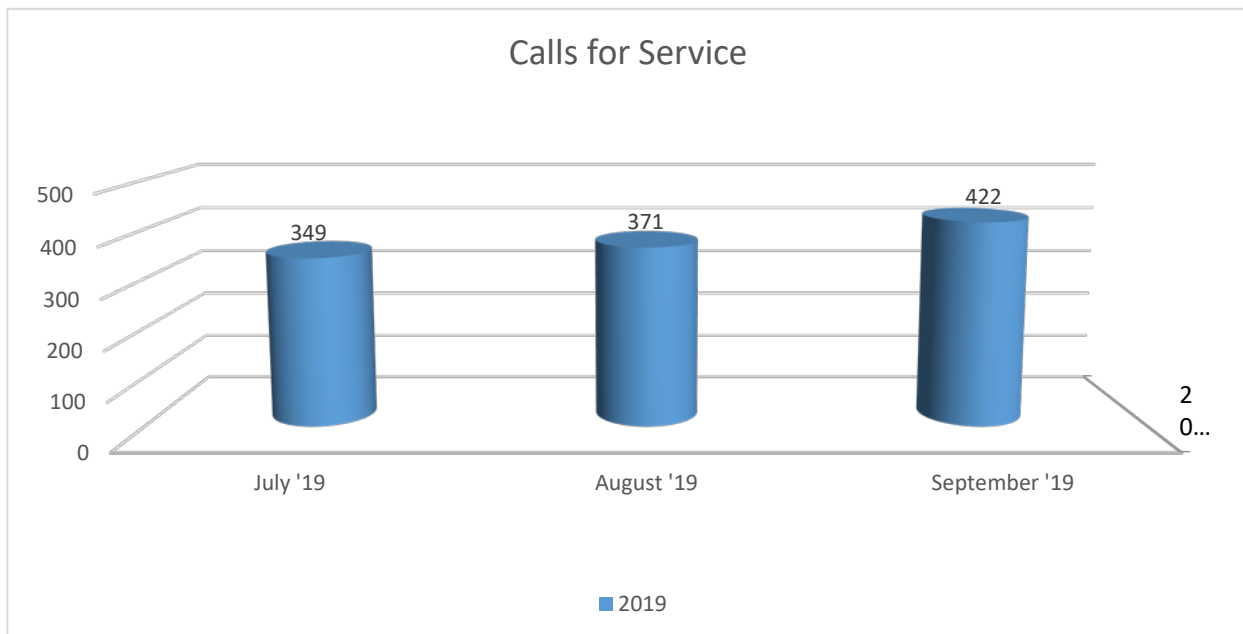
Date: October 15th, 2019

Re: September 2019 Monthly Report

Calls for Service

The total calls for service for the month of September were **422**.

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 **121** traffic stops.





Polk City Police Department

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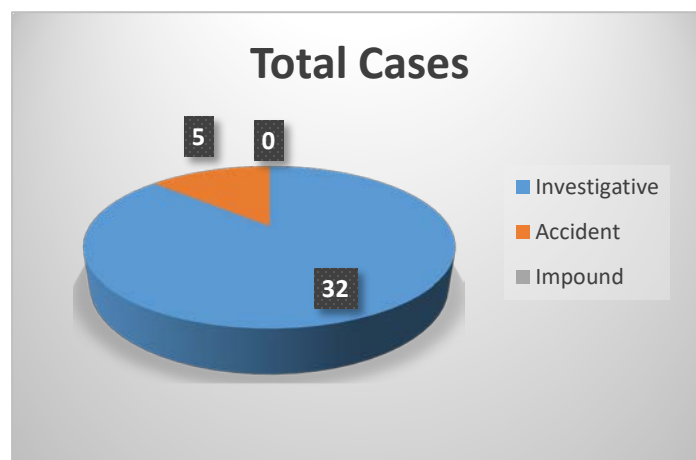
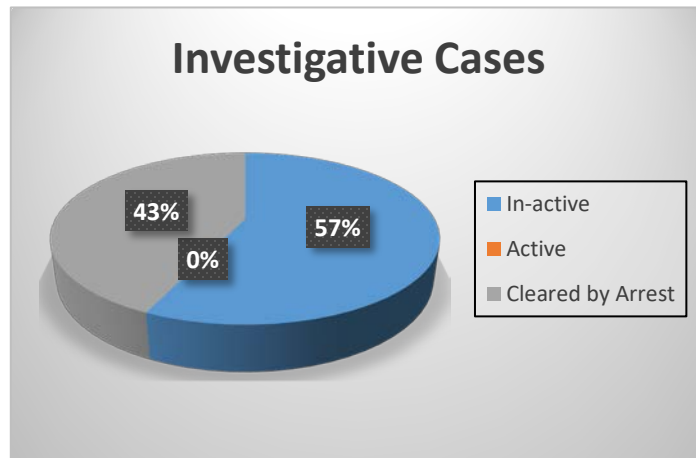
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Service Integrity Respect Quality

Cases Made

The Police Department had 37 total cases during the month of September. Of those cases, 32 were investigative incident reports and 5 were traffic crashes. There are 0 active investigations from this month and there was a rate of 43% case clearance by arrest for investigative cases.





Polk City Police Department

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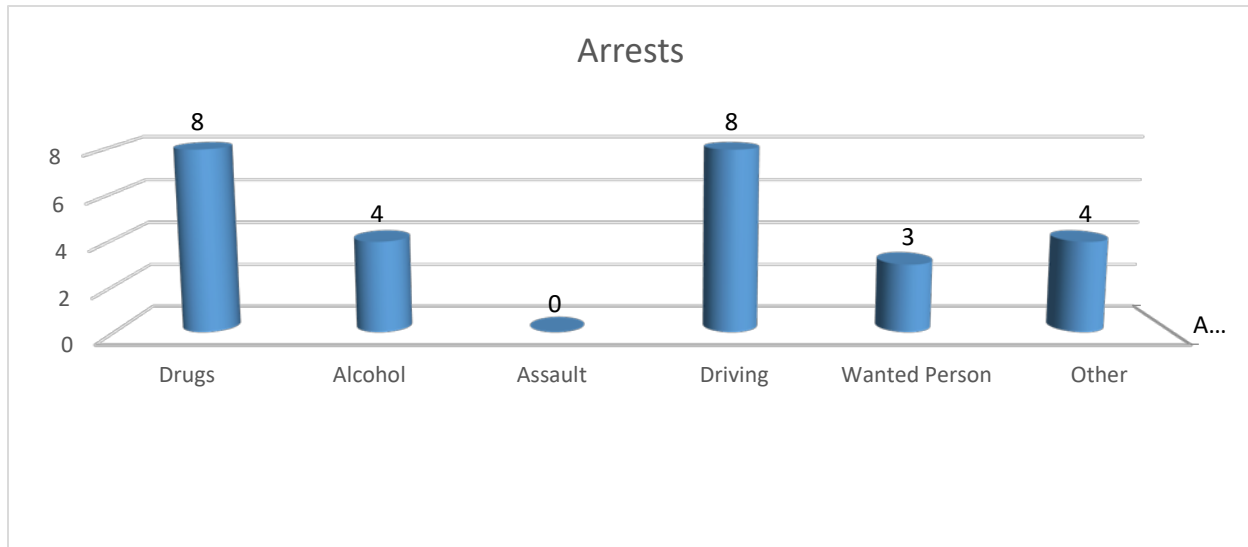
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Service Integrity Respect Quality

Arrests Made

The Police Department made 27 arrests and issued 137 citations and warnings. Among those arrests there were 2 OWI arrests, 8 drug related offenses and 8 driving related offenses.



Notable Incidents

On September 2nd, a Polk City Officer conducted a traffic stop in the 1000 block of S 3rd St., for equipment violations. The juvenile driver displayed signs of impairment and the odor of marijuana was detected by the Officer. The investigation required an additional Officer, and Deputies were called to assist in a search of the driver, the juvenile passenger and the vehicle. When a Deputy arrived, a search conducted, and marijuana and a glass pipe were located. The driver performed Standard Field Sobriety Tests, which further indicated impairment. Both juveniles were referred to juvenile court services on charges of Possession of a Controlled Substance and Possession of Drug Paraphernalia before being released to their parents. The driver



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Service Integrity Respect Quality

consented to offer a sample of urine for chemical testing. Iowa DCI Lab later confirmed the presence of marijuana in his system, and the driver was charged with OWI (Drugs) at that time.

On September 14th, Officers were called to the 400 block of Sandpiper Ct. in response to a domestic disturbance. A male caller reported that a female had punched him in the face. When Officers arrived, a female was located in the passenger seat of a parked vehicle with an open bottle of alcohol. A witness came forward and stated that prior to Officers arrival, the female had been driving the vehicle, and had been screaming in the parking lot. The female was too combative to be asked to perform field sobriety testing. She was arrested for Public Intoxication and Disorderly Conduct, and a sample of her blood was collected. The blood sample was tested by the Iowa DCI Lab, indicating a .240% BAC. Being her 3rd OWI, the female was additionally charged with Felony OWI 3rd Offense.

On September 26th, a Polk City Officer conducted a traffic stop on a vehicle for a speed violation. The female driver and male passenger were later found to have a No Contact Order (NCO) in place, and the male was also found to have an active arrest warrant for domestic abuse. The male was arrested on the warrant and for violation of a NCO. In a Probable Cause search of the vehicle, methamphetamine and a glass pipe containing methamphetamine residue were located. The male was additionally charged with Possession of Drug Paraphernalia and the female was charged with Possession of a Controlled Substance, as the methamphetamine was located with her personal belongings.



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Service Integrity Respect Quality

In Service Training

No in-service training was done in September.

Individual Officer Training

Officer Aicher and Eudoris completed two days of training at Canine Tactical in Chariton, IA.

Training Hours: 16

Lamfers	0
Untrauer	0
Aicher	16
Kendig	0
Siepkner	0
Wilson	0
Aswegan	0

Canine Program

Officer Aicher and Eudoris were deployed three times in September. Two of the deployments for to assist another agency with tracking a suspect from a domestic assault and the second to track a suspect from a burglary. During the third deployment Eudoris was utilized while taking a wanted felon into custody during a traffic stop in Polk City.



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Service Integrity Respect Quality

Community Outreach



PCPD assisting with the
2019 North Polk
Homecoming Parade



Escorting RVTV to the city
square on September 9th



To: City Council
From: Polk City Chamber & Economic Development
Re: Funding Request
Date: October 16, 2019

Polk City first contracted with the Polk City Development Corporation (PCDC) in 1995. After a stagnant period, PCDC was revitalized in 2007. Since that time Polk City has experienced significant growth and many changes. Even though we have grown as a City and a thriving community, the opportunities for the future of Polk City are significant. Our progress as a community has been very impressive

It is impossible to point to any one reason for the growth and prosperity of our community. However, I think it is fair to say that the work of the Development Corporation and the Chamber have had a significant impact on the growth.

The Chamber & PCDC, with the support of the City, took a bold step in 2017 and started the process to merge the two organizations. This merger has had its challenges but we believe that it has also been very successful. The end result of this merger has been a more efficient and effective effort to promote Polk City and the businesses that locate in Polk City. This effort should also result in increased memberships for both PCDC and the Chamber. Increased membership results in the ability to be less reliant upon the City for funding.

The transition to one organization was a challenge in 2018 but has rebounded in 2019. We are requesting \$75,000 from the City of Polk City to continue to implement this plan for 2020. We would ask that the funds be dispersed to PCDC in January of 2020.

I will be retiring again on October 31, 2019 (for good this time). Al Lorenzen has been hired as the new Executive Director of PCCEDC and will take over effective November 1, 2019.



City of Polk City, Iowa City Council Agenda Communication

Date: October 28, 2019 City Council Meeting
To: Mayor Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Revenue Purpose Statement

BACKGROUND: On Monday the Council will begin the process of initiating a 1% Electric and Natural Gas franchise fee. At the Work Session on October 14th the City Council agreed that we should proceed with initiating a 1% fee on the public utility, instead of collecting LOST.

After agreeing on the percentage increase at the Work Session, the City Council needs to now approve a Revenue Purpose Statement-a written statement of how we plan to spend the new fees. Franchise Fees for all utilities is General Fund money, therefore, the RPS covers all expenditures that come out of the General Fund.

After approving the Revenue Purpose Statement, the next step is to set a public hearing and first reading for the ordinance amendments. Please see process steps below:

Steps to amend a Franchise Ordinance:

- ~~1. City decides to change the fee, and at what percentage~~
- ~~2. City and MidAmerican Energy and Midland Power Cooperative agree on Amendment language~~
- ~~3. City and MidAmerican and Midland agree on start date for change to franchise agreement-
March 1, 2020*~~
4. City adopts and publishes a Revenue Purpose Statement-Adopted by Resolution-October 28, 2019
5. City Council sets the date for the public hearing and first reading for the franchise ordinance amendment-set the date on October 28, 2019 meeting, with public hearing to take place on November 11, 2019
6. City publishes a public hearing notice-between 4 and 20 days before public hearing
7. City holds the public hearing and first reading of the Franchise Ordinance amendments- November 11, 2019. The City Council can waive the 2nd and 3rd readings of the Ordinance and suspend the rules by super majority vote
8. City has 2nd reading of the Ordinance-November 25, 2019
9. City has 3rd reading of the Ordinance-December 9, 2019

10. City publishes the amended Ordinance
11. MidAmerican Energy and Midland Power Cooperative mail Letter of Acceptance and Certificate to the City Clerk. City Clerk will sign and return to the utility companies
12. MidAmerican and Midland files Tax Rider Tariff with the Iowa Utilities Board (IUB) for permission to start collecting the changed franchise fee.
13. IUB gives written order to the utility companies to start collecting the new franchise fee

*If the Council is willing to have all 3 readings of the Ordinances occur at the same meeting, the City may be able to start collecting the fee February 1, 2020

ALTERNATIVES: Do not approve the Revenue Purpose Statement, and do not initiate a franchise fee and continue to collect LOST.

FINANCIAL CONSIDERATIONS: \$40,000 annual increase in revenue

RECOMMENDATION: Approve the Revenue Purpose Statement so we may proceed with collecting franchise fees

RESOLUTION NO. 2019-90

**A RESOLUTION APPROVING AND ADOPTING A REVENUE PURPOSE
STATEMENT FOR THE USE OR EXPENDITURE OF FEE REVENUES FROM PROPOSED
NATURAL GAS AND ELECTRICITY FRANCHISE FEES**

WHEREAS, the City Council of the City of Polk City, Iowa, has chosen to establish utility franchise fees for the sale and distribution of electricity and natural gas within the city limits of the City of Polk City, and

WHEREAS, the City of Polk City intends to hold a public hearing on a proposed Ordinance which would amend the City's Ordinances granting natural gas and electricity franchise in the City of Polk City to establish franchise fees on electricity transmissions and the provision of natural gas service, as is permitted under Chapter 110.13, Chapter 111.13, and Chapter 112.11 of the Polk City Code; and

WHEREAS, pursuant to the provisions of Section 364.2, subsection (4)(f) of the Code of Iowa, the City has prepared a Revenue Purpose Statement outlining the purposes for which the City shall use electric and natural gas franchise fee revenues that will be received if the proposed ordinance is adopted.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa:

1. That the "Revenue Purpose Statement for the Use or Expenditure of Electric and Natural Gas Franchise Fee Revenues for the City of Polk City, Iowa" ("Revenue Purpose Statement"), attached hereto, is hereby approved and adopted; and
2. That the City Clerk shall publish the Revenue Purpose Statement, which publication shall be made in a legal newspaper of general circulation in the City.

PASSED AND APPROVED the 28th day October 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

REVENUE PURPOSE STATEMENT

Pursuant to the provisions of Section 364.2, subsection (4)(f) of the Code of Iowa, the City of Polk City hereby establishes the following purposes allowed under Iowa Code Section 384.3A, subsection (3)(e), (f) and (g) for which franchise fee revenues from its electric and natural gas franchises with MidAmerican Energy and electric franchise with Midland Power Cooperative may be used or expended, said purposes which may be narrowed after public hearing: Public safety, including the equipping of fire, police, emergency services, sanitation, street, and civil defense departments; the establishment, construction, reconstruction, repair, equipping, remodeling, and extensions of public works, public utilities, and public transportation systems; and the construction, reconstruction, or repair of streets, highways, bridges, sidewalks, pedestrian underpasses and overpasses, street lighting fixtures, and public grounds, and the acquisition of real estate needed for such purposes.



City of Polk City, Iowa City Council Agenda Communication

Date: October 28, 2019 City Council Meeting
To: Mayor Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Resolution setting a public hearing for the Franchise Ordinance amendments

BACKGROUND: On Monday the City Council will need to set a public hearing for the November 11, 2019 meeting regarding the Franchise Ordinance amendments. The amendments include adopting a 1% Natural Gas and Electric Franchise fee on the respective utilities throughout Polk City.

Prior to this action, the Council will have reviewed and approved a Revenue Purpose Statement, keeping us on schedule to begin collecting the fees in early 2020.

ALTERNATIVES: Do not set the public hearing for the Ordinance amendments.

FINANCIAL CONSIDERATIONS: \$40,000 annual increase in revenue

RECOMMENDATION: Set the public hearing for the Ordinance amendments so we may proceed with collecting franchise fees

RESOLUTION NO. 2019-101

A RESOLUTION SETTING A PUBLIC HEARING FOR THE AMENDMENT TO THE CODE OF ORDINANCES OF THE CITY OF POLK CITY, IOWA, WITH RESPECT TO ESTABLISHING A FRANCHISE FEE UNDER THE CITY'S ELECTRIC AND GAS FRANCHISE WITH MIDAMERICAN ENERGY COMPANY AND MIDLAND POWER COOPERATIVE

WHEREAS, the City of Polk City, Iowa, reserves the right to impose a franchise fee on the gross revenue derived by the utility company from transmission, distribution, delivery or sale of natural gas and electricity to customers in the City; and

WHEREAS, the fee shall only be imposed following a public hearing, regarding the adoption of an ordinance specifically authorizing a franchise fee, and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on November 11, 2019 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on the amendment to the Code of Ordinances of the City of Polk City, Iowa, with respect to establishing an electric and gas franchise fee.

PASSED AND APPROVED the 28th day October 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: 10/23/2019
To: Mayor & City Council
From: Mike Schulte

Subject: IAMU Safety Cluster Changes

BACKGROUND: As you may be aware Polk City is a member of the Central Iowa Safety and Support Organization (C.I.A.S.S.O.) through the Iowa Association of Municipal Utilities (I.A.M.U.). Polk City Public Works employees receive all our mandated O.S.H.A. and safety training from C.I.A.S.S.O. Public Works staff travels to these meetings to stay in compliance.

The safety meetings usually have about 25 people in the room from various other communities.

In our quarterly meeting this spring, it was discussed if a change from safety group meetings to individual city safety meetings would be feasible. IAMU come up with a concept of a dedicated regional safety coordinator to live and work in determined geographic area. The Coordinator would have 10 cities in that area to service. The thought process of going to this concept is that each community would have more specific training tailored to their communities and would engage the employees with the smaller classes.

With the new concept Polk City would also receive more benefits. I have included a page that outlines what we get now vs what we would get.

This would be a three-year commitment with a 28e agreement to sign at a later date, after we get the final numbers and attorney review.

ALTERNATIVES: n/a

FINANCIAL CONSIDERATIONS: Our current allocation to belong to CIASSO is \$3,866.99 annually, this is based on a population of 3,418. We know the cost will increase with the next census. Our new cost after the census is approximately \$7,000.

We can also save an estimated \$3,520 in travel and shorter class times due to the fact that all training will now be in Polk City.

Estimated new fee for a shared Regional Safety Coordinator annually \$10,914.

As you can see if we apply the savings for no travel time and shorter class times to the new fee, our cost is \$7,394.

RECOMMENDATION: At this time the costs are estimated because IAMU doesn't know what communities want to go to the new concept. They are asking Polk City what our interest level is so they can get the real number for us for final approval.

The Polk City Safety Committee recommends we join the new Regional Safety Coordinator concept With IAMU after we review the final cost.



Safety & Health Management Services

IAMU is offering the opportunity to take your safety programs to the next level by offering a Safety & Health Management Services 28E agreement that establishes a dedicated Regional Safety Coordinator to live and work in your geographic area. This innovative model provides for intensive and effective safety & health management services to communities large and small. Our program offers a consistent and comprehensive safety program for all city departments.

Compare the existing IAMU training services with the new Regional Safety Coordinator services:

Service	Existing Safety Group Services	New Management S&H Services
Face-to-face training	Yes	Yes
Classes in your geographic area	Yes	Yes
Tracking of class attendance	Yes	Yes
Electric utility safety training	Yes	Yes
Health testing – hearing, respiratory	Yes	Yes
OSHA inspection assistance	Yes	Yes
Incident investigation	*	Yes
Assist establishing safety team	*	Yes
Assist building safety culture	*	Yes
Assist with safety purchases	*	Yes
Customize written safety programs and annual review	*	Yes
Create machine specific lockout / tagout procedures	*	Yes
Customized job hazard analysis	*	Yes
Customized PPE assessments	*	Yes
Audit work zones for hazards	*	Yes
Audit buildings for hazards	*	Yes
Equipment operations assessment	*	Yes
Industrial hygiene testing: ergo, silica, noise, asbestos	*	Yes
Machine guarding assessment	*	Yes
Assist developing safety policies and procedures	*	Yes
Assist managers on safety matters	*	Yes
City specific education for your hazards	NA	Yes
Recordkeeping assistance	NA	Yes
Safety professional on call, living in your area	NA	Yes
Saving resources and capital by not having to hire your own safety professional	NA	Yes

*Fee for Service

Contact Dave Hraha dhraha@iamu.org
or 515.289.1999 for further details



Safety & Health Management Services

IAMU Safety Services provides classes through 32 safety agreements serving over 510 utilities and cities. The groups are geographically determined, which means that all training opportunities are within a convenient travel distance for participating utilities & cities.

IAMU is offering to safety clusters/groups or new groups that wish to be created, the opportunity to take their safety programs to the next level by offering a Safety & Health Management Services agreement that establishes a dedicated Regional Safety Coordinator to live and work in your geographic area. This innovative model provides for intensive and effective safety & health management services to communities large and small. Our program offers a consistent and comprehensive safety program for all city departments.

The program emphasizes the development of a safety culture and includes employee safety training, safety committee, workzone safety audits, mock OSHA inspections, and standardized record-keeping. Our safety manual program and the supporting program processes are customized for each location. Our Coordinators work with crews on job sites, perform on-site safety audits, assist with accident investigations and provide OSHA inspection support.

Our safety staff is on call and often provides services beyond the scope of any contractual obligation. IAMU's Regional Safety Coordinator becomes an integral part of your safety team.

IAMU also offers a large city the same opportunity of joining the Safety & Health Management Services program to establish their own dedicated Safety Coordinator.

For more information contact Dave Hraha, Director of Member Services, dhraha@iamu.org or 515-289-1999.