

Agenda

Notice of Meeting

Polk City | City Council

November 11, 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 Hearing

a. Electric and Natural Gas Franchise Fees

i. First Reading of Ordinance 2019-1500 MidAmerican Energy Franchise Fee

a. (optional) Waive the second and third readings

ii. First Reading of Ordinance 2019-1600 Midland Power Franchise Fee

a. (optional) Waive the second and third readings

5. 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.

6. Consent Items

a. City Council Meeting Minutes for October 28, 2019

b. City Council Work Session Meeting Minutes for October 29, 2019

c. Receive and file the Parks Commission Meeting Minutes for November 4, 2019

d. Claims listing dated November 11, 2019

e. Receive and file the November 2019 Water Report

f. Resolution 2019-103 fixing date for a public hearing on November 25, 2019 at 6pm for the sale of real property located at 510 S. 3rd Street

g. Temporary Site Plan for PCCEDC annual Square Lighting event December 3, 6-8pm

h. Cancel December 23, 2019 Council Meeting

i. Resolution 2019-104 appointing a representative and alternate representative to the Polk County Emergency Management Commission

j. Receive and file the September 10, 2019 and October 7, 2019 Library Board Meeting Minutes

k. Receive and file October 2019 Library Stats Report

l. Receive and file the October 2019 Library Director Report

m. Receive and file the Library Resolution 2019-4L authorizing the sale, donation or disposal of non-functioning or obsolete Dell Computers

n. Receive and file the Board of Adjustment Meeting Minutes from November 11, 2019

7. Business Items

a. Resolution 2019-105 approving Pay App No. 1 in the amount of \$42,227.50 for the 2019 Street Repairs Project

- b. Resolution 2019-106 approving Pay App No. 3 in the amount of \$6,403.76 for the East Grimes and Deer Haven Intersection Repairs Project
- c. Snyder & Associates Invoice for September Services in the amount of \$24,215.45

8. Reports & Particulars

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

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

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

11. Adjournment

--next meeting date November 25, 2019



City of Polk City, Iowa

City Council Agenda Communication

Date: November 11, 2019 City Council Meeting
To: Mayor Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing and First Readings of Natural Gas and Electric Franchise Ordinances

BACKGROUND: On Monday the Council will have a Public Hearing regarding the proposed establishment of a 1% Natural Gas and Electric Franchise Fee. After the Public Hearing, the Council will have the first reading of the Ordinance for MidAmerican Energy and Midland Power.

If the Council chooses to have all 3 readings occur at separate meetings, we will begin collecting the new fees on March 1st. If the Council wishes to suspend the rules and waive the 2nd and 3rd readings of the Ordinance, we can begin collecting the 1% fee February 1st.

After the Public Hearing, the Council will continue with the process to complete the changes to the Franchise Ordinances. 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

ALTERNATIVES: Do not approve the First Reading of the Ordinances, and do not initiate a franchise fee and continue to collect LOST.

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

RECOMMENDATION: Approve the 1st Reading and suspend the rules and waive the 2nd and 3rd readings. My recommendation for fee increases is always to have the readings occur at separate meetings to better communicate with the public. However, in this scenario it is a new fee, but the same amount of money people are already paying by opting out of LOST and collecting the franchise fee instead. Because the utility companies have items they still have to take care of on their end through January, this gives us sufficient time to communicate the change with the public.

ORDINANCE

AN ORDINANCE AMENDING SECTION 110.13 (NATURAL GAS FRANCHISE – MIDAMERICAN – FRANCHISE FEE) AND SECTION 111.13 (ELECTRIC FRANCHISE – MIDAMERICAN - FRANCHISE FEE) OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY AMENDING THE SECTION TO ESTABLISH A FRANCHISE FEE.

BE IT ORDAINED, by the City Council of the City of Polk City, Iowa, that:

Section 1. Internal References. All references to section numbers in this ordinance shall be to sections contained within Chapter 110 (Natural Gas Franchise – MidAmerican) and Chapter 111 (Electric Franchise - MidAmerican) of the Polk City Municipal Code unless otherwise specified.

Section 2. Amendment. Section 110.13 is hereby deleted in its entirety and the following new Section 110.13 is inserted in lieu thereof:

110.13 FRANCHISE FEE: In consideration of the right and franchise granted to MidAmerican Energy Company (the “Company”) in Section 110.01 herein, a franchise fee is hereby imposed equal to one percent (1%) of the gross receipts minus uncollectable amounts derived by the Company in the City of Polk City for the delivery and sale of natural gas, effective beginning on March 1, 2020.

- A. The amount of franchise fee shall be shown separately on the utility bill to each customer. The Company shall remit collected franchise fees to the City on a quarterly basis, within thirty (30) days after the last day of the last revenue month of each quarter of the calendar year (i.e. remitted by April 30, July 31, October 31 and January 31). The City shall not modify the level of the franchise fee more frequently than once in any twelve (12) month period.
- B. The City shall be solely responsible for the proper use of any amounts collected as franchise fees, and shall only use such franchise fees for purposes allowed by Iowa law and as set forth in the Revenue Purpose Statement previously adopted by the City.
- C. The franchise fee shall be applied to all customers’ bills in accordance with Iowa Code Chapters 364.2(f) and 423B.5, except for the City’s bills which shall be exempt from the franchise fee.
- D. Upon receipt of a final and unappealable order or approval authorizing annexation or changes in the corporate boundaries of the City, the City Clerk shall provide written notification to the Company of such annexation or change in the corporate boundaries of the City, and the Company shall apply the franchise fee to its customers who are affected by the annexation or change in the corporate boundaries of the City, commencing no more than ninety (90) days after receipt of the written notice and City’s verification of the area added to the City.

- E. To fulfill the purpose and intent of this Section, the City and the Company may enter into an agreement addressing the implementation of the collection of the franchise fee, which agreement shall be approved by resolution of the City.

Section 3. Amendment. Section 111.13 is hereby deleted in its entirety and the following new Section 111.13 is inserted in lieu thereof:

111.13 FRANCHISE FEE: In consideration of the right and franchise granted to MidAmerican Energy Company (the “Company”) in Section 110.01 herein, a franchise fee is hereby imposed equal to one percent (1%) of the gross receipts minus uncollectable amounts derived by the Company in the City of Polk City for the delivery and sale of electric energy, effective beginning on March 1, 2020.

- A. The amount of franchise fee shall be shown separately on the utility bill to each customer. The Company shall remit collected franchise fees to the City on a quarterly basis, within thirty (30) days after the last day of the last revenue month of each quarter of the calendar year (i.e. remitted by April 30, July 31, October 31 and January 31). The City shall not modify the level of the franchise fee more frequently than once in any twelve (12) month period.
- B. The City shall be solely responsible for the proper use of any amounts collected as franchise fees, and shall only use such franchise fees for purposes allowed by Iowa law and as set forth in the Revenue Purpose Statement previously adopted by the City.
- C. The franchise fee shall be applied to all customers’ bills in accordance with Iowa Code Chapters 364.2(f) and 423B.5, except for the City’s bills which shall be exempt from the franchise fee.
- D. Upon receipt of a final and unappealable order or approval authorizing annexation or changes in the corporate boundaries of the City, the City Clerk shall provide written notification to the Company of such annexation or change in the corporate boundaries of the City, and the Company shall apply the franchise fee to its customers who are affected by the annexation or change in the corporate boundaries of the City, commencing no more than ninety (90) days after receipt of the written notice and City’s verification of the area added to the City.
- E. To fulfill the purpose and intent of this Section, the City and the Company may enter into an agreement addressing the implementation of the collection of the franchise fee, which agreement shall be approved by resolution of the City.

Section 4. Repealer. All parts of the “Polk City Municipal Code” in conflict herewith are hereby repealed.

Section 5. Severability Clause. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not effect the validity of this Ordinance as a whole or any section, subsection, provision, sentence, clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 6. When Effective. In accordance with Iowa Code Chapter 364.2, this Ordinance to establish a franchise fee shall take effect on March 1, 2020, provided that the Company shall have filed with the City Clerk a written acceptance of this Ordinance and provided

that final passage, approval and notice of its passage is given as provided by law. Further provided, however, if prior to December 9, 2019, a valid petition as defined in Iowa Code Chapter 362.4 is submitted requesting submission to voters of the proposal to impose a 1% franchise fee starting March 1, 2020, this Ordinance shall not take effect unless it is approved by an affirmative vote of the electors. Upon the county election commissioner's certification of an affirmative vote of the electors with respect to imposition of the franchise fee as provided in this Ordinance, this Ordinance shall take effect.

PASSED at Polk City, Iowa, this ____ day of _____ 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

ORDINANCE

AN ORDINANCE AMENDING SECTION 112.11 (ELECTRIC FRANCHISE – MIDLAND POWER COOPERATIVE - FRANCHISE FEE) OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY AMENDING THE SECTION TO ESTABLISH A FRANCHISE FEE.

BE IT ORDAINED, by the City Council of the City of Polk City, Iowa, that:

Section 1. Internal References. All references to section numbers in this ordinance shall be to sections contained within Chapter 112 (Electric Franchise – Midland Power Cooperative) of the Polk City Municipal Code unless otherwise specified.

Section 2. Amendment. Section 112.11 is hereby deleted in its entirety and the following new Section 111.13 is inserted in lieu thereof:

112.11 FRANCHISE FEE: In consideration of the right and franchise granted to Midland Power Cooperative (the “Company”) in Section 112.01 herein, a franchise fee is hereby imposed equal to one percent (1%) of the gross receipts minus uncollectable amounts derived by the Company in the City of Polk City for the delivery and sale of electric energy, effective beginning on March 1, 2020.

- A. The amount of franchise fee shall be shown separately on the utility bill to each customer. The Company shall remit collected franchise fees to the City on a quarterly basis, within thirty (30) days after the last day of the last revenue month of each quarter of the calendar year (i.e. remitted by April 30, July 31, October 31 and January 31). The City shall not modify the level of the franchise fee more frequently than once in any twelve (12) month period.
- B. The City shall be solely responsible for the proper use of any amounts collected as franchise fees, and shall only use such franchise fees for purposes allowed by Iowa law and as set forth in the Revenue Purpose Statement previously adopted by the City.
- C. The franchise fee shall be applied to all customers’ bills in accordance with Iowa Code Chapters 364.2(f) and 423B.5, except for the City’s bills which shall be exempt from the franchise fee.
- D. Upon receipt of a final and unappealable order or approval authorizing annexation or changes in the corporate boundaries of the City, the City Clerk shall provide written notification to the Company of such annexation or change in the corporate boundaries of the City, and the Company shall apply the franchise fee to its customers who are affected by the annexation or change in the corporate boundaries of the City, commencing no more than ninety (90) days after receipt of the written notice and City’s verification of the area added to the City.
- E. To fulfill the purpose and intent of this Section, the City and the Company may enter into an agreement addressing the implementation of the collection of the franchise fee, which agreement shall be approved by resolution of the City.

Section 3. Repealer. All parts of the “Polk City Municipal Code” in conflict herewith are hereby repealed.

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

Section 5. When Effective. In accordance with Iowa Code Chapter 364.2, this Ordinance to establish a franchise fee shall take effect on March 1, 2020, provided that the Company shall have filed with the City Clerk a written acceptance of this Ordinance and provided that final passage, approval and notice of its passage is given as provided by law. Further provided, however, if prior to December 9, 2019, a valid petition as defined in Iowa Code Chapter 362.4 is submitted requesting submission to voters of the proposal to impose a 1% franchise fee starting March 1, 2020, this Ordinance shall not take effect unless it is approved by an affirmative vote of the electors. Upon the county election commissioner’s certification of an affirmative vote of the electors with respect to imposition of the franchise fee as provided in this Ordinance, this Ordinance shall take effect.

PASSED at Polk City, Iowa, this _____ day of _____ 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

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

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

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 Anderson and seconded by Sarchet to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY

4. **Public Comments** | None

5. **Consent Items**

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

MOTION CARRIED UNANIMOUSLY

6. **Business Items**

a. PCCEDC

- i. John Calhoun, retiring Executive Director presented an update to Council on PCCEDC
- ii. Al Lorenzen was introduced as the incoming Executive Director effective November 1, 2019
- iii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve \$75,000 annual funding request
MOTION CARRIED UNANIMOUSLY

b. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Resolution 2019-90 approving and adopting a Revenue Purpose Statement for Expenditure of Fee Revenues from proposed Electric and Natural Gas Franchise Fees

MOTION CARRIED UNANIMOUSLY

- i. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve 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

MOTION CARRIED UNANIMOUSLY

c. Mike Schulte, Public Works Director discussed changes with IAMU Safety Cluster's and will bring back final numbers to Council to vote on an agreement.

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

- Public Works Director Schulte reported on the 2019 Street Repair Project and confirmed that the contractor started last week and will move forward in the cooler weather taking the appropriate precautions.
- Fire Chief Mitchell recognized his Fire Department, the Police Department and the Dispatchers for First Responder Day and thanked everyone for their service.
- Library Director Noack reported over 200 kids were in the Library for events over the 3-day break of no school. She also indicated the Library has changed their snow day policy and will plan to be open even when school cancels for snow days.
- Council Member Sarchet thanked everyone that participated in the Parks and Rec survey, he appreciated the feedback and thanked Lindsey for setting it up and said he is looking forward to moving forward with Council.
- Council Member Dvorak expressed his appreciation for the Police Department memo and for the K9's recent activity.
- Mayor Morse mentioned the new bike rack at Big Creek that was donated by Ramsey Subaru and thanked Chad Kelchen and Brigett for gathering people to participate in the photo. Mayor also suggested everyone should visit the park and see all the need things that are happening at Big Creek, some new chairs made out of reclaimed wood and efforts into cleaning things up. Mayor informed residents it is illegal to blow leaves into the street and encouraged residents to take advantage of the City's brush pile.
- City Manager Huisman reminded everyone the Strategic Goal Setting session is tomorrow at 5pm at City Hall.

8. **MOTION:** A motion was made by Dvorak and seconded by Vogel at 6:40 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

9. *(AFTER CLOSED SESSION ENDED AT 7:38 p.m.)*

MOTION: A motion was made by Walters and seconded by Vogel to direct Counsel to create appropriate proceedings

YES: Vogel, Walters, Anderson, Dvorak

NO: Sarchet,

MOTION CARRIED

10. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 7:45 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, November 11, 2019

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, October 29, 2019
City Hall Council Chambers

A Council Work Session was held on October 29, 2019 at 5:00 p.m. at City Hall in Polk City, Iowa.

Minutes

Pat Callahan, Callahan Municipal Consultants LLC, introduced himself and reviewed the Goal Setting Session ground rules. He reviewed the past two years of City Accomplishments. He reviewed the listed issues, concerns and trends.

Callahan reviewed the proposed initiatives regarding programs and policies and asked for clarification of items along with any revisions, additions, deletions or combination of items. Mayor and Council were asked to rank items with a dot voting system for the purposes of prioritization.

Callahan reviewed the proposed initiatives regarding Capital Projects and Equipment Purchases and asked for clarification of items and any revisions, additions, deletions and combinations of projects. Mayor and Council were asked to rank items with a dot voting system for the purposes of prioritization.

Callahan reviewed teamwork suggestions and advised Mayor and Council the next steps would be to calculate the votes and provide a report a report to aid in the 2020 Strategic Planning Process.

Callahan solicited questions, comments and suggestions.

Adjournment – **MOTION:** A motion was made by Vogel and seconded by Walters to adjourn at 8:23 p.m.
MOTION CARRIED UNANIMOUSLY

Jason Morse, Mayor

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, November 4, 2019
City Hall

Polk City, Parks Commission held a meeting at 6:00 p.m., on November 4, 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** /The meeting was called to order at 6:00 p.m.
2. **Roll Call** |Motsch, Ludwig, Haaland, Campbell, Delaney |In attendance
Bentley, Reed | Absent
3. **MOTION:** A motion was made by Reed and seconded by Delaney to approve the September 3, 2019 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None.
5. **MOTION:** A motion was carried by Delaney and seconded by Motsch to recommend council approve the temporary site plan and usage of the Town Square for the annual Square Lighting event to be held on Tuesday, December 3, 2019 from 6-9 pm with setup beginning at 3:30 pm and tear down completed by 9 pm.
MOTION CARRIED UNANIMOUSLY.
6. **Discussion of potential usage for the 3rd and Davis Street property** - Chelsea Huisman, City Manager, asked the commission for feedback and ideas on future use of the property and funding or in-kind donations to support the vision. Motsch said she would prefer to see it remain as open green space. Delaney stated it would take extensive work to make land buildable and would like to see the land as a multi-purpose outdoor space. Delaney also mentioned using the space for an Ice Rink through the Iowa Wild sponsorship. Franzen, Public Works Supervisor and Anderson, Council Member, responded that ice rinks had been attempted many times in various areas of the City over the years but had not worked out mainly because of the grounds and the weather. Ludwig shared his preference of Little League using the space as they had in the past due to limited practice space. Another idea was using part of property for a community garden. Walters, Council Member, stated that gardening on city property is not viable and that is why other communities use private space.
7. **Tree Board Liaison Report** | Ken Morse reported the Arbor League will plant trees when there is a plan in place for the discussed property. The trees in parks have been wrapped and winterized throughout City properties. Morse further added that Leonard Park has 5 remaining Ash trees that will not be treated for the Emerald Ash Borer. A plan is in place to remove 2 of the 5.
8. **Staff Report** / No report
9. **Public Works Report** | Randy Franzen, Public Works Supervisor, reported to the commission that the Sports Complex has been winterized. He further added that the city has extended a bid for fencing and volunteers have reroofed the dugout.
10. **Commission Report** | Delaney proposed the Commission write a thank you to volunteers Franzen mentioned to acknowledge their service at the Sports Complex.
11. **Adjournment**
MOTION: A motion was made by Motsch and seconded by Delaney to adjourn at 6:24 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, December 2, 2019 at City Hall.

Carol Thornburg, Deputy City Clerk

CLAIMS REPORT

The City of Polk City

For 11/11/2019

| DEPARTMENT | FUND | VENDOR | EXPENSE TYPE | AMOUNT |
|------------|------|--------------------------------|--------------------------------|-------------|
| ALL | ALL | FIRST BANKCARD | CITY CREDIT CARD | \$4,368.00 |
| ALL | ALL | STAPLES | SUPPLIES | \$635.32 |
| PD | GEN | I.M.W.C.A. | WORKERS COMP INSURANCE | \$2,073.04 |
| PD | GEN | AMAZON BUSINESS | VESTS | \$316.43 |
| PD | GEN | RANGEMASTERS TRAINING CENTER | AMMO | \$700.00 |
| PD | GEN | NELSON AUTOMOTIVE | REPAIR PARTS | \$296.66 |
| PD | GEN | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$252.25 |
| PD | GEN | AT&T MOBILITY | WIRELESS | \$251.11 |
| PD | GEN | AXON ENTERPRISE INC | TASER - YEAR 2 PAYMENT | \$1,680.00 |
| PD | GEN | CANINE TACTICAL | 10 NIGHTS KENNELING | \$300.00 |
| PD | GEN | SIRCHIE | COLLECTION KIT | \$39.20 |
| PD | GEN | ATLAS BUSINESS SOLUTIONS | ANNUAL SCHEDULING SOFTWARE FEE | \$300.00 |
| PD | GEN | AMAZON BUSINESS | BADGE HOLDER | \$19.97 |
| PD | GEN | CRYSTAL CLEAR WATER CO | PURCHASED WATER | \$15.95 |
| PD | GEN | BUSINESS FURNITURE WAREHOUSE | STOOL | \$99.00 |
| PD | GEN | CRYSTAL CLEAR WATER CO | PURCHASED WATER | \$16.00 |
| PD | GEN | WEX | FUEL | \$3,291.46 |
| FD | GEN | I.M.W.C.A. | WORKERS COMP INSURANCE | \$14,998.12 |
| FD | GEN | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$252.26 |
| FD | GEN | VERIZON WIRELESS | PHONE AND DATA PLAN | \$17.04 |
| FD | GEN | WEX | FUEL | \$795.67 |
| BLDG | GEN | I.M.W.C.A. | WORKERS COMP INSURANCE | \$761.67 |
| LIB | GEN | AMERICAN HOME SERVICES | FURNACE CHECK | \$225.00 |
| LIB | GEN | FREEDOM FLATWORK | REPLACE SIDEWALK | \$2,781.00 |
| LIB | GEN | CLEANING CONNECTION INC | JANITORIAL | \$398.92 |
| LIB | GEN | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$312.14 |
| LIB | GEN | RICHARD TAYLOR | TECH SUPPORT | \$450.00 |
| LIB | GEN | COLLABORATIVE SUMMER LIBRARY | SUPPLIES | \$100.00 |
| LIB | GEN | COLLABORATIVE SUMMER LIBRARY | SUPPLIES | \$106.00 |
| LIB | GEN | MICROMARKETING, LLC | BOOKS ON CD | \$105.47 |
| LIB | GEN | BOUND TO STAY BOUND BOOKS, INC | GUINNESS WR 2020 | \$28.39 |
| LIB | GEN | DEMCO INC. | LIBRARY SUPPLIES | \$29.93 |
| LIB | GEN | BAKER & TAYLOR | BOOKS | \$201.60 |
| LIB | GEN | COLLABORATIVE SUMMER LIBRARY | SUPPLIES | \$119.75 |
| PARKS | GEN | I.M.W.C.A. | WORKERS COMP INSURANCE | \$370.95 |
| PARKS | GEN | POLK COUNTY EXTENSION | 6 REGISTRATIONS MOSQUITO | \$210.00 |
| PARKS | GEN | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$82.41 |
| PARKS | GEN | RELIABLE MAINTENANCE CO | JANITORIAL - OCTOBER | \$60.00 |
| PARKS | GEN | FREEDOM FLATWORK | REPLACE CONCRETE | \$2,350.00 |
| PARKS | GEN | GEHRKE QUARRIES INC | LIME | \$134.00 |
| PARKS | GEN | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$148.61 |
| PARKS | GEN | RELIABLE MAINTENANCE CO | JANITORIAL - OCTOBER | \$280.00 |
| PARKS | GEN | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$180.11 |
| CC | GEN | RELIABLE MAINTENANCE CO | JANITORIAL - OCTOBER | \$120.00 |
| CC | GEN | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$13.59 |
| CC | GEN | CAPITAL SANITARY SUPPLY | CLEANING SUPPLIES | \$142.36 |
| CH | GEN | I.M.W.C.A. | WORKERS COMP INSURANCE | \$7.46 |
| CH | GEN | CHELSEA HUISMAN | CONFERENCE EXPENSES | \$72.80 |
| CH | GEN | I.M.W.C.A. | WORKERS COMP INSURANCE | \$676.75 |
| CH | GEN | SECRETARY OF STATE | NOTARY APPLICATION | \$30.00 |
| CH | GEN | GWORKS | ANNUAL LICENSE FEE SIMPLICITY | \$6,468.53 |
| CH | GEN | AHLERS & COONEY | HY-VEE | \$2,232.50 |
| CH | GEN | RELIABLE MAINTENANCE CO | JANITORIAL - OCTOBER | \$160.00 |
| CH | GEN | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$468.08 |
| CH | GEN | CENTURY LINK | PHONE SERVICE | \$33.56 |
| CH | GEN | CRYSTAL CLEAR WATER CO | PURCHASED WATER | \$16.00 |
| CH | GEN | IOWA PRISON INDUSTRIES | JOHN CALHOUN CLOCK | \$64.75 |
| CH | GEN | PAPA'S PIZZERIA | COUNCIL WORK SESSION | \$140.00 |
| CH | GEN | MMIT BUSINESS SOLUTIONS GROUP | CONTRACT | \$168.86 |
| PW | RUT | I.M.W.C.A. | WORKERS COMP INSURANCE | \$761.67 |
| PW | RUT | KECK ENERGY | DIESEL FUEL | \$964.58 |
| PW | RUT | ARNOLD MOTOR SUPPLY | VEHICLE PARTS & SUPPLIES | \$1,025.95 |

CLAIMS REPORT

The City of Polk City

For

11/11/2019

| DEPARTMENT | FUND | VENDOR | EXPENSE TYPE | AMOUNT |
|--------------|-------|-------------------------------|---------------------------------|---------------------|
| PW | RUT | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$333.06 |
| PW | RUT | ANKENY SANITATION | TRASH SERVICE | \$514.18 |
| PW | RUT | ARNOLD MOTOR SUPPLY | VEHICLE PARTS & SUPPLIES | \$91.95 |
| PW | RUT | FREEDOM FLATWORK | REPLACE CONCRETE | \$2,400.00 |
| PW | RUT | WEX | FUEL | \$1,979.64 |
| PW | WATER | I.M.W.C.A. | WORKERS COMP INSURANCE | \$761.67 |
| PW | WATER | RELIABLE MAINTENANCE CO | JANITORIAL - OCTOBER | \$140.00 |
| PW | WATER | CHR TIRE AND AUTO | 2016 FORD SHOCK REPAIR | \$211.38 |
| PW | WATER | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$828.82 |
| PW | WATER | DES MOINES WATER WORKS | PURCHASED WATER | \$23,405.18 |
| PW | WATER | KEYSTONE LABORATORIES INC. | WATER TESTING | \$75.00 |
| PW | WATER | ARNOLD MOTOR SUPPLY | VEHICLE PARTS & SUPPLIES | \$355.09 |
| PW | WATER | ARNOLD MOTOR SUPPLY | VEHICLE PARTS & SUPPLIES | \$352.59 |
| PW | WATER | FERGUSON WATERWORKS | EQUIPMENT REPAIRS | \$1,129.03 |
| PW | WATER | HAWKINS INC | 3/4 MAIN CONNECTION | \$164.05 |
| PW | WATER | POLK COUNTY HEATING & COOLING | WATER REPAIR | \$750.00 |
| PW | SEWER | I.M.W.C.A. | WORKERS COMP INSURANCE | \$761.67 |
| PW | SEWER | G & L CLOTHING | WORK CLOTHING | \$420.96 |
| PW | SEWER | GURNSEY ELECTRIC CO | OUTLETS FOR SERSECURITY CAMERAS | \$195.10 |
| PW | SEWER | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$1,962.46 |
| PW | SEWER | ACCUJET LLC | MUNICIPAL MAINLINE CAMERA | \$5,444.16 |
| PW | SEWER | MUNICIPAL SUPPLY CO. | MAINTENANCE SUPPLIES | \$1,250.00 |
| PW | SEWER | CITY OF DES MOINES | WRA PAYMENT | \$25,677.30 |
| | | | | |
| | | | | |
| TOTAL | | | | \$122,924.16 |
| | | GENERAL | | \$50,968.67 |
| | | ROAD USE | | \$8,071.03 |
| | | WATER | | \$28,172.81 |
| | | SEWER | | \$35,711.65 |
| | | TOTAL | | \$122,924.16 |

Polk City Water Department

Monthly Report

Month October

Year 2019

Total Water Pumped 10,311,060 Gallons
Monthly Daily Avg 332,614 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** Adant 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 .47 mg/l Polk City Lab.
Fluoride in System- Monthly Average .58 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** .36 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 1.44 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .57 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .88 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 5.94 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .05 mg/l Polk City Lab.
Iron System Water- Monthly Average .05 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .29 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .27 mg/l Polk City Lab.
Manganese System Water- Monthly Average .06 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 8.1 mg/l Polk City Lab.
pH Finish Water-Monthly Average 8.4 mg/l Polk City Lab.
pH System Water- Monthly Average 8.5 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____

MINUTES TO SET DATE FOR HEARING
ON SALE OF REAL PROPERTY

Polk City, Iowa

November 11, 2019

The City Council of the City of Polk City, Iowa, met on November 11, 2019 at 6:00 p.m., at the City Hall, in the City. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: _____

Absent: _____

The Mayor reported that it would be necessary for the Council to take action to set a public hearing on the sale of certain City-owned property to MJR Developments LLC in accordance with the offer presented by them.

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

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION NO. 2019-103

TO FIX A DATE OF MEETING AT WHICH IT IS PROPOSED TO APPROVE
AND AUTHORIZE THE SALE OF REAL PROPERTY

WHEREAS, the City of Polk City, Iowa (the "City") owns certain real property (the "Property") which is located in Polk City and which is legally described as follows:

LOT 4 BLK 9 BEEBES ADDITION; AND LOT 29 OP N ½ SEC 2-80-25

WHEREAS, the Code of Iowa requires that, before a city may dispose of an interest in real property, the city must set forth its proposal in a resolution and publish notice as provided in Section 362.3, of the resolution and of a date, time and place of a public hearing on the proposal.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The City Council will hold a public hearing on the proposal to sell the Property as set out in the preamble hereof at 6:00 p.m., on the 25th day of November 2019, at the City Hall, in the City.

Section 2. The City Clerk is hereby authorized and directed to give notice of this resolution and of the public hearing on the proposal to sell the Property, by publication, at least once, not less than four nor more than twenty days before the date of the hearing, in a newspaper of general circulation in the City. Such notice shall be substantially in the form which is attached to this Resolution.

Section 3. All resolutions or parts thereof which are in conflict herewith are hereby repealed.

Passed and approved this 11th day of November 2019.

Mayor

Attest:

City Clerk

NOTICE OF HEARING ON RESOLUTION TO SELL REAL PROPERTY

The City Council of the City of Polk City, Iowa, has adopted a resolution relating to a proposal to sell certain real property owned by the City, legally described as follows:

LOT 4 BLK 9 BEEBES ADDITION; AND LOT 29 OP N ½ SEC 2-80-25, in Polk City, Polk County, Iowa (the “Property”).

The Property will be sold to MJR Developments LLC accordance with the offer presented by them.

The Council will meet on the 25th day of November 2019, at the City Hall, in the City, at 6:00 p.m., for the purpose of holding a public hearing on the proposal.

At that time and place, oral or written comments or objections may be filed or made, and, following the hearing, the City Council will, at that meeting or a later meeting, make a final determination on the proposal, in accordance with Section 364.7 of the Code of Iowa.

By order of the City Council of the City of Polk City, Iowa.

Jenny Gibbons
City Clerk

••••

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
COUNTY OF POLK
CITY OF POLK CITY

SS:

I, the undersigned, Clerk of the City of Polk City, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for hearing on the Council's proposal to take action in connection with the sale of real property, as referred to therein.

WITNESS MY HAND this _____ day of _____, 2019.

City Clerk

STATE OF IOWA
COUNTY OF POLK
CITY OF POLK CITY

SS:

I, the undersigned, Clerk of the City of Polk City, Iowa, do hereby certify that pursuant to the resolution of its Council fixing a date of meeting at which it is proposed to take action to enter into a sale of real property, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this _____ day of _____, 2019.

City Clerk

(Attach here publisher's original affidavit with clipping of the notice, as published)

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: <i>Attach Plans, including detailed site plan illustrating locations of all activities, temporary structures and closures.</i> | |
| Type of Event: <u>Square Lighting</u> | Date and time range of Event: <u>12-3-19 600p-800p</u> |
| Dates/times for set up: <u>3:30p-6:00pm</u> | Dates/times for tear down: <u>8:00p-9:00p</u> |

| | |
|--|----------------------------|
| Organization holding event: <u>PCCEDC</u> | |
| Contact Person Name: <u>Briggett Devos</u> | Phone: <u>515-984-3098</u> |
| Email: <u>admin@polkcitychamber.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>see attached sheet</u> Dates/times: | On Street parking closure? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Locations: <u>will communicate with businesses</u> Dates/times: <u>to remain parked until after the event</u> |
| Barricades required? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: Requested delivery date/time: <u>see attached sheet</u> | Electrical service expected? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Portable Toilets? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Vendor name: Phone number: |
| Temporary parking lot needed? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Site to be re-seeded by: | Alcohol on site? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> <i>*If yes, must have Iowa Beverage Permit with outdoor service on file</i> <i>**if yes, must have the area fenced off from the rest of the activities to section off the alcohol sales</i> |
| Curb ramp needed? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, material: | |
| Culvert needed? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> | |

| |
|--|
| Tents? No <input checked="" 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>Lakeside Fellowship - Dave Hersterkamp</u> |
| Tent to be set up & removed by: <u>Lakeside Fellowship - Dave Hersterkamp</u> |
| Fire extinguishers required? No <input checked="" 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>KNM productions - will be in bandstand providing music & light show - electricity needed</u> |
|--|

| |
|--|
| Additional Remarks: <u>Carriage route - starts corner of Broadway & 2nd St - East on Broadway south on 1st St, West on Van Dorn St and North on Second St.</u> |
|--|

| | |
|---------------------------------------|-------------------------------|
| Applicant name: <u>Briggett Devos</u> | Date: <u>October 25, 2019</u> |
|---------------------------------------|-------------------------------|

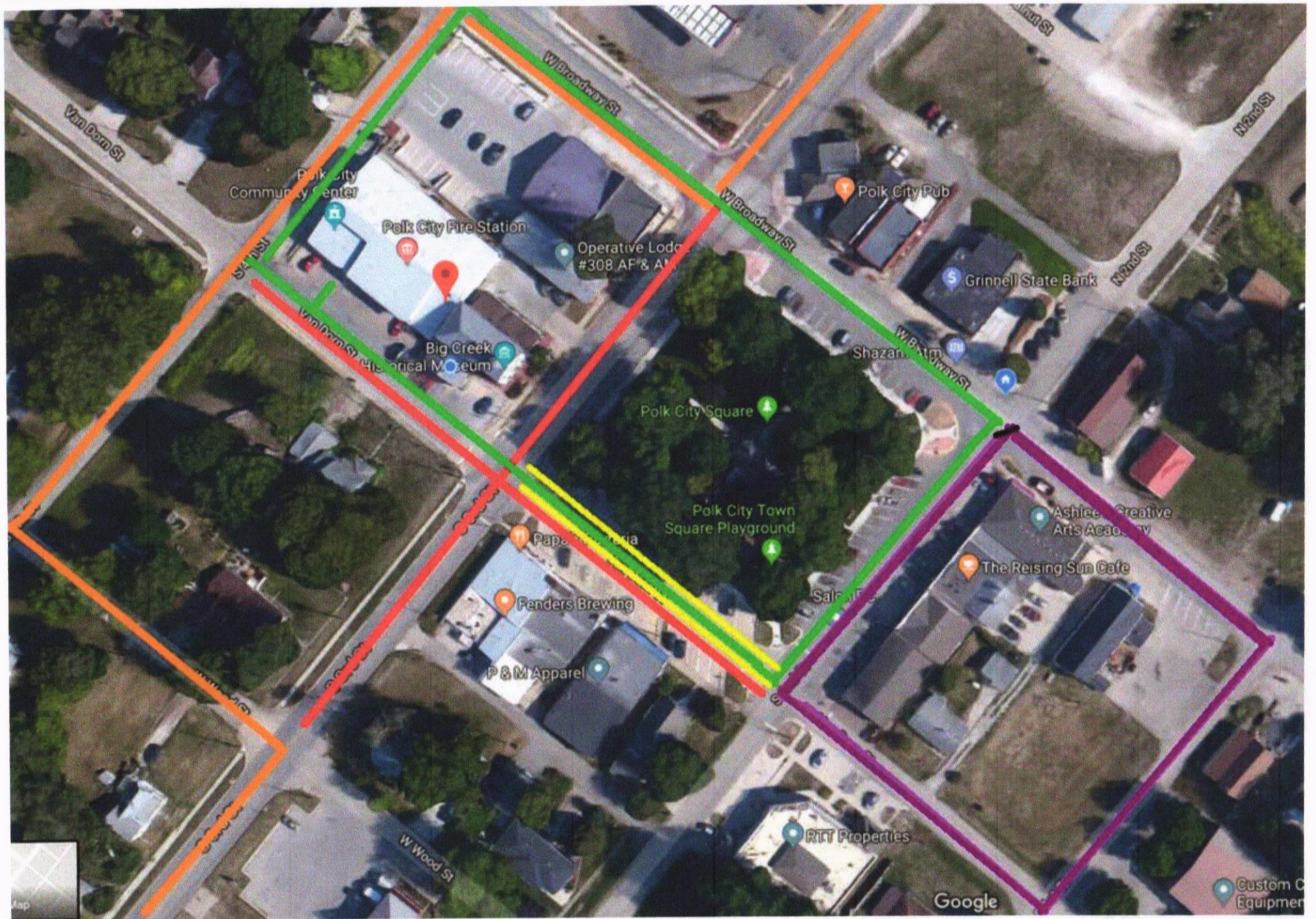
| | |
|-----------------|-------|
| Approved by: | Date: |
| Inspector name: | Date: |

Official use only:
 Fire & Rescue Department approval by: _____ Public Works approval by: _____
 Police Department approval by: _____

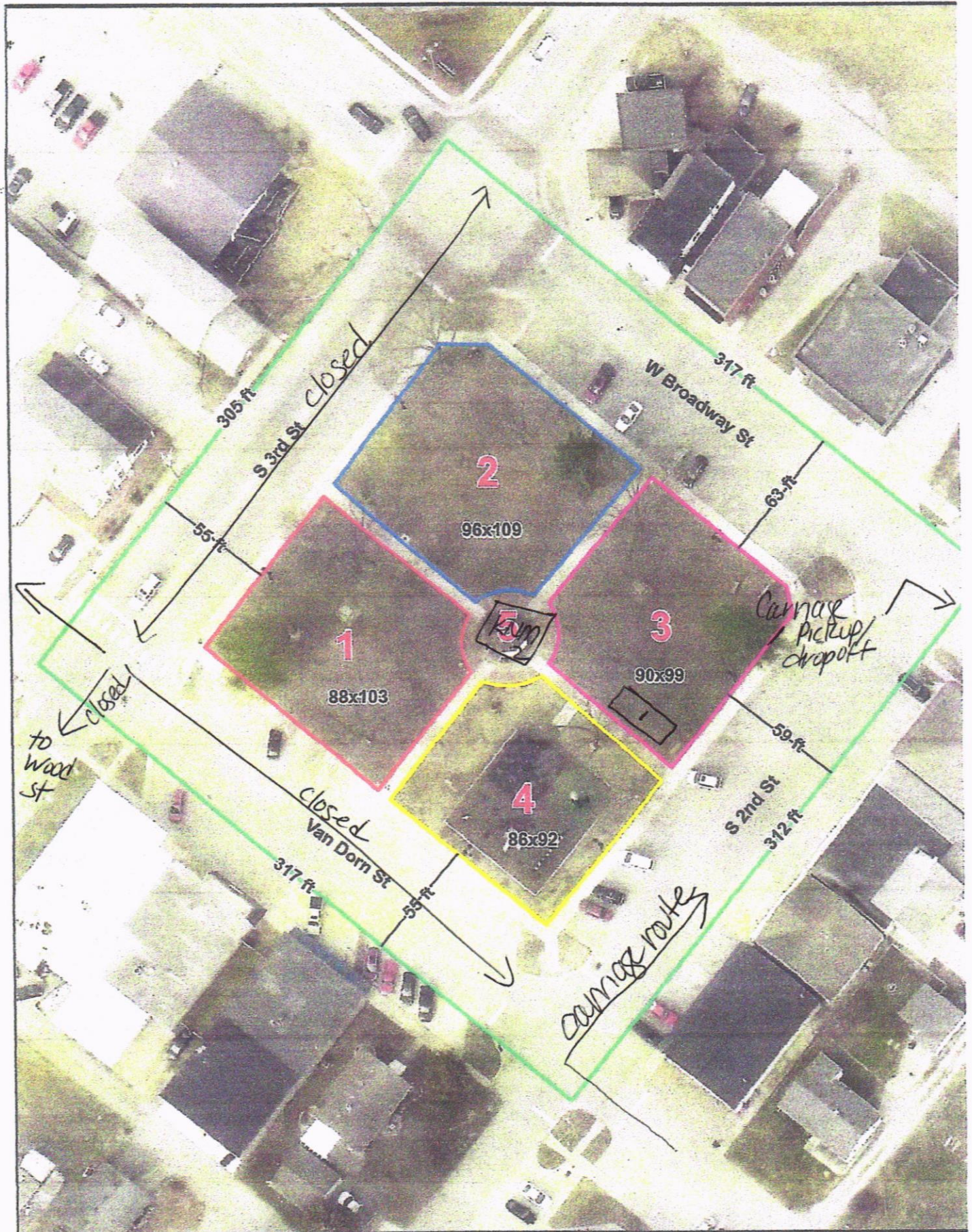
STREET CLOSURES 3rd Street from Broadway to Wood Street, with detour Wood to 4th to Broadway to N. 3rd and vice versa Van Dorn Street from 4th Street to 2nd Street. Designate Staff and Vendor parking on Van Dorn between 2nd and 3rd Street No parking on Wood from 3rd street to 4th street, No parking on 4th street from Wood to Broadway, No Parking on Van Dorn from 2nd Street to 1st Street, No parking on 1st street from Van Dorn to Broadway

CARRIAGE RIDE ROUTE We'd ask for the route to run as follows: Pick up on the corner of Broadway and 2nd street, head east on Broadway street, turn south on 1st Street, turn west on Van Dorn, turn North on 2nd Street. Add a warning light on the rear of the carriage.

FIRE TRUCK / SANTA at 6pm the Fire truck with Santa onboard will leave the Fire Station on Van Dorn and head west turning north on 4th street and east on Broadway, going clockwise around the square. Someone will be stationed at the barricades at 2nd and Van Dorn to allow the Fire Truck safe passage, and it will return to the Fire Station via Van Dorn Street.



Detour **Road Closure** **Staff/Vendor Parking** **FD/Santa Route** **Pick up Carriage Route**



- 1) Lakeside Fellowship
- 2) KNM Productions

RESOLUTION NO. 2019-104

RESOLUTION TO APPOINT A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE POLK COUNTY EMERGENCY MANAGEMENT COMMISSION

WHEREAS, the county boards of supervisors, city councils, and school district boards of directors in each county shall cooperate with the homeland security and emergency management division of the department of public defense to establish a local emergency management commission to carry out the provisions Iowa Code Chapter 29C; and

WHEREAS, the commission shall be composed of a member of the board of supervisors or its appointed representative, the sheriff or the sheriff's representative, and the mayor or the mayor's representative from each city within the county; and

WHEREAS, the commission members shall be the operations liaison officers between their jurisdiction and the commission; and

WHEREAS, the commission shall meet regularly to determine the mission of its agency and program and provide direction for the delivery of the emergency management services of planning, administration, coordination, training, and support for local governments and their departments; and

WHEREAS, the commission shall coordinate emergency services in the event of a disaster.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Polk City, Iowa appoints Jim Mitchell, Fire Chief as the Emergency Management Commission Representative; and Trace Kendig, Police Chief as the Alternate Representative for a term beginning on the 1st day of January 2020 and continuing until the 31st day of December 2020; and,

BE IT FURTHER RESOLVED, that the Representative or Alternate Representative attend the Commission meetings on behalf of the City of Polk City, Iowa.

PASSED AND APPROVED this 11th day of November 2019

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

MINUTES FOR POLK CITY LIBRARY BOARD MEETING
Miller Park Shelter House: 401 Booth St.
Tuesday, September 10, 2019 at 6:30 pm

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

II. Approval of the agenda - Motion made by Corey Hoodjer, Angie Conley seconded motion. Motion passed unanimously.

Board Members Present: Lisa Mart, Angie Conley, Mike Miller, Corey Hoodjer

Board Members Absent: Sara Olson

Library Director Present: Jamie Noack

City Council Liaison Present: None

Guests Present: None

III. Consent Items - Motion made by Corey Hoodjer, Angie Conley seconded motion. Motion passed unanimously.

1. Consider motion to approve the [August Library Board Minutes](#)
2. Consider motion to approve the July 2019 finance reports
 - a. [History](#)
 - b. [Budget](#)
3. Consider motion to approve the August 2019 finance reports
 - a. [History](#)
 - a. [Budget](#)

IV. Communication from the Public: None

V. [Director's report](#)

| LIBRARY -August 2019 STATS SNAPSHOT | August 2018 | August 2019 | July 2018 |
|--|-------------|-------------|-----------|
| Total Visitors | 2,536 | 2,688 | 3,921 |
| People Checking Out | 420 | 545 | 632 |
| Polk City Cardholders | 365 | 468 | 544 |
| Polk City Checkouts | 3,339 | 4,290 | 5,588 |
| Open Access Cardholders | 36 | 38 | 44 |
| Open Access Checkouts | 188 | 399 | 558 |
| Rural Cardholders | 19 | 39 | 44 |
| Rural Checkouts | 185 | 375 | 528 |
| Bridges E-book/Audiobook Checkouts | 495 | 541 | 520 |
| Outgoing ILL Books | 18 | 19 | 20 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,225 | 5,624 | 7,214 |

| | | | |
|--|----------|----------|----------|
| Auto Renewals (began in September 2018) | NA | 1,046 | 1,189 |
| Total Checkouts (adjusted for auto-renewal) | 4,225 | 4,578 | 6,025 |
| Incoming ILL Books | 24 | 33 | 38 |
| Reserves Placed | 183 | 158 | 167 |
| Materials Added | 188 | 153 | 182 |
| Materials Withdrawn | 11 | 42 | 22 |
| New Cards Issued | 30 | 24 | 33 |
| Computer Users | 97 | 64 | 86 |
| WiFi Users (on site) | 54 | 58 | 42 |
| Reference Questions | 189 | 63 | 122 |
| AWE Station Usage | 215 | 154 | 212 |
| AWE Games Played | 272 | 388 | 636 |
| Adult Programs | 20 | 19 | 20 |
| Adult Program Attendance | 150 | 146 | 275 |
| Youth Programs | 2 | 1 | 11 |
| Youth Program Attendance | 124 | 15 | 689 |
| Tutoring | 27 | 43 | 76 |
| No. of Meeting Room Uses by Outside Groups | 3 | 2 | 4 |
| Patron Savings (physical materials only) | \$53,748 | \$59,104 | \$79,175 |
| Blank Park Zoo Adventure Pass (\$44) | 12 | 10 | 14 |
| Science Center of Iowa Adventure Pass (\$44) | 15 | 12 | 13 |
| Living History Farms Adventure Pass (\$51) | 10 | 12 | 8 |
| Botanical Gardens Adventure Pass (\$34) | 7 | 3 | 6 |
| Brenton Skating Plaza (\$46.50) | | | NA |
| Des Moines Children's Museum (\$36) | | 4 | 8 |
| TOTAL ADVENTURE PASS SAVINGS | \$1,861 | \$1,826 | \$2,088 |
| Summer Reading Signups (0-11) | | | 495 |

| | | |
|--------------------------------|--|-----|
| Summer Reading Signups (12-18) | | 84 |
| Adult Reading Participation | | 114 |

- Internet outage before Mi-Fiber was active August 27 2019. Moving website, email systems, etc have caused some issues with the domain but they are working on this.
- 378 responses to library survey so far. Email blast has provided the best responses, it has been posted on Facebook and Remind.
- Friends of the Library fundraiser at Papa’s Pizzeria went well.
- Sidewalk on Parker Blvd needs to be replaced due to roots pushing up some of the sidewalk panels, estimation cost is \$2500-3000.
- STEM backpacks are being cataloged.
- ISU 6 week programming – kids are showing up for this.
- Story times have changed.
- Coffee and free play once a month at 9:00am will start, Reising Sun will provide coffee;
- Brittany will watch some performers for next year’s
- Pam and Jamie will travel to the Iowa and Nebraska Library Association Conference. Jamie will attend a conference in Coralville in October.
- Changes to time off request for Jamie will now be approved by the Board.

VI. Liaison report - none

VII. Board Education: Open Meetings (Lisa Mart) 6:44pm – 7:05pm

- Mandy Easter and Charles Smithson webinar
- Open Meetings Law
 - o Intent: ensure government bodies meet requirement for open meetings
- Open Meetings, Open Records Handbook – rules for Chapter 21 & 22
 - o Government entity – Boards, Council, etc – open meetings apply
 - o Private non-profit – Friends groups, employee/director meetings – do not apply
- Meeting
 - o Gathering in person or by electronic, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body’s policy-making rules.
 - o Discussed how we email and
- Training
 - o This is not a meeting – no action taken, does not include
- Agenda
 - o Date, time, location, not required to have a section for public comment but we have this in our agenda
- Posting – 24-hour advance, need physical agenda posted, social media is optional
 - o Exception of the 24-hour advance notice would be a true emergency
- Electronic meetings
 - o Majority would need to call in, would still need area for public to attend
- Email and/or Skype
 - o Public can record without permission; we record due to the City policy
- Walking Quorum
 - o Not illegal but not transparent, but not a great thing to do

- Sub-committees – subject to same rules when making decisions; hiring decisions etc could be subject to open meetings
- Closed session – try to put on Agenda if there is potential for closed session in the next month
 - o Board determines who will be in the Closed Session
 - o Lawsuits, legal issues require attorney to be present
- Location/Time – somewhere the public can see
 - o Reasonable time for public to attend
- Board packets
 - o Do not need to provide to the public
 - o If media asks for packets, must provide
- Training
 - o Webinars, handbooks, etc.

VIII. Agenda Items

1. Approve setting aside Martin Luther King Jr. day each year as a staff development day.
 - o Motion to approve by Corey Hoodjer, seconded by Mike Miller; passed unanimously.
2. Approve revisions to [Reconsideration of Materials policy](#)
 - o Motion to approve by Mike Miller, seconded by Corey Hoodjer; passed unanimously.
3. Revise and approve revisions to [Notary policy](#)
 - o Will table to October meeting to review if exclusions are necessary.
4. Approve [Resolution 2019-02L](#) authorizing payment for STEM materials from the Library Trust account.
 - o Up to \$2500 – will have enough for 10 students
 - o Motion to approve by Mike Miller, seconded by Corey Hoodjer; passed unanimously.
5. Approve the FY19 annual report for the State Library of Iowa.
 - o Motion to approve by Corey Hoodjer, seconded by Angie Conley; Ay: Corey Hoodjer, Angie Conley, Lisa Mart; abstain: Mike Miller; motion passed.

IX. Adjourn – Mike Miller to move adjourn, Corey Hoodjer seconded-motion passed unanimously. Meeting adjourned at 7:27pm.

Next Meeting October 7 at 6:30 PM

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

MINUTES FOR POLK CITY LIBRARY BOARD MEETING
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday, October 7, 2019 at 6:30 pm

I. Call to order - The meeting was called to order by President Lisa Mart at 6:35 pm.

II. Approval of the agenda - Motion made by Angie Conley, Mike Miller seconded motion. Motion passed unanimously.

Board Members Present: Lisa Mart, Angie Conley, Mike Miller, Sara Olson

Board Members Absent: Corey Hoodjer

Library Director Present: Jamie Noack

City Council Liaison Present: None

Guests Present: Pam Witt

III. Consent Items - Motion made by Mike Miller to approve consent items with the exception of the September Library Board Minutes until November meeting, Sara Olson seconded motion. Motion passed unanimously.

1. Approve the September Library Board Minutes – table until November meeting
2. Approve recalling summer intern, Mary Katherine (Kalynn) Pitcher effective September 21, 2019 to assist in covering evening and weekend hours while Linda Hall recovers from injury. – approved by motion

IV. Communication from the Public – None

V. Director's report

Library Statistics:

- Circulation and library usage decreased slightly from August 2019 due to school starting.
 - September 2019 circulation was 393 more than September 2018 when accounting for auto-renewal.
 - The number of patrons visiting the library was up 291 people from September 2018.
 - Adventure Pass stats: 12 Adventure Passes were used in September saving patrons \$538.
 - Library Patrons saved \$52,603 in September by borrowing materials from the library versus purchasing them.
 - Key 1st Quarter Stats for FY20 vs FY19
 - Library Attendance up 47
 - Circulation up 1,001 (Bridges up 159)
 - Adult Program attendance up 174
 - Youth Program attendance down 117
 - Patron Saving up \$16,445

What's New:

- Mi-Fiber seems to be working well and we have all technology glitches associated with our conversions resolved.
- Our Strategic Planning Survey closed on September 1. 629 responses were received
- Geri-Fit started September 30 and has been well attended.
- We have the STEM kits put together and are working on cataloging them and tying up some loose ends. We are looking forward to putting them in circulation this month.
- The ISU Extension program served over 50 kids in September.

- Pam and Brittany attended the 2019 Performer's Showcase in Carlisle on September 25.
- Pam and Jamie attended the 2019 ILA/NLA conference in LaVista, NE from October 2-4.
- Jamie will attend the State Learning Circuit in Coralville on October 16.
- We have activities planned for all three days of the teacher in-service this month.
- Trunk or Treat is scheduled for Sunday, October 27 from 3-5 pm.

Upcoming Programs:

- October 8 Euchre 1:00
- October 8 & 15 ISU Extension 4:00
- October 8 Disney Family Trivia 6:00
- October 9 Friends of the Library Meeting 6:30
- October 10 Sing & Shake 10:00
- October 10 SHIP: Welcome to Medicare 6:00
- October 15 Adult Coloring
- October 17 Playdates & Perks 9:00
- October 17 Metro Waste Authority Story Time 10:00
- October 17 DIY Wine Cork Pumpkins 6:00
- October 21 Balloon Animals 10:00
- October 22 Pumpkin Decorating 10:00
- October 23 Halloweentown Movie 10:00
- October 23 Teen Harry Potter/Marvel Trivia 1:00
- October 24 Family Movie Night 6:00
- October 27 Trunk or Treat 3:00
- October 31 Messy Munchkins 10:00

| LIBRARY -September 2019 STATS SNAPSHOT | September 2018 | September 2019 | August 2019 |
|--|----------------|----------------|-------------|
| Total Visitors | 2,162 | 2,453 | 2,688 |
| People Checking Out | 376 | 489 | 545 |
| Polk City Cardholders | 327 | 423 | 468 |
| Polk City Checkouts | 2,955 | 3,819 | 4,290 |
| Open Access Cardholders | 34 | 34 | 38 |
| Open Access Checkouts | 222 | 304 | 399 |
| Rural Cardholders | 15 | 32 | 39 |
| Rural Checkouts | 151 | 191 | 375 |
| Bridges E-book/Audiobook Checkouts | 481 | 538 | 541 |
| Outgoing ILL Books | 21 | 22 | 19 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 3,830 | 4,874 | 5,624 |
| Auto Renewals (began in September 2018) | 108 | 759 | 1,046 |
| Total Checkouts (adjusted for auto-renewal) | 3,722 | 4,115 | 4,578 |

| | | | |
|--|-----------------|--------------|----------------|
| Incoming ILL Books | 29 | 39 | 33 |
| Reserves Placed | 168 | 194 | 158 |
| Materials Added | 183 | 110 | 153 |
| Materials Withdrawn | 224 | 54 | 42 |
| New Cards Issued | 24 | 23 | 24 |
| Computer Users | 89 | 63 | 64 |
| WiFi Users (on site) | 31 | 49 | 58 |
| Reference Questions | 219 | 66 | 63 |
| AWE Station Usage | 152 | 127 | 154 |
| AWE Games Played | 231 | 316 | 388 |
| Adult Programs | 23 | 26 | 19 |
| Adult Program Attendance | 188 | 206 | 146 |
| Youth Programs | 14 | 16 | 1 |
| Youth Program Attendance | 415 | 404 | 15 |
| Tutoring | 12 | 9 | 43 |
| No. of Meeting Room Uses by Outside Groups | 1 | 4 | 2 |
| Patron Savings (physical materials only) | \$46,679 | \$52,603 | \$59,104 |
| Blank Park Zoo Adventure Pass (\$44) | 6 | 6 | 10 |
| Science Center of Iowa Adventure Pass (\$44) | 5 | | 12 |
| Living History Farms Adventure Pass (\$51) | 3 | 4 | 12 |
| Botanical Gardens Adventure Pass (\$34) | 0 | 1 | 3 |
| Brenton Skating Plaza (\$46.50) | NA | NA | |
| Des Moines Children's Museum (\$36) | NA | 1 | 4 |
| TOTAL ADVENTURE PASS SAVINGS | \$612.50 | \$538 | \$1,826 |
| Summer Reading Signups (0-11) | | | 495 |
| Summer Reading Signups (12-18) | | | 84 |
| Adult Reading Participation | | | 114 |

| | July | August | September |
|-----------------------|-------|--------|-----------|
| Total Visitors | 3,921 | 2,688 | 2,453 |
| People Checking Out | 632 | 545 | 489 |
| Polk City Cardholders | 544 | 468 | 423 |
| Polk City Checkouts | 5,588 | 4,290 | 3,819 |

| | | | |
|--|---------|----------|----------|
| Open Access Cardholders | 44 | 38 | 34 |
| Open Access Checkouts | 558 | 399 | 304 |
| Rural Cardholders | 44 | 39 | 32 |
| Rural Checkouts | 528 | 375 | 191 |
| Bridges E-book/Audiobook Checkouts | 520 | 541 | 538 |
| Outgoing ILL Books | 20 | 19 | 22 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 7,214 | 5,624 | 4,874 |
| Auto Renewals (began in September 2018) | 1,189 | 1,046 | 759 |
| Total Checkouts (adjusted for auto-renewal) | 6,025 | 4,578 | 4,115 |
| Incoming ILL Books | 38 | 33 | 39 |
| Reserves Placed | 167 | 158 | 194 |
| Materials Added | 182 | 153 | 110 |
| Materials Withdrawn | 22 | 42 | 54 |
| New Cards Issued | 33 | 24 | 23 |
| Computer Users | 86 | 64 | 63 |
| WiFi Users (on site) | 42 | 58 | 49 |
| Reference Questions | 122 | 63 | 66 |
| AWE Station Usage | 212 | 154 | 127 |
| AWE Games Played | 636 | 388 | 316 |
| Adult Programs | 20 | 19 | 26 |
| Adult Program Attendance | 275 | 146 | 206 |
| Youth Programs | 11 | 1 | 16 |
| Youth Program Attendance | 689 | 15 | 404 |
| Tutoring | 76 | 43 | 9 |
| No. of Meeting Room Uses by Outside Groups | 4 | 2 | 4 |
| Patron Savings (physical materials only) | \$6 | \$59,104 | \$52,603 |
| Blank Park Zoo Adventure Pass (\$44) | 14 | 10 | 6 |
| Science Center of Iowa Adventure Pass (\$44) | 13 | 12 | 0 |
| Living History Farms Adventure Pass (\$51) | 8 | 12 | 4 |
| Botanical Gardens Adventure Pass (\$34) | 6 | 3 | 1 |
| Brenton Skating Plaza (\$46.50) | NA | NA | NA |
| Des Moines Children's Museum (\$36) | 8 | 4 | 1 |
| TOTAL ADVENTURE PASS SAVINGS | \$2,088 | \$1,826 | \$538 |

| | | | |
|--------------------------------|-----|--|--|
| Summer Reading Signups (0-11) | 495 | | |
| Summer Reading Signups (12-18) | 84 | | |
| Adult Reading Participation | 114 | | |

VI. Liaison report – None

VII. Board Education – None

VIII. Agenda Items

1. Approve revisions to [Notary policy](#)
Motion made to approve by Mike Miller, seconded by Angie Conley; motion passed unanimously.
2. Approve [Resolution 2019-3L](#) declaring that a Nintendo Wii, controllers and games are of no further use to the Polk City Community Library and to dispose of the non-functioning or obsolete items through sale, donation or destruction.
Motion made to approve by Angie Conley, seconded by Mike Miller; motion passed unanimously.

IX. Adjourn – Angie Conley move to adjourn, Sara Olson seconded-motion passed unanimously. Meeting adjourned at 6:46 pm.

X. Work session: Review data from Strategic Planning Survey

Next Meeting November 4 at 6:30 PM

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

| LIBRARY -October 2019 STATS SNAPSHOT | October 2018 | October 2019 | September 2019 |
|--|-------------------------------|--------------|----------------|
| Total Visitors | 2,769 | 2,920 | 2,453 |
| People Checking Out | 406 | 465 | 489 |
| Polk City Cardholders | 348 | 405 | 423 |
| Polk City Checkouts | 3,905 | 3,983 | 3,819 |
| Open Access Cardholders | 36 | 27 | 34 |
| Open Access Checkouts | 369 | 230 | 304 |
| Rural Cardholders | 22 | 33 | 32 |
| Rural Checkouts | 229 | 265 | 191 |
| Bridges E-book/Audiobook Checkouts | 476 | 661 | 538 |
| Outgoing ILL Books | 32 | 28 | 22 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 5,011 | 5,167 | 4,874 |
| Auto Renewals (began in September 2018) | 819 | 917 | 759 |
| Total Checkouts (adjusted for auto-renewal) | 4,192 | 4,250 | 4,115 |
| Incoming ILL Books | 38 | 40 | 39 |
| Reserves Placed | 194 | 274 | 194 |
| Materials Added | 153 | 169 | 110 |
| Materials Withdrawn | 102 | 1,039 | 54 |
| New Cards Issued | 16 | 13 | 23 |
| Computer Users | 107 | 71 | 63 |
| WiFi Users (on site) | 30 | 70 | 49 |
| Reference Questions | 216 | 30 | 66 |
| AWE Station Usage | 171 | 211 | 127 |
| AWE Games Played | 231 | 391 | 316 |
| Adult Programs | 25 | 33 | 26 |
| Adult Program Attendance | 204 | 297 | 206 |
| Youth Programs | 18 | 21 | 16 |
| Youth Program Attendance | 775 (415 from Trunk or Treat) | 581 | 404 |
| Tutoring | 14 | 20 | 9 |
| No. of Meeting Room Uses by Outside Groups | 3 | 4 | 4 |
| Patron Savings (physical materials only) | \$50,917 | \$54,409 | \$52,603 |
| Blank Park Zoo Adventure Pass (\$44) | 3 | 3 | 6 |
| Science Center of Iowa Adventure Pass (\$44) | 1 | 3 | |
| Living History Farms Adventure Pass (\$51) | 3 | 1 | 4 |
| Botanical Gardens Adventure Pass (\$34) | 1 | 1 | 1 |
| Brenton Skating Plaza (\$46.50) | NA | NA | NA |
| Des Moines Children's Museum (\$36) | NA | 1 | 1 |
| TOTAL ADVENTURE PASS SAVINGS | \$354.50 | \$385 | \$538 |
| Summer Reading Signups (0-11) | | | |
| Summer Reading Signups (12-18) | | | |
| Adult Reading Participation | | | |

Library Director's Report

October 2109

Library Statistics:

- Circulation and library usage.
 - October 2019 circulation was 58 more than October 2018.
 - The number of patrons visiting the library was up 151 people from October 2018, but we did not have the 415 people for Trunk or Treat like we did last year, so that number is actually misleading. If you account for lack of Trunk or Treat, attendance is up 566.
 - Adventure Pass stats: 9 Adventure Passes were used in September saving patrons \$385.
 - Library Patrons saved \$54,409 in October by borrowing materials from the library versus purchasing them.

What's New:

- We served 222 people with our youth programs during the three no-school days.
- We have the STEM kits in circulation.
- Jamie toured the Center Point library on October 15. This is the library the new city manager, Chelsea Huisman, helped expand.
- Jamie attended the State Learning Circuit in Coralville on October 16.
- Trunk or Treat was cancelled for Sunday, October 27 from 3-5 pm due to low participation from businesses and organizations.
- Our Giving Tree this year will benefit YESS: Youth Emergency Services & Shelter of Iowa.
- The library will sponsor a story walk in the Santa line during the Square Lighting Festival.
- Jamie has been added to the city's Parks & Recreation planning committee and attended the October 28 meeting.
- Department heads and council members completed a city-wide goal setting session with Callahan Municipal Consultants on October 29.
- Jamie and Rich met with Copy Systems on October 30 to discuss print management options for patron computers. The ink for the printers we currently use is being discontinued and the price has jumped to \$186 for replacement cartridges.
- Jamie had an online demonstration of Niche Academy. The cost is based on our current population and is locked in for life. If we purchase now, it will cost \$500/year. If we wait until after the Census, the cost jumps to \$1100 based on anticipated population.
- Jamie will attend the ILA Planning Day in Johnston on November 15.
- The State Library of Iowa is starting a statewide delivery system to ease the burden of postage expenses involved with Interlibrary Loan. Jamie attended a webinar on October 28. Although the budget will benefit, it will be detrimental to our patrons who utilize interlibrary loan so we plan to continue using AEA (which doesn't cost us) and some postage.
- The city's personnel committee has been reviewing the employee handbook and changes will likely include: Christmas Eve as a full-day holiday, Good Friday as a full-day holiday, and a switch from 3 time-off pools (sick leave, vacation and PTO) to strictly PTO.
- The State Library of Iowa has provided libraries with Who-Fi Analytics (a wi-fi counter) that shows us how many people are using our wi-fi on a daily basis. This is much more accurate than trying to determine visually. We have only had it active for a week.
- We would like the Board to consider allowing us to seek a budget amendment from the city council to add 26 hours of staffing per week plus additional money for programming as recommended by Mayor Morse.

Upcoming Programs:

- November 5 Family Bingo 4:00
- November 7 Sing & Shake 10:00
- November 7 Cribbage 1:00
- November 7 Estate Planning 6:30
- November 8-9 Friends Book Sale

- November 12 Euchre 1:00
- November 12 Teen DIY: Cake Pops 5:30-7:30
- November 14 Messy Muchkins 10:00
- November 14 DIY Ribbon Wreath 6:00
- November 16 Frozen Party 10:00
- November 19 Early Out Stem activities 1:30-3:30
- November 19 Adult Coloring 6:00
- November 21 Playdates + Perks 9:00
- November 21 Early Out Legos & Games 1:30-3:30
- November 21 Family Movie Night: The Lion King 6:00
- November 27 Library closes at 5:00
- November 28-29 Library Closed

RESOLUTION NO. 2019-4L

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

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

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

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

DATED this 4th day of November , 2019.


Lisa Mart, Board President

ATTEST:


Jamie Noack, Library Director

EXHIBIT "A"

Dell GX620
Dell GX620
Dell GX620

Serial #C08TX91
Serial #3PNTS91
Serial #15SR6C1

MEETING MINUTES
The City of Polk City
Board of Adjustment
4:00 p.m., Thursday November 7, 2019
City Hall

Polk City, Board of Adjustment (BOA) held a meeting at 4:00 p.m., on November 7, 2019. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Chair Capaldo called the meeting to order at 4:00 p.m.

2. **Roll Call** | Calhoun, Currie, Chair Capaldo, Bequeaith, Deason | In attendance
Morse, Bakken | Absent

3. **Variance Request for Phillips – 1216 Bel Aire**

Cory McClure, a friend of the family, spoke to the Board about the Phillips' request to appeal the Board's previous decision based on a medical necessity. McClure said that Phillips' understood the variance may only be in place while Mr. Phillips resides there. Deason asked why the deck needed to be so wide if it were just for handicap reasons and asked why a ramp wouldn't be a better option for Mr. Phillips especially considering the extra expenses of building it and then having to tear it down. McClure stated the extra space will allow Mr. Phillips at least two seasons out of the year and they have considered the costs but have no plans to leave any time soon. Currie asked if the extra space was handicap necessary and McClure responded that they are hoping they do not need a ramp. City Clerk Gibbons shared a letter received from the Aspengrens' of 1217 Bel Aire that spoke in favor of allowing their neighbors to add the deck. Capaldo said he was worried about granting a variance to a specific owner and hindering a future owner to tear off the deck. Bequeaith said she was concerned that granting this request without the owner specific clause could create a precedent. Currie said even with the stipulation of tearing it down, he is struggling to allow this variance when the code allows a ramp to meet the owners needs.

MOTION: A motion was made by Deason and seconded by Bequeaith to grant variance for a 7-foot encroachment into front yard setback requirement with the stipulation that the current property owners remove this deck upon Mr. Phillips no longer occupying the property.

YES: Bequeaith, Deason, Calhoun

NO: Currie, Capaldo

MOTION CARRIED

4. **Board of Adjustment Elections**

a. Chair Capaldo indicated that current pro tem Bequeaith was willing to step into the Chairperson role in 2020 for a 2-year term and the Board concurred.

b. **MOTION:** A motion was made by Deason and seconded by Capaldo to elect John Calhoun as pro tem for 2020

MOTION CARRIED UNANIMOUSLY

5. **Adjournment**

MOTION: A motion was made by Bequeaith to adjourn at 4:22 p.m.

MOTION CARRIED UNANIMOUSLY

Attest:

Jenny Gibbons –City Clerk

RESOLUTION 2019-105

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 1
FOR THE 2019 STREET REPAIRS PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2019-64 ordering construction for the 2019 Street Repairs Project on July 8, 2019; and

WHEREAS, the City Council approved Resolution 2019-79 on August 12, 2019 awarding the construction contract to TK Concrete, Inc. of Pella, Iowa; and

WHEREAS, on August 12, 2019 the City Council approved Resolution 2019-80 approving the contract in the amount of \$150,550; and

WHEREAS, TK Concrete, Inc. and the City Engineer have submitted the Application for Partial Payment No. 1 giving a detailed estimate of work completed with an application for payment in the amount of \$42,227.50.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 1 for the 2019 Street Repairs Project and the Finance Officer is hereby authorized to issue a check to TK Concrete Ink. in the amount of \$42,227.50.

PASSED AND APPROVED the 11th day of November 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



November 11, 2019

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

RE: PARTIAL PAYMENT APPLICATION NO. 1
2019 STREET REPAIRS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 1 for the 2019 Street Repairs Project. This payment application includes work completed by the Contractor between October 17, 2019 and November 1, 2019. Work completed during this pay period includes removal of existing pavement, replacement of pavement, and adjustment of storm sewer structures throughout Polk City.

The Contractor continues street repair operations, and plans to do so until weather conditions no longer permit installation of concrete improvements.

We recommend payment of \$42,227.50 to the Contractor, TK Concrete Inc., for work completed through November 1, 2019. Approximately 28% of the total contract work has been completed and 7 of the 30 working days for the project have been charged through this pay application.

Please contact me should you have any questions on this pay application. We will be in attendance at the November 11, 2019 City Council meeting to answer any questions regarding this partial payment application.

Sincerely,
SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Travis D. Thornburgh".

Travis D. Thornburgh, E.I.

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates
John W. Haldeman, P.E., Snyder & Associates

APPLICATION FOR PARTIAL PAYMENT NO. 1

PROJECT: 2019 Street Repair Project

S&A PROJECT NO.: 119.0449.01

OWNER: City of Polk City
CONTRACTOR: TK Concrete, Inc.
ADDRESS: 1608 Fifield Road
Pella, Iowa 50219
DATE: 11/11/2019

PAYMENT PERIOD: 10/17/2019
to 11/1/2019

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 150,550.00
Net Change by Change Order: \$ -
Contract Amount to Date: \$ 150,550.00

CONTRACT PERIOD: TOTAL WORKING DAYS
Original Contract Date: August 12, 2019
Original Contract Time: 30

2. WORK SUMMARY:

Total Work Performed to Date: \$ 44,450.00
Retainage: 5% \$2,222.50
Total Earned Less Retainage: \$42,227.50
Less Previous Applications for Payment: \$ -
AMOUNT DUE THIS APPLICATION: \$42,227.50

Added by Change Order:
Contract Time to Date: 30
Time Used to Date: 7
Contract Time Remaining: 23

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

TK Concrete, Inc.
CONTRACTOR
By [Signature] DATE: 11/6/19

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER
By [Signature] DATE: 11/6/19

5. OWNER'S APPROVAL

City of Polk City
OWNER
By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

| ITEM NO. | DESCRIPTION | CONTRACT ITEMS | | | | COMPLETED WORK | | |
|------------------------------|---|----------------|------|-----------|---------------|----------------|------|------------|
| | | PLAN QTY. | UNIT | UNIT COST | COST TOTAL | QTY. TO DATE | CO # | COST TOTAL |
| 2.1. | Core Out Excavation | 175 | CY | \$ 20.00 | \$ 3,500.00 | | | \$ - |
| 2.2. | Class A Roadstone | 170 | TON | 35.00 | 5,950.00 | | | - |
| 2.3. | Subgrade Treatment, Geogrid, Triangular | 500 | SY | 3.00 | 1,500.00 | | | - |
| 2.4. | Special Backfill | 10 | TON | 35.00 | 350.00 | | | - |
| 6.1. | Manhole Adjustment, Minor | 6 | EA | 1,250.00 | 7,500.00 | | | - |
| 6.2. | Intake Adjustment, Minor | 11 | EA | 750.00 | 8,250.00 | 2 | | 1,500.00 |
| 6.3. | Infiltration Barrier, Molded Shield | 5 | EA | 1,250.00 | 6,250.00 | | | - |
| 7.1. | PCC Pavement Full Depth Repair Patch | 1,000 | SY | 75.00 | 75,000.00 | 366 | | 27,450.00 |
| 7.2. | Crack and Joint Cleaning and Filling, PCC | 100 | LF | 10.00 | 1,000.00 | | | - |
| 7.3. | Removal of Sidewalk | 25 | SY | 20.00 | 500.00 | | | - |
| 7.4. | Sidewalk, PCC, 6" | 15 | SY | 150.00 | 2,250.00 | | | - |
| 7.5. | Detectable Warnings | 30 | SF | 50.00 | 1,500.00 | | | - |
| 8.1. | Traffic Control | 1 | LS | 10,000.00 | 10,000.00 | 0.20 | | 2,000.00 |
| 11.1. | Mobilization | 1 | LS | 27,000.00 | 27,000.00 | 0.5 | | 13,500.00 |
| TOTAL ORIGINAL CONTRACT = | | | | | \$ 150,550.00 | \$ 44,450.00 | | |
| CHANGE ORDER SUMMARY: | | | | | | | | |
| | | | | | - | | | - |
| | | | | | - | | | - |
| TOTAL CHANGE ORDERS = | | | | | \$ - | \$ - | | |
| TOTAL CONTRACT | | | | | | \$ - | | |
| & CHANGE ORDERS | | | | | \$ 150,550.00 | \$ 44,450.00 | | |

RESOLUTION 2019-106

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL
PAYMENT NO. 3 FOR THE EAST GRIMES STREET AND DEER
HAVEN STREET INTERSECTION REPAIRS PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2019-30 ordering construction for the East Grimes Street and Deer Haven Street Intersection Repairs Project on April 22, 2019; and

WHEREAS, the City Council approved Resolution 2019-43 on May 28, 2019 awarding the construction contract to Alliance Construction Group, LLC. Of Grimes, Iowa; and

WHEREAS, on May 28, 2019 the City Council approved Resolution 2019-44 approving the contract in the amount of \$85,476.50; and

WHEREAS, on September 10, 2019 the City Council approved a partial payment No. 1 in the amount of \$38,432.53; and

WHEREAS, on October 14, 2019 the City Council approved a partial payment No. 1 in the amount of \$34,946.42; and

WHEREAS, Alliance Construction Group, LLC and the City Engineer have submitted the Application for Partial Payment No. 3 giving a detailed estimate of work completed with an application for payment in the amount of \$6,403.76.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 3 for the East Grimes Street and Deer Haven Street Intersection Repairs Project and the Finance Officer is hereby authorized to issue a check to Alliance Construction Group, LLC in the amount of \$6,403.76.

PASSED AND APPROVED the 11th day of November 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

October 14, 2019

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

RE: PARTIAL PAYMENT APPLICATION NO. 3
EAST GRIMES STREET AND DEER HAVEN STREET INTERSECTION
REPAIRS PROJECT

Dear Honorable Mayor and City Council:

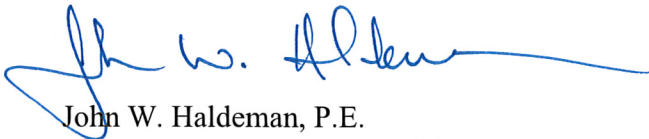
Please find attached Partial Payment Application No. 3 for the East Grimes Street and Deer Haven Street Intersection Repairs Project. This pay application includes work completed by the Contractor between October 1, 2019 and November 1, 2019. Work completed through this pay application includes all work excluding final surface restoration. The Contractor is currently on pace to be completed within the 25 working days.

We recommend payment of \$6,403.76 to the Contractor, Alliance Construction Group, LLC. for work completed through November 1, 2019. Approximately 98% of the total contract work has been completed and 23.5 of the 25 working days for the project have been charged through this pay application.

Please contact me should you have any questions on this pay application. We will be in attendance at the November 11, 2019 City Council meeting to answer any questions regarding this partial payment application.

Sincerely,

SNYDER & ASSOCIATES, INC.



John W. Haldeman, P.E.

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates
Travis Thornburgh, Snyder & Associates

APPLICATION FOR PARTIAL PAYMENT NO. 3

PROJECT: East Grimes Street and Deer Haven Street
Intersection Repairs Project

S&A PROJECT NO.: 118.1106.01

OWNER: City of Polk City
CONTRACTOR: Alliance Construction Group, LLC.
ADDRESS: 3000 SE Grimes Blvd., Suite 800
Grimes, Iowa 50111
DATE: 11/11/2019

PAYMENT PERIOD: 10/1/2019
to 11/1/2019

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 85,476.50
Net Change by Change Order: \$ -
Contract Amount to Date: \$ 85,476.50

CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date: May 28, 2019
Original Contract Time: 25
Added by Change Order: 0
Contract Time to Date: 25
Time Used to Date: 23.5
Contract Time Remaining: 1.5

2. WORK SUMMARY:

Total Work Performed to Date: \$ 83,981.80
Retainage: 5% \$4,199.09
Total Earned Less Retainage: \$79,782.71
Less Previous Applications for Payment: \$ 73,378.95
AMOUNT DUE THIS APPLICATION: \$6,403.76

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Alliance Construction Group, LLC.

CONTRACTOR

By

DATE:

11/4/19

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By

DATE:

11/6/19

5. OWNER'S APPROVAL

City of Polk City

OWNER

By

DATE:

6. DETAILED ESTIMATE OF WORK COMPLETED:

| ITEM NO. | DESCRIPTION | CONTRACT ITEMS | | | | COMPLETED WORK | | |
|------------------------------|--|----------------|------|-----------|------------------------------|----------------|------|--------------|
| | | PLAN QTY. | UNIT | UNIT COST | COST TOTAL | QTY. TO DATE | CO # | COST TOTAL |
| 2.01. | Topsoil, On-Site | 80 | CY | \$ 33.00 | \$ 2,640.00 | 80 | | \$ 2,640.00 |
| 2.02. | Excavation, Class 10 | 35 | CY | 29.00 | 1,015.00 | 35.0 | | 1,015.00 |
| 2.03. | Subgrade Preparation | 950 | SY | 4.50 | 4,275.00 | 926 | | 4,167.00 |
| 7.01. | Pavement, PCC, 6-Inch Continuously Reinforced | 870 | SY | 51.50 | 44,805.00 | 906.0 | | 46,659.00 |
| 7.02. | PCC Pavement Samples and Testing | 1 | LS | 1,600.00 | 1,600.00 | 1.0 | | 1,600.00 |
| 7.03. | Removal of Sidewalk | 53 | SY | 16.00 | 848.00 | 53.0 | | 848.00 |
| 7.04. | Sidewalk, PCC, 6-Inch | 53 | SY | 72.00 | 3,816.00 | 48.9 | | 3,520.80 |
| 7.05. | Detectable Warnings | 64 | SF | 40.00 | 2,560.00 | 64 | | 2,560.00 |
| 7.06. | Removal of Pavement | 870 | SY | 12.00 | 10,440.00 | 906.0 | | 10,872.00 |
| 8.01. | Temporary Traffic Control | 1 | LS | 3,450.00 | 3,450.00 | 1.00 | | 3,450.00 |
| 9.01. | Hydraulic Seeding, Fertilizing, and Mulching, Type 1 | 0.07 | AC | 30,000.00 | 2,100.00 | | | - |
| 9.02. | Filter Sock, 6-Inch | 365 | LF | 2.50 | 912.50 | | | - |
| 9.03. | Filter Sock, Removal | 365 | LF | 1.00 | 365.00 | | | - |
| 11.01. | Mobilization | 1 | LS | 6,200.00 | 6,200.00 | 1.0 | | 6,200.00 |
| 11.02. | Concrete Washout | 1 | LS | 450.00 | 450.00 | 1.0 | | 450.00 |
| | | | | | TOTAL ORIGINAL CONTRACT = \$ | 85,476.50 | | \$ 83,981.80 |
| CHANGE ORDER SUMMARY: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | TOTAL CHANGE ORDERS = \$ | - | | \$ - |
| | | | | | TOTAL CONTRACT | | | |
| | | | | | & CHANGE ORDERS | \$85,476.50 | | \$ 83,981.80 |



Date October 29, 2019

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

INVOICE SUMMARY - SEPTEMBER SERVICES

Services from September 1, 2019 through September 30, 2019

GENERAL ENGINEERING

| | | |
|---|----------|-------------|
| <u>2019 General Engineering</u> | 119.0001 | \$ 764.00 |
| <i>Council Meeting and coordination with staff re: Polk Co. parcel renumbering, easement re-assignment, agendas, resolutions, minutes.</i> | | |
| <u>Building and Development issues:</u> | 119.0001 | \$ 4,011.00 |
| <i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including zoning questions, site development, subdivisions, and building permits.</i> | | |
| <u>Water Dept:</u> | 119.0001 | \$ 3,501.50 |
| <i>Water main project listing and costs of each for CIP and PFM rate study; and prepare summary spreadsheet.</i> | | |
| <u>Sanitary Sewer Dept:</u> | 119.0001 | \$ 1,207.00 |
| <i>TCI lift station electrical service line and maintenance responsibilities with Midland Coop; develop preliminary alignment and easement needs for North Trunk sewer.</i> | | |
| <u>Miscellaneous Projects:</u> | 119.0001 | \$ 3,903.75 |
| <i>Review TIF reimbursement requests for Crossroads trail and options for reduction; HDPE storm sewer and private maintenance agreement; Right-of-way permits; Compile URA and TIF info and prepare maps of same.</i> | | |

SUBTOTAL \$ 13,387.25

CAPITAL IMPROVEMENT PROJECTS

| | | |
|---|----------|-------------------------|
| 2019 Street Repair Project | 119.0449 | \$ - |
| 3rd Street & Bridge Road Intersection Improvements | 118.0330 | \$ - |
| Grimes St. & Deer Haven St. Intersection Improvements | 118.1106 | \$ 825.00 |
| SUBTOTAL | | <u><u>\$ 825.00</u></u> |

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

| | | |
|---|----------|----------------------------|
| Big Creek Valley: Construction Observation | 118.0975 | \$ 6,000.20 |
| Creekview Estates Plat 1 | 119.0842 | \$ 1,300.00 |
| Crossroads Plat 2: Construction Observation | 117.1163 | \$ - |
| Deer Haven Plat 3: Pre-Con #2; Construction Observation | 116.1046 | \$ 375.00 |
| Kwik Star: Site Plan, Prelim Plat, Final Plat, Traffic Impact Study | 119.0816 | \$ 708.00 |
| Twelve Oaks Plat 3: Construction Observation | 115.0170 | \$ 1,620.00 |
| SUBTOTAL | | <u><u>\$ 10,003.20</u></u> |

TOTAL \$ 24,215.45