

Agenda

Notice of Meeting

Polk City | City Council

January 13, 2020 | 6:00 pm

City Hall | Council Chambers

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

Tentative Meeting Agenda

Jason Morse | Mayor

David Dvorak | Pro Tem

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

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearing for an amendment to the FY 19/20 Budget

- a. Resolution 2020-01 approving FY 19/20 Budget Amendment

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 December 09, 2019
- b. Special City Council Meeting Minutes for January 6, 2020
- c. Receive and file Planning and Zoning Commission Meeting Minutes for December 16, 2019
- d. Claims listing December 23, 2019
- e. Claims listing January 13, 2020
- f. Receive and file the November 2019 Police Department report
- g. Twelve months Class C liquor License for American Legion Polk City Post 322 with Outdoor Services and Sunday Sales effective 2/24/2020
- h. Receive and file the December 2019 Water Department Report
- i. Annual City-Wide Clean-Up Event on May 2, 2020
- j. Resolution 2020-02 appointing a representative and alternate representative to the E911 Service Board
- k. Resolution 2020-03 setting public hearing on January 27, 2020 at 6pm to consider amending 165.21 of the Municipal Code to indicate Board of Adjustment Shall consist of five (5) members
- l. Resolution 2020-04 approving PA-28 Volunteer Board Appointment policy
- m. Resolution 2020-05 appointing Jeremy Siepker as Interim Police Chief effective January 10, 2020
- n. Resolution 2020-06 approving PA-29 Citizen Complaint Policy
- o. Resolution 2020-07 appointing a representative and alternate representative to the Polk County Emergency Management Commission
- p. City Manager job description

- q. Approve setting Public Works Supervisor, Randy Franzen to salary of \$80,000 annually effective January 16, 2020
- r. Resolution 2020-08 approving Funds Transfer
- s. Receive and file the December 2019 Police Department Report

7. Business Items

- a. Second reading of Ordinance 2020-100 Parking Regulations

8. Reports & Particulars

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

9. Adjournment

--next meeting date January 27, 2020



City of Polk City, Iowa City Council Agenda Communication

Date: January 9, 2020
To: Mayor Morse & City Council
From: Lindsey Huber, Finance Director
Subject: FY20 Budget Amendment

BACKGROUND: I have put forth a budget amendment for FY20. The City has the ability to amend its budget as many times as they see fit. It is state law that the City is not allowed to spend any money beyond what they have budgeted for. This budget amendment represents six months' worth of expenses that was not part of our original budget, that was approved in March 2019. The items that I have included in the budget amendment are as follows:

- RVTV Financial Contribution- \$5,000
- PFM Water Study- \$6,500
- PFM Sewer Study- \$6,500
- Polk City Subdivision Ordinance- \$18,000
- Pat Callahan Goal Setting Session- \$1,400
- Hinson Consulting- \$5,000.00
- City Manager Moving- \$7,500
- 3rd St. Traffic Signal- \$192,416
- Library Programing and PT Employee- \$14,500
- Grimes St and Deerhaven Intersection- \$80,000
- City Hall Remodel- \$15,000

RECOMMENDATION: I recommend that the council approve our budget amendment to stay in compliance with state law.

**NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2019-2020 CITY BUDGET**

Form 653.C1

The City Council of POLK CITY in POLK County, Iowa
will meet at City Hall
at 8:00pm on 1/13/2020
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2020
(year)

by changing estimates of revenue and expenditure appropriations in the following programs for the reasons given. Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property	1 2,449,260	0	2,449,260
Less: Uncollected Property Taxes-Levy Year	2 0	0	0
Net Current Property Taxes	3 2,449,260	0	2,449,260
Delinquent Property Taxes	4 0	0	0
TIF Revenues	5 336,600	0	336,600
Other City Taxes	6 705,110	0	705,110
Licenses & Permits	7 207,125	0	207,125
Use of Money and Property	8 253,000	0	253,000
Intergovernmental	9 498,380	0	498,380
Charges for Services	10 2,592,350	0	2,592,350
Special Assessments	11 200	0	200
Miscellaneous	12 31,500	75,000	106,500
Other Financing Sources	13 0	0	0
Transfers In	14 839,444	327,722	1,167,166
Total Revenues and Other Sources	15 7,912,969	402,722	8,315,691
Expenditures & Other Financing Uses			
Public Safety	16 1,964,409	66,685	2,031,094
Public Works	17 706,177	36,200	742,377
Health and Social Services	18 15,000	0	15,000
Culture and Recreation	19 598,018	14,500	612,518
Community and Economic Development	20 292,949	0	292,949
General Government	21 670,748	34,200	704,948
Debt Service	22 341,080	0	341,080
Capital Projects	23 1,259,793	327,722	1,587,515
Total Government Activities Expenditures	24 5,848,174	479,307	6,327,481
Business Type / Enterprises	25 1,991,311	20,500	2,011,811
Total Gov Activities & Business Expenditures	26 7,839,485	499,807	8,339,292
Transfers Out	27 839,444	327,722	1,167,166
Total Expenditures/Transfers Out	28 8,678,929	827,529	9,506,458
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out for Fiscal Year	29 -765,960	-424,807	-1,190,767
Beginning Fund Balance July 1	30 9,855,857	0	9,855,857
Ending Fund Balance June 30	31 9,089,897	-424,807	8,665,090

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

The purpose of the budget amendment is to account for expenses and projects we have added since the original budget passed.

There will be no increase in tax levies to be paid in the current fiscal year named above. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget. This will provide for a balanced budget.

City Clerk/Finance Officer

77-723

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2020 - AMENDMENT #1

To the Auditor of POLK County, Iowa:

The City Council of POLK CITY in said County/Counties met on 1/13/2020, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. thereupon, the following resolution was introduced.

RESOLUTION No. 2020-01

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30 2020 (AS AMENDED LAST ON N/A.)

Be it Resolved by the Council of the City of POLK CITY

Section 1. Following notice published 1/3/2020

and the public hearing held, 1/13/2020 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property 1	2,449,260	0	2,449,260
Less: Uncollected Property Taxes-Levy Year 2	0	0	0
Net Current Property Taxes 3	2,449,260	0	2,449,260
Delinquent Property Taxes 4	0	0	0
TIF Revenues 5	336,600	0	336,600
Other City Taxes 6	705,110	0	705,110
Licenses & Permits 7	207,125	0	207,125
Use of Money and Property 8	253,000	0	253,000
Intergovernmental 9	498,380	0	498,380
Charges for Services 10	2,592,350	0	2,592,350
Special Assessments 11	200	0	200
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Public Safety 16	1,964,409	66,685	2,031,094
Public Works 17	706,177	36,200	742,377
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Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year 29	-765,960	-424,807	-1,190,767
Beginning Fund Balance July 1 30	9,855,857	0	9,855,857
Ending Fund Balance June 30 31	9,089,897	-424,807	8,665,090

Passed this _____ day of _____
(Day) (Month/Year)

Signature
City Clerk/Finance Officer

Signature
Mayor

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., December 9, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on December 9, 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 Sarchet and seconded by Anderson to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY

4. **Public Comments** | None

5. **Consent Items**

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

- a. City Council Meeting Minutes for November 25, 2019
- b. Claims listing dated December 9, 2019
- c. City Clerk job description
- d. Accounting Specialist job description
- e. Resolution 2019-109 appointing 2020 WRA representatives
- f. Resolution 2019-110 appointing 2020 MPO representatives
- g. Resolution 2019-111 appointing 2020 MWA representatives
- h. Receive and file the following Library documents
 - i. November 4, 2019 Library Board Meeting Minutes
 - ii. November 7, 2019 Special Library Board Meeting Minutes
 - iii. Library Resolution 2019-5L authorizing the sale, donation or disposal of computers
 - iv. November 2019 Library Stats
 - v. November 2019 Library Director Report
 - vi. Library Clerk Job Description
 - vii. Library Page Job Description
- i. Receive and file the November 2019 Water Department Report
- j. 2019 Goal Setting Report
- k. Resolution 2019-115 setting a Public Hearing on January 13, 2020 at 6pm for an Amendment to the FY 19/20 Budget
- l. Staff reappointments effective 1/1/2020

Jenny Gibbons, City Clerk

Brick Gentry Law Firm, City Attorney

- m. Hire Destiny Rommel for the Fire Department as a Firefighter/EMT at a paid-on-call rate of \$13.33 per hour and part-time rate of \$13.80 per hour effective after successful completion of the physical examination
- n. Accept the following resignations effective 12/31/2019:

Bill Currie, Board of Adjustments

Chip Capaldo, Board of Adjustments

Mike Miller, Library Board

- o. Board and Commission reappointments:

Doug Ohlfest, P&Z, term ending 12/31/2024

Krista Bowersox, P&Z, term ending 12/31/2024

Amy Bentley, Parks, term ending 12/31/2024

Deanna Deason, Board of Adjustments, term ending 12/31/2024

Phil Jensen, Tree Board, term ending 12/31/2024

Pat Hoppenworth, Tree Board, term ending 12/31/2024

Angie Conley, Library Board, term ending 6/30/2025

MOTION CARRIED UNANIMOUSLY

6. Business Items

- a. 2019 Street Repairs Project
 - i. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2019-112 approving Change Order no. 1 in the amount of \$12,000
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-113 approving Pay App No. 2 in the amount of \$16,583.67
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Option 2 in Resolution 2019-114 authorizing an application for Surface Transportation Block Grant Funding
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the First Reading of Ordinance 2020-100 Parking Regulations
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Snyder & Associates invoice for October 2019 Services in the amount of \$28,294.75
YES: Dvorak, Vogel, Anderson, Sarchet
ABSTAIN: Walters
MOTION CARRIED
- e. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve the City Clerk's office reconfiguration project not to exceed \$15,000
MOTION CARRIED UNANIMOUSLY

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

- Police Chief Kendig provided an update regarding the recent hire of two part-time officers. Stephanie Braun will start soon, however Justin Mack decided he could not meet the time commitment and pulled out prior to the PD incurring any training or equipment costs. Kendig said the department will look to backfill the second pt officer position.
- Council Member Sarchet said he appreciates the documentation of the Goal Setting report and he liked the dialogue from that session, but he wants to be sure to revisit the rankings and marry up the two perspectives of Staff and Council. He said he is looking forward to future steps.
- Council Member Anderson acknowledged the long-term volunteers that have been around and are stepping down, he wants to ensure a good Thank You note is sent.
- Council Member Vogel thanked all of staff, volunteers etc that made the Square Lighting a successful event.
- Council Member Dvorak echoed Sarchet and Anderson regarding the Goal Setting and volunteer commitments. He said he is passionate about the people that are still with the City and taking care of those people. He said it starts with updating policies and procedures to bring us into the 20th Century.
- City Manager Huisman said the Goal Setting Report is an important document that we will advertise to the public on the website and use to hold ourselves accountable to follow through on the goals.
- Mayor Morse reviewed a flow chart that illustrates the rotation each Council seat will follow for Pro-Tem, Boards, Commissions, Liaisons etc. that will define questions or concerns and help us do a better job of rotating through the various opportunities. He shared a Memo dated January 1, 2014 regarding Liaisons that was intended to be a good guide to help Council. Mayor said he will be working with Huisman to clean up the details of the memo and include in the current Council Procedures policy to bring back to Council for review in January. Mayor thanked Public Works for their efforts on the Square Lights, he said great job by all involved and wishes everyone Happy Holidays.

8. Adjournment

- MOTION:** A motion was made by Anderson and seconded by Dvorak to adjourn at 6:34 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, January 13, 2020

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, January 06, 2020
City Hall Council Chambers

Polk City, City Council held a special meeting at 5:00 p.m., on January 06, 2020. The Agenda was posted at the City Hall office as required by law. Before the meeting, staff provided agenda packets to the City Council and posted the agenda at the City Hall office.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Mayor Jason Morse called the meeting to order at 5:00 p.m.
2. **Roll Call** | Walters, Vogel, Dvorak, Anderson, Sarchet | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Sarchet to accept resignation from Police Chief, Trace Kendig effective January 10, 2020
MOTION CARRIED UNANIMOUSLY
4. **MOTION:** A motion was made by Dvorak and seconded by Vogel to enter into closed session at 5:00 p.m. under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed session**; sub paragraph 1.i. to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session
YES: Vogel, Dvorak, Anderson, Sarchet, Walters
MOTION CARRIED UNANIMOUSLY

(after closed session ended at 5:23pm)
5. **MOTION:** A motion was made by Walters and seconded by Vogel to take action on closed session to enter into an agreement discussed with Lt. Siepker to make him Chief of the Polk City Police Department
MOTION CARRIED UNANIMOUSLY
6. **Adjournment**
MOTION: A motion was made by Dvorak and seconded by Vogel to adjourn 5:40 p.m.
MOTION CARRIED UNANIMOUSLY

Jason Morse, Mayor

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, December 19, 2019
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on December 19, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Chair Ohlfest called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel, Bowersox, Sires | In attendance
3. **Approval of Agenda**
Chair Ohlfest requested the Agenda be modified to reflect item order to read 6, 8 and 9 with 7 being after 9 due to McClure representative coming from another meeting.
MOTION: A motion was made by Hankins and seconded by Bowersox to approve the modified agenda
MOTION CARRIED UNANIMOUSLY
4. **Audience – None**
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Dietz and seconded by Bowersox to approve the October 10, 2019 meeting minutes.
YES: Hankins, Dietz, Ohlfest, Bowersox, Sires
ABSTAIN: Triplett, Vogel
MOTION CARRIED
6. **Approval of Meeting Minutes**
MOTION: A motion was made by Dietz and seconded by Vogel to approve the November 18, 2019 meeting minutes.
MOTION CARRIED UNANIMOUSLY
7. Roger Silver, ASLA, Landscape Architect, with Nilles Associates, Inc., presented an updated concept plan for Snetselaar/Lilliskau property. Kathleen Connor, City Engineering Representative, provided a summary report regarding engineering comments on the project. Commission discussed the Comprehensive Plan Amendment for the revision of future land use and the rezoning requests from Snetselaar/Lilliskau to rezone. Commission questioned the reduction of size for commercial use. Potential traffic flow issues and layout/size of parkland area were also discussed. Ohlfest asked for comments from the audience. The following audience members spoke regarding concerns of commercial property, increased traffic flow, park land plan and not receiving notification for the meeting. Conner explained that meeting notices are only sent to Polk City residents that live within 250 feet radius of the proposed property.
 1. Jim and Connie Johnson, 10398 NW 44th Street
 2. Dave Mulder, 1312 NW 44th
 3. Doug and Marla Layton, 1420 E Southside Drive
 4. Steve Moeckly, 11395 NW 44th Street
 5. Eric Hill, 5069 NW 110th Avenue
 6. Scott Cherry, 1412 E Southside DriveAt the request of the Developer, Commission voted to table the amendment and rezoning request until next P&Z meeting.
MOTION: A motion was made by Hankins and seconded by Vogel to table agenda items 8 and 9 until next Planning and Zoning meeting on January 20, 2020.
MOTION CARRIED UNANIMOUSLY

8. Caleb Smith, McClure Engineering Project Manager, presented an updated P.U.D. reflecting a change of 25 instead of 28 residential units and the addition of a clubhouse. Kathleen Connor, Snyder & Associates Senior Planner, added that the revised plan has addressed all concerns.

MOTION: A motion was made by Dietz and seconded by Vogel to approve P.U.D. Master Plan amendment to TCI Parcel K PUD for Vintage Estates.

YES: Vogel, Sires, Triplett, Dietz, Ohlfest, Bowersox

ABSTAIN: Hankins

MOTION CARRIED UNANIMOUSLY

9. **Confirm Chairperson for 2020**

MOTION: A motion was made by Hankins and seconded by Bowersox for Pro -Tem Commission member Dennis Dietz to be 2020 Planning and Zoning Commission Chairperson.

MOTION CARRIED UNANIMOUSLY

10. **Appoint Pro-Tem for 2020**

MOTION: A motion was made by Sires and seconded by Triplett for Commission member Krista Bowersox to be 2020 Planning and Zoning Commission Pro-Tem.

MOTION CARRIED UNANIMOUSLY

11. **Reports & Particulars**

Council Liaison Rob Sarchet informed the Commission that his rotation with the P&Z Commission will be over with the new year. He thanked the commission for their work.

Hankins updated the commission on his representation with the Community Vision Committee and invited everyone to the next meeting on the 29th.

Chelsea Huisman, City Manager, thanked the Commission for their professionalism.

12. **Adjournment**

MOTION: A motion was made Triplett and seconded by Dietz to adjourn at 7:10 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, January 20, 2020.

Attest

Carol Thornburg, Accounting Specialist

CLAIMS REPORT

The City of Polk City

For

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE
PD	GEN	AMERICA'S BEST APPAREL	PATCHES
PD	GEN	UNITY POINT CLINIC-OCCUPATONAL	C/O SIMULATION ED CENTER
PD	GEN	FAST TIRE ANKENY	TIRES
PD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS
PD	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES
PD	GEN	JEREMY SIEPKER	REIMBURSEMENT - CELL PHONE
PD	GEN	TRACE KENDIG	REIMBURSEMENT - CELL PHONE
PD	GEN	PC PRINT CENTER	OFFICE SUPPLIES
PD	GEN	CANINE TACTICAL	TRAINING CERTIFICATIONS
PD	GEN	POLK COUNTY TREASURER	CASE 19-0325 BLOOD DRAW
PD	GEN	AMAZON BUSINESS	BIOHAZARD CONTAINERS
PD	GEN	BROCO, INC.	BREACHING RAM
PD	GEN	ULINE	BIOHAZRD LABEL
PD	GEN	CRYSTAL CLEAR WATER CO	PURCHASED WATER
PD	GEN	MATT AICHER	HEADLAMP BULBS REIMBURSEMENT
PD	GEN	WEX	FUEL
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES
PW	GEN	GURNSEY ELECTRIC CO	REPLACE SIREN BATTERIES
FD	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES
FD	GEN	JIM MITCHELL	REIMBURSEMENT - CELL PHONE
FD	GEN	WEX	FUEL
PW	GEN	WRIGHT OUTDOOR SOLUTIONS	CHIPPING SEPTEMBER 2019
PW	GEN	MENARDS	SUPPLIES
PW	GEN	POLK COUNTY TREASURER	ANIMAL CONTROL FEES 11/19
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES
PW	GEN	MIDLAND POWER CO-OP	STREET LIGHTING
LIB	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES
LIB	GEN	JAMIE NOACK	REIMBURSEMENT - CELL PHONE
LIB	GEN	OVERDRIVE INC	BOOKS
LIB	GEN	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS
LIB	GEN	OVERDRIVE INC	BOOKS
PARKS	GEN	GURNSEY ELECTRIC CO	REPLACE LIGHT - MILLER PARK
PARKS	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES
PARKS	GEN	GURNSEY ELECTRIC CO	REPAIR 2 PHOTO CELL
CH	GEN	CHELSEA HUISMAN	REIMBURSEMENT - CELL PHONE
CH	GEN	POLK COUNTY AUDITOR	2019 CITY ELECTION
CH	GEN	NOTARY ROTARY	NOTARY SUPPLIES
CH	GEN	BUSINESS PUBLICATIONS CORP	BUSINESS RECORD
CH	GEN	REGISTER MEDIA	PUBLIC NOTICE
CH	GEN	AUREON TECHNOLOGY	MANAGED SERVICE
CH	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES
CH	GEN	CENTURY LINK	PHONE SERVICE
CH	GEN	LINDSEY HUBER	REIMBURSEMENT - CELL PHONE
CH	GEN	BRAVO GREATER DES MOINES	HOTEL MOTEL TAX
CH	GEN	CATCH DES MOINES	JULY-SEPTEMBER 2019
CH	GEN	CUSTOM AWARDS & EMBROIDERY INC	PLASTIC SIGN
CH	GEN	CRYSTAL CLEAR WATER CO	PURCHASED WATER
CH	GEN	MMIT BUSINESS SOLUTIONS GROUP	SERVICE
CH	GEN	POLK CITY DEV.CORP.	2020 CONTRIBUTION
PW	RUT	HAWKEYE TRUCK EQUIPMENT	CHAIN/GATE
PW	RUT	LITTLE FALLS MACHINE	CUSHION VALVE
PW	RUT	VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS
PW	RUT	TRUCK EQUIPMENT INC.	REPLACE DRAIN CHAIN
PW	RUT	MIDAMERICAN ENERGY	ELECTRIC CHARGES
PW	RUT	CENTURY LINK	PHONE SERVICE
PW	RUT	SPECK ENTERPRISES	STREET SWEEPING
PW	RUT	ANKENY SANITATION	TRASH SERVICE
PW	RUT	KIMBALL MIDWEST	HARDWARE RESTOCK
PW	RUT	VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS
PW	RUT	ARDICK EQUIPMENT CO.	SIGNS
PW	RUT	WEX	FUEL
CH	TIF	3100 LLC	TIF PAYMENT

CLAIMS REPORT

The City of Polk City

For

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE
CH	TIF	BRIDGE POINTE, LLC.	TIF PAYMENT
CH	TIF	FAREWAY STORES	TIF PAYMENT
CH	TIF	POLK CITY COMMERICAL CENTER	TIF PAYMENT
CH	TIF	POLK CITY DENTAL LLC	TIF PAYMENT
CH	TIF	TWELVE OAKS, LLC	TIF PAYMENTS
CH	LMI	CITY OF WEST DES MOINES	METRO HOME IMPROVEMENT PROGRAM
CH	DS	UMB BANK	PAYING AGENT FEE
PW	CP	POLK COUNTY PUBLIC WORKS	ROCKCREEK SANITARY SEWER ANNUAL PAYMENT
PW	WATER	GURNSEY ELECTRIC CO	REPLACE/REWIRE
PW	WATER	GURNSEY ELECTRIC CO	LOCATE/REPAIR
PW	WATER	MIDAMERICAN ENERGY	ELECTRIC CHARGES
PW	WATER	CENTURY LINK	PHONE SERVICE
PW	WATER	DANI SCOTT	REIMBURSEMENT - CELL PHONE
PW	WATER	KEYSTONE LABORATORIES INC.	WATER TESTING
PW	WATER	ARDICK EQUIPMENT CO.	SIGNS
PW	SEWER	ANKENY HARDWARE	KEYS/SHOVELS
PW	SEWER	MIDAMERICAN ENERGY	ELECTRIC CHARGES
PW	SEWER	CENTURY LINK	PHONE SERVICE
PW	SEWER	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL
PW	SEWER	CIT SEWER SOLUTIONS	LATERAL LAUNCH/LOCATE VIDEO
PW	SEWER	IOWA ONE CALL	UNDERGROUND LOCATIONS
PW	SEWER	CITY OF DES MOINES	WRA
TOTAL			

GENERAL
ROAD USE
TIF
LMI
DEBT SERVICE
CAPITAL PROJECTS
WATER
SEWER
TOTAL

12/23/2019

AMOUNT
\$280.00
\$150.00
\$682.24
\$65.18
\$351.52
\$40.00
\$40.00
\$52.92
\$647.75
\$150.00
\$29.77
\$416.00
\$23.84
\$16.00
\$21.18
\$1,536.64
\$108.89
\$475.00
\$351.52
\$40.00
\$699.31
\$4,637.50
\$451.98
\$334.74
\$3,897.04
\$439.76
\$430.37
\$80.00
\$262.48
\$42.54
\$222.99
\$141.36
\$271.30
\$463.46
\$40.00
\$848.39
\$39.90
\$797.30
\$59.21
\$3,453.42
\$754.59
\$130.00
\$40.00
\$2,043.46
\$2,046.46
\$56.50
\$24.00
\$122.06
\$75,000.00
\$2,705.92
\$168.91
\$281.16
\$1,036.00
\$553.53
\$109.96
\$7,125.00
\$514.18
\$580.98
\$3,015.06
\$1,031.50
\$986.59
\$15,681.10

12/23/2019

AMOUNT
\$27,537.50
\$14,758.50
\$7,044.00
\$19,605.50
\$47,150.00
\$7,737.00
\$550.00
\$559,793.00
\$85.00
\$785.18
\$1,758.95
\$69.23
\$40.00
\$75.00
\$178.00
\$197.42
\$2,067.10
\$278.55
\$52.23
\$900.00
\$68.70
\$25,677.30
\$853,506.62
\$103,308.57
\$18,108.79
\$131,776.60
\$7,737.00
\$550.00
\$559,793.00
\$2,991.36
\$29,241.30
\$853,506.62

CLAIMS REPORT

The City of Polk City

For

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE
ALL	ALL	FIRST BANKCARD	CITY CREDIT CARD
ALL	ALL	STAPLES	SUPPLIES
PD	GEN	JEREMY SIEPKER	2019 GYM MEMBERSHIP
PD	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE
PD	GEN	AMAZON BUSINESS	BELT-BRAUN
PD	GEN	GALL'S INC.	DUTY BELT
PD	GEN	P & M APPAREL	PATCHES
PD	GEN	HY-VEE PHARMACY	FLU SHOT CLINIC @\$30/EACH
PD	GEN	IOWA LAW ENFORCEMENT ACADEMY	FIREARMS RECERTIFICATION
PD	GEN	AT&T MOBILITY	FIRSTNET WIRELESS
PD	GEN	AUREON TECHNOLOGY	SERVICE
PD	GEN	BRICK LAW FIRM	POLICE/TEAMSTERS 238
PD	GEN	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL
PD	GEN	US POLICE CANINE ASSOCIATION	DETECTION TRAILS
PD	GEN	TRACKER PRODUCTS LLC	SAFE EVIDENCE SOFTWARE
PD	GEN	TONY SIMONS PHOTOGRAPHY	PHOTOS VEHICLE AND STAFF
PD	GEN	Crystal Clear Water Co	PURCHASED WATER
PD	GEN	DES MOINES STAMP MFG. CO.	NOTARY STAMP - SIEPKER
FD	GEN	VERIZON WIRELESS	CELL PHONES
FD	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE
FD	GEN	HY-VEE PHARMACY	FLU SHOT CLINIC @\$30/EACH
FD	GEN	DES MOINES AREA COMM.COLLEGE	CONTINUING ED HOURS
FD	GEN	Fire Service Training Bureau	TESTING FEE - VANZEE
FD	GEN	BASCOM TRUCK & AUTOMOTIVE	SERVICE/INSPECTION
FD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS
FD	GEN	AUREON TECHNOLOGY	SERVICE
FD	GEN	RACOM	EDACS ACCESS
FD	GEN	VERIZON WIRELESS	PHONE AND DATA PLAN
FD	GEN	AUREON TECHNOLOGY	SERVICE
FD	GEN	Emergency Services Mark. Corp	ANNUAL SUBSCRIPTION - SOFTWARE
FD	GEN	ATHELBERT HARDING PLLC	MEDICAL DIRECTOR FEES
FD	GEN	440-PRAXAIR DISTR. INC.	OXYGEN
FD	GEN	Bound Tree Medical	MEDICAL SUPPLIES
FD	GEN	MERCY NORTH FP UC	MEDICATIONS
PW	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE
PW	GEN	Safe Building Comp. & Tech	BUILDING INSPECTIONS
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES
LIB	GEN	BRITTANY BURK	MILEAGE
LIB	GEN	DEMCO INC.	LIBRARY SUPPLIES
LIB	GEN	CLEANING CONNECTION INC	JANUARY CLEANING SERVICES
LIB	GEN	RICHARD TAYLOR	TECH SUPPORT
LIB	GEN	COPY SYSTEMS INC.	QUARTERLY COPIER CONTRACT
LIB	GEN	OVERDRIVE INC	DOWNLOADABLE AUDIOBOOKS
LIB	GEN	OVERDRIVE INC	DIGITAL EBOOKS
LIB	GEN	BAKER & TAYLOR	BOOKS
PARKS	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE
PARKS	GEN	PORTABLE PRO, INC.	PORTABLE SERVICE
PARKS	GEN	PORTABLE PRO, INC.	PORTABLE SERVICE
PARKS	GEN	RELIABLE MAINTENANCE CO	CLEANING SERVICES
PARKS	GEN	TOTAL QUALITY INC.	LAWNCARE
PARKS	GEN	IOWA PLAINS SIGNING INC	MESSAGE BOARDS
PARKS	GEN	PORTABLE PRO, INC.	PORTABLE SERVICE
PARKS	GEN	PORTABLE PRO, INC.	PORTABLE SERVICE
PARKS	GEN	TERRI KEASEY	SUMMER REC PROGRAM SUPPLES
PW	GEN	RELIABLE MAINTENANCE CO	CLEANING SERVICES
CH	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE
CH	GEN	JEFF WALTERS	2019 GYM MEMBERSHIP
CH	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE
CH	GEN	HY-VEE PHARMACY	FLU SHOT CLINIC @\$30/EACH
CH	GEN	BUSINESS PUBLICATIONS CORP	MINUTES/CLAIMS REPORT
CH	GEN	AUREON TECHNOLOGY	SERVICE
CH	GEN	MEDIACOM	INTERNET SERVICE

1/13/2020

AMOUNT
\$2,475.71
\$209.17
\$200.00
\$446.66
\$39.99
\$109.99
\$32.00
\$120.00
\$25.00
\$251.11
\$221.20
\$1,095.00
\$212.25
\$100.00
\$4,280.00
\$100.00
\$8.00
\$32.40
\$366.58
\$3,231.54
\$210.00
\$15.00
\$175.00
\$1,327.61
\$158.92
\$100.13
\$671.16
\$34.08
\$221.20
\$810.00
\$1,000.00
\$35.89
\$595.53
\$546.82
\$164.11
\$6,149.47
\$16.36
\$322.77
\$178.73
\$398.92
\$450.00
\$66.54
\$534.44
\$175.97
\$860.24
\$79.93
\$75.00
\$75.00
\$249.00
\$2,400.00
\$500.00
\$75.00
\$75.00
\$331.76
\$622.20
\$1.61
\$85.00
\$145.82
\$90.00
\$528.63
\$331.02
\$129.95

1/13/2020

AMOUNT
\$1,200.00
\$342.00
\$1,645.00
\$900.00
\$221.64
\$299.59
\$23.30
\$1,709.00
\$32.00
\$164.11
\$3,715.91
\$53.12
\$555.00
\$514.18
\$335.66
\$2,634.00
\$164.11
\$60.82
\$26,428.70
\$2,000.61
\$535.50
\$257.13
\$164.11
\$276.00
\$822.03
\$278.16
\$44.00
\$582.78
\$5,993.29
\$65.16
\$25,677.30
\$455.88
\$112,720.50
\$41,398.82
\$7,971.98
\$29,446.87
\$33,902.83
\$112,720.50



Polk City Police Department

309 W Van Dorn St. PO 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

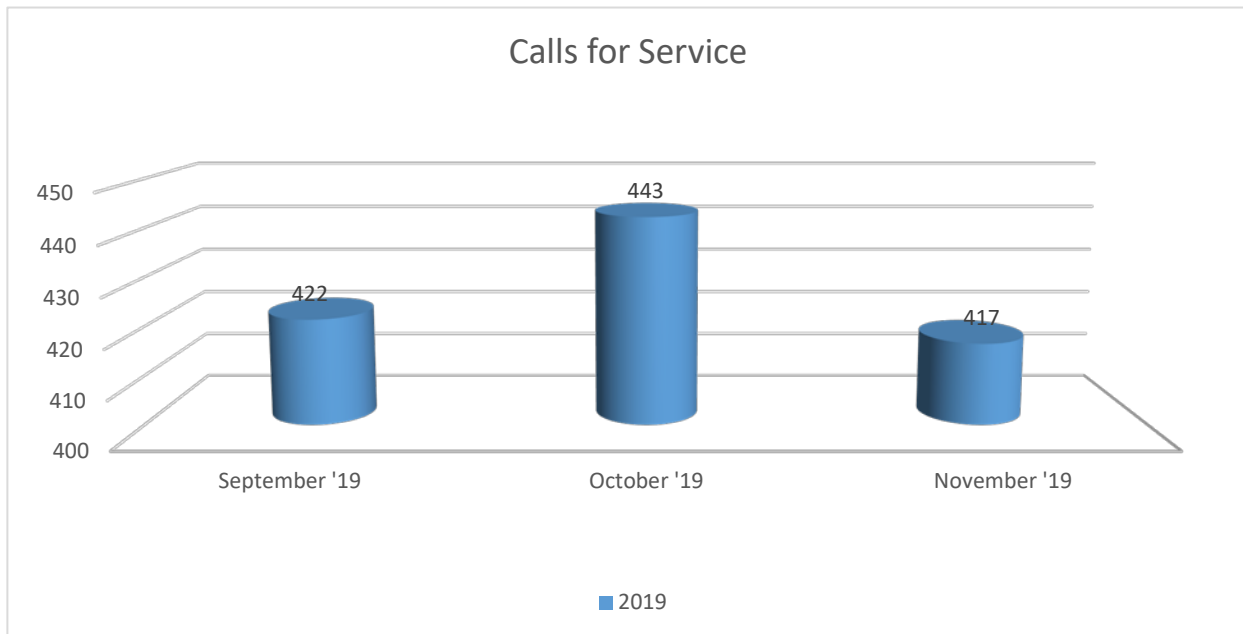
From: Lieutenant Jeremy Siepker

Date: December 12th, 2019

Re: November 2019 Monthly Report

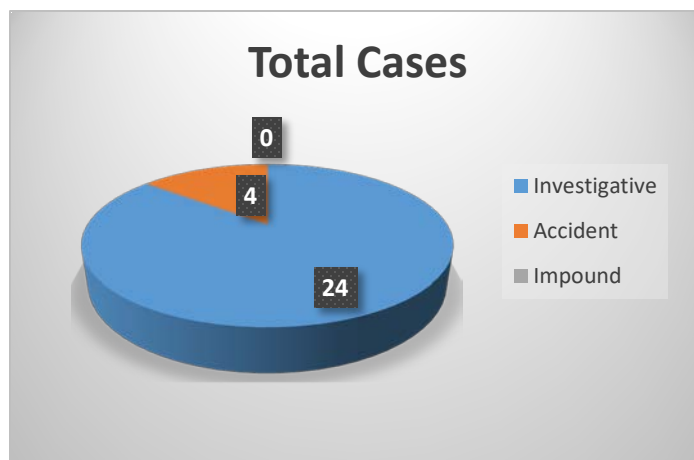
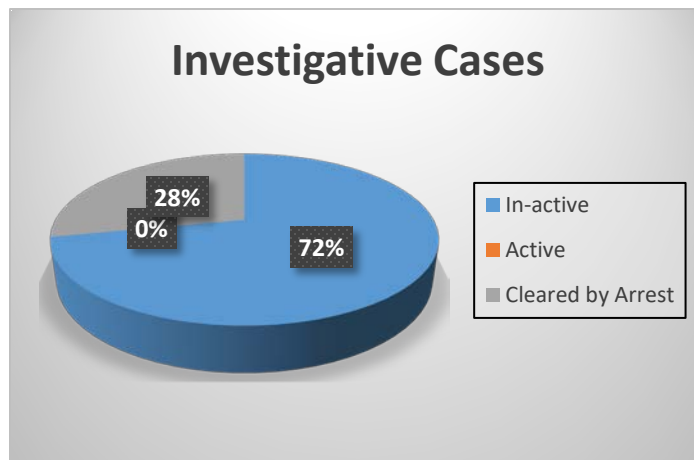
Calls for Service

The total calls for service for the month of November were **417**. 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 **118** traffic stops.



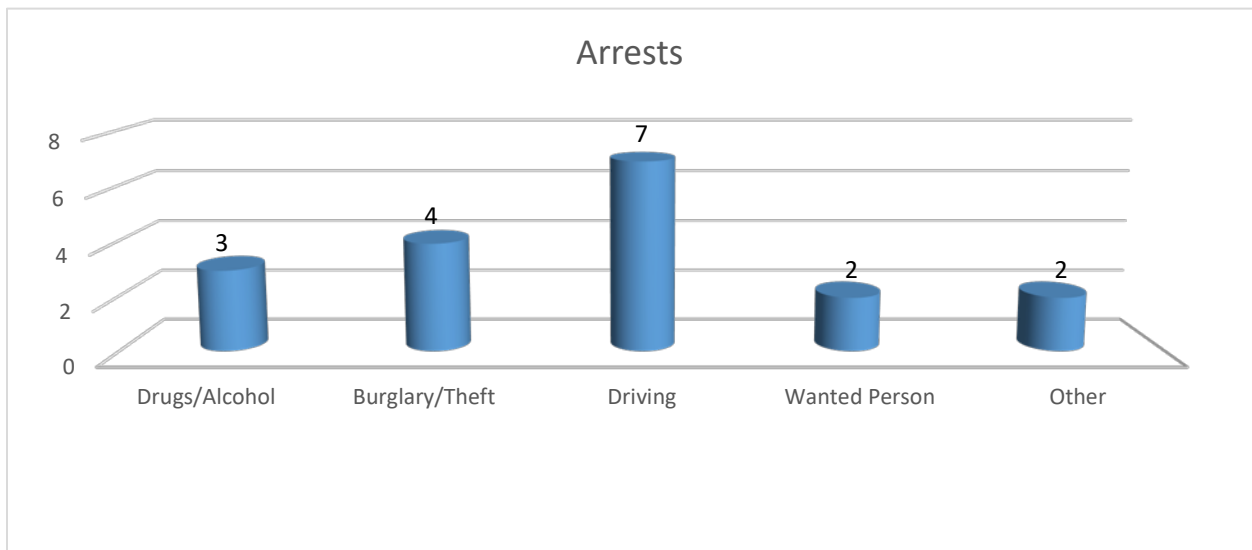
Cases Made

The Police Department had 28 total cases during the month of November. 24 of the cases were investigative incident reports, 4 were traffic crashes. There are no active investigations from this month. There was a 50% rate of cases cleared by arrest, for investigative cases in November.



Arrests Made

The Police Department made 18 arrests and issued 143 citations and warnings. Among those arrests there were 5 burglary offenses, 2 warrant arrests and 7 driving related offenses.



Notable Incidents

On June 20th, 2018, Polk City Police were called to the 1600 block of Seagrass Ave., in response to a residential burglary in progress. The caller observed someone fleeing their residence, and found that a recently purchased vehicle had been stolen from his garage. The vehicle was located by DMPD in September of 2018. Items found inside the vehicle were processed at the Iowa DCI Lab for DNA, and a positive match was found. The suspect was being held in a correctional facility on a separate vehicle theft. A DNA search warrant was obtained and the suspect was interviewed. The suspect has now been charged with Theft of a Motor Vehicle by the Polk City Police Department.

On October 16, 2019, Polk City Officers took multiple reports of vehicle burglaries in the area of Marina Cove Dr. Two suspects were located in October, and after a search warrant was conducted at their residence, each was charged with 4 counts of Burglary from a Motor Vehicle. A third suspect remained at large until November 18th, when he was arrested by Des Moines Police on unrelated charges. A Polk City Officer interviewed the suspect at the Polk County Jail, and obtained a confession from the suspect. The suspect was charged with 4 counts of Burglary from a Motor Vehicle and one count of Providing False Information, as he had given his younger brother's information when stopped by Polk City Police on October 16th, prior to the vehicle burglaries being reported. Additional charges will be filed for possession with intent to deliver psilocybin mushrooms after testing is completed at the DCI lab.

On November 13th, 2019 Polk City Officer made a traffic stop on a vehicle for speeding in the 1400 block of W Bridge Rd. The driver indicated that they were lost, but displayed signs of impairment, and the Officer detected the odor of alcohol on her breath. The driver consented to Field Sobriety Testing, which indicated impairment and a blood alcohol over the legal limit. The driver was taken into custody for OWI 1st Offense, and transported to the Polk City Police Department for processing, before being released to a sober person.

In Service Training

November in-service training was held on November 14th at the Polk City Community Center. This training was instructed by Sergeant Cam of the Des Moines Police Department, Chief Kendig and Lieutenant Siepker. The training covered Officer Safety and Patrol Tactics.

Individual Officer Training

Officer Aicher and Eudoris completed one day of training at Canine Tactical in Chariton, IA.

Lieutenant Siepker attended the National COPS Conference in Chicago November 7th-10th.

Officer Wilson attended FBI Joint Hate Crime training at Camp Dodge on November 6th and Active Shooter Preparedness Training, put on by Homeland Security, on November 19th.

Officer Aswegan attended Firearms Re-Certification on November 12th and OC Re-Certification on November 13th at the Iowa Law Enforcement Academy.

Training Hours: 65

Lamfers	2
Untrauer	2
Aicher	10
Kendig	2
Siepker	17
Wilson	14
Aswegan	18

Canine Program

Officer Aicher and Eudoris were deployed 3 times in November. All three deployments were for narcotics. Two of those cases resulted in a subject being arrested. In the third, the subject was found to be under the influence of prescription medication and EMS was called to evaluate the individual.

On November 25th Officer Aicher and Eudoris were called a report of a reckless driver. The vehicle was located and the driver appeared to be under the influence. The female driver was offered a breath test, which indicated that she had no alcohol in her system. The driver admitted to taking medication and indicated that her doctor advised her not to drive after taking it. Eudoris was deployed, but did not alert to narcotics in the vehicle. After a brief investigation, it was determined that the female was having a medical episode, and EMS was called to transport her to the hospital. Officer Aicher requested a DOT evaluation for the driver.

Applicant License Application (LC0008074)

Name of Applicant:	<u>PolkCity Post No 232 the American</u>				
Name of Business (DBA):	<u>Polk City Post No. 232, American Legion, The</u>				
Address of Premises:	<u>114 W Broadway</u>				
City	<u>Polk City</u>	County:	<u>Polk</u>	Zip:	<u>5022600</u>
Business	<u>(515) 984-9345</u>				
Mailing	<u>114 W Broadway</u>				
City	<u>Polk City</u>	State	<u>IA</u>	Zip:	<u>50226</u>

Contact Person

Name	<u>Michael Dennis</u>				
Phone:	<u>(515) 984-9345</u>	Email	<u>barmanager232@gmail.com</u>		

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 02/24/2019

Expiration Date: 02/23/2020

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType:	<u>Privately Held Corporation</u>				
Corporate ID Number:	<u>XXXXXXXXXX</u>	Federal Employer ID	<u>XXXXXXXXXX</u>		

Ownership

Larry Matijevich

First Name: Larry

Last Name: Matijevich

City: Polk City

State: Iowa

Zip: 50226

Position: Commander

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company:	<u>Illinois Union Insurance Company</u>				
Policy Effective Date:	<u>02/24/2019</u>	Policy Expiration	<u>02/24/2020</u>		
Bond Effective	Dram Cancel Date:				
Outdoor Service Effective	Outdoor Service Expiration				
Temp Transfer Effective Date	Temp Transfer Expiration Date:				

Polk City Water Department

Monthly Report

Month Dec.

Year 2019

Total Water Pumped 13081720 Gallons
Monthly Daily Avg 421990 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** atank 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** 1.1 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average 1.21 mg/l Polk City Lab.
Fluoride in System- Monthly Average .80 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.27 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.36 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .59 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .92 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** 6.18 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .04 mg/l Polk City Lab.
Iron System Water- Monthly Average .04 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** .27 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .21 mg/l Polk City Lab.
Manganese System Water- Monthly Average .07 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** 8.2 mg/l Polk City Lab.
pH Finish Water-Monthly Average 8.4 mg/l Polk City Lab.
pH System Water- Monthly Average 8.8 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



DATE 1/13/2020

Metro Waste Authority
Attention: Cassie Riley
300 East Locust Street, Suite 100
Des Moines, Iowa 50309

RE: Residential Scrap Tire Program

Our City wishes to participate in the 2020 Residential Scrap Tire Program being sponsored by Metro Waste Authority (MWA).

We understand and agree to the following conditions for our participation:

1. MWA will contract for the collection, transportation, and processing of residential passenger and truck scrap tires. MWA will be solely responsible for the cost of all services provided by the contractor within the terms of this agreement.
2. Only residential passenger and truck tires will be accepted. Each household will be allowed to deposit a maximum of five (5) scrap tires (off rims). In special situations where a household may have more than five (5) tires, the City will direct the resident to contact Metro Waste Authority to be considered for an exemption.
3. The City will NOT ACCEPT or allow the deposit of the following types of tires at the collection site:
 - a. Scrap tires generated by any business.
 - b. Farm or tractor tires.
 - c. Solid tires such as lawnmower, forklift, or golf cart tires.
 - d. Tires containing hazardous materials.

Additional charges for the disposal of business tires, farm or tractor tires, or solid tires will be the responsibility of the City. MWA will invoice the City for any additional charges incurred.

4. The City will arrange for a site monitor to be present during the day(s) and hours of collection or arrange to place the container in a controlled or fenced area to prevent garbage or non-acceptable tires from being deposited in the tire collection container.
5. The City will include, in any public notice or advertisement of the program, a statement emphasizing that no tires will be accepted from businesses, that there is a five (5) tire deposit limit per household, and that no large semi trailer, farm, tractor, or solid tires (such as golf cart, fork lift, or mower) tires will be accepted.
6. MWA will arrange for the collection contractor to provide an appropriately sized collection receptacle for scrap tires. Previous quantities collected in the community shall determine the appropriately sized container.
7. The collection receptacle will be located at 301 E Northside Dr, Polk City, IA (address of collection site). The City may provide a diagram showing spot to locate receptacle on such site. (Attach to signed agreement if applicable.)

Collection receptacles will be delivered on Friday May 1, 2020 (weekday date for contractor to provide collection receptacle) and be removed on Monday May 4, 2020 (weekday date contractor will remove collection receptacle).

8. Collection shall take place on Saturday, May 2, 2020 (dates of collection) between the hours of 0800 AM or PM and 12 AM or PM (hours of collection).

9. City contact for scrap tire collection is:

Primary

Name: Jenny Gibbons

Phone: 5159846233

Email: kgibbons@polkcityia.gov

Secondary

Name: Mike Schulte

Phone: 5159846233

Email: mschulte@polkcityia.gov

10. The City is responsible and assumes all liabilities for loading tires into the collection receptacle. MWA will not arrange for or pay for this service.

11. Loading must be done in a manner that will not create soil or other contamination in the tires or collection receptacle. Fees for the removal of contaminants and/or garbage from the container will be based on the contractor's hourly rate and shall be the responsibility of the City if required.

CITY INFORMATION

Polk City

City

Signature of Mayor or Other Authorized Official

Mayor

Title

1/13/2020

Date

NOTE: Your date is not reserved until you receive a signed copy of this agreement by MWA.

METRO WASTE AUTHORITY

Approved by Cassie Riley, Community Relations Coord.

RESOLUTION NO. 2020-02

A RESOLUTION APPROVING THE POLK COUNTY JOINT E911 SERVICE BOARD APPOINTMENT OF THE CITY OF POLK CITY REPRESENTATIVE AND ALTERNATE

WHEREAS, pursuant to Iowa Code 34A there is established in each county a Joint 911 Service Board to provide enhanced 911 emergency telephone communication systems and other emergency 911 notification devices to further the public interest and protect the health, safety, and welfare of the people of Polk County, Iowa; and

WHEREAS, the E911 Service Board shall be a joint undertaking of Polk County and each of the political subdivisions having a public safety agency serving territory within the county E911 service area; and

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

WHEREAS, the Iowa Administrative Code Section 605, Chapter 10.3 states that under E911 Service Board, ‘The joint E911 service board shall annually submit a listing of members, to include the political subdivision they represent and, if applicable, the associated 28E agreement, to the E911 program manager. A copy of the list shall be submitted within 30 days of adoption of the operating budget for the ensuing fiscal year and shall be on the prescribed form provided by the E911 program manager’; and

WHEREAS, all political subdivisions are being requested to verify their Polk County E911 service member designee and their contact information.

NOW, THEREFORE, BE IT RESOLVED, that the City Council for the City of Polk City hereby appoints Jeremy Siepker, Police Chief, as the City of Polk City’s representative on the Polk County E911 Service Board; and Jim Mitchell, Fire 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 City of Polk City will submit this Adoption Resolution to the Polk County E911 Service Board to enable this resolution’s approval.

PASSED AND APPROVED this 13th day of January 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: January 13, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Change in composition of Board of Adjustment

BACKGROUND: On Monday, I am asking for the City Council to set a public hearing for the January 27th City Council meeting regarding the make-up of the Board of Adjustments. We currently have a 7-member board, which requires a quorum of 4. I believe that we should change the make-up to a 5-member board, which requires a quorum of 3. Note that the BOA typically only meets 2-3 times annually as it is a board that generally doesn't need to meet on a monthly basis. Because of this, and the fact that it is difficult to find volunteers for the Boards and Commissions in town, making the change makes sense.

In December, the Council approved resignations of 2 board members. This would be the ideal time to make the change if the Council were to pursue this opportunity.

ALTERNATIVES: Do not set the public hearing and do not consider changing the makeup of BOA

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council set the public hearing for January 27, 2020.

NOTICE OF PUBLIC HEARING

NOTICE OF A PUBLIC HEARING TO CONSIDER AMENDING § 165.21(1) OF THE MUNICIPAL CODE TO INDICATE BOARD OF ADJUSTMENT SHALL CONSIST OF FIVE (5) MEMBERS

TO: ALL CITIZENS AND ALL PARTIES IN INTEREST WHO, UNDER THE PROVISIONS OF SECTION 364.7, CODE OF IOWA, MAY BE ENTITLED TO NOTICE OF AMENDING § 165.21(1) OF THE MUNICIPAL CODE TO INDICATE BOARD OF ADJUSTMENT SHALL CONSIST OF FIVE (5) MEMBERS IN THE CITY OF POLK CITY, IOWA.

NOTICE IS HEREBY GIVEN that on the 27th day of January 2020, at 6:00 P.M., in the Council Chambers of the City Hall in Polk City, Iowa, a public hearing will be held by the City Council of the City of Polk City, Iowa, in connection with the amendment to § 165.21(1) Code of Ordinances of the City of Polk City changing the number of members of the Board of Adjustment.

YOU ARE FURTHER AND SPECIFICALLY NOTIFIED that at such time and place, all parties in interest and citizens shall have an opportunity to be heard.

This Notice is published by order of the City Council of the City of Polk City, Iowa on January 17, 2020.

JENNY GIBBONS, City Clerk

RESOLUTION NO. 2020-03

**RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER
AMENDING § 165.21(1) OF THE MUNICIPAL CODE TO INDICATE BOARD
OF ADJUSTMENT SHALL CONSIST OF FIVE (5) MEMBERS**

WHEREAS, the City Council of the City of Polk City, Iowa (the “City”) desires to consider an amendment to § 165.21(1) Code of Ordinances of the City of Polk City changing the number of members of the Board of Adjustment; and

WHEREAS, a public hearing upon the proposed adoption should be held and a time and place for hearing thereon should be fixed.

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

1. That a public hearing be held by the Polk City Council on the adoption of the proposed amendment to § 165.21(1) Code of Ordinances of the City of Polk City, Iowa, at 6:00 p.m. on January 27, 2020 at which time the City Council will consider any objections to the proposed adoption and will hear all interested persons.
2. That the Mayor and Clerk be and hereby are authorized and instructed to give Notice of said public hearing, as required by law.

PASSED AND APPROVED THIS 13th day of January 2020.

Jason Morse, Mayor



City of Polk City, Iowa

City Council Agenda Communication

Date: January 13, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: City Board and Commission Policy

BACKGROUND: In your packet for consideration is a policy related to the appointments of City Boards and Commissions.

This policy spells out how we will advertise, take applications, and appoint individuals to the various Boards and Commissions of the City government. The policy also outlines how the City will attempt to gender balance all appointed Boards and Commissions, as required by Iowa Code.

ALTERNATIVES: Do not approve the updated policy.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the updated policy.

P&A – 28
CITY OF POLK CITY

Board and Commission Policy

Goals, Policies, Criteria and Procedure Goals: The purpose of this policy is to establish an appointment policy for volunteer Boards and Commissions that is consistent, in compliance with Iowa Code Section 69.10, and encourages participation of qualified citizens in local government. This policy is applicable to all persons nominated to all City Boards and commissions throughout the City of Polk City, Iowa.

Explanation of Terms:

Minority Gender – if a board has an odd number of members, it is half minus one or more.

Majority Gender – if a board has an odd number of members, it is half plus one or more.

Process:

- (1) No later than four (4) months prior to the expiration of any term, the City Clerk shall send a letter to all individuals whose terms will expire advising them that the term will end and if interested in continuing to serve, they shall notify the City Clerk verbally or in writing within 14 days of the date on the letter that they are interested in being appointed for another term.
- (2) The City Clerk begins advertising the openings no later than three months prior the expiration of any term. The deadline for receipt of applications is approximately two (2) weeks prior to the expiration date to ensure that the Mayor/Council will have sufficient time to consider the applicants and take formal action at a Council meeting.
- (3) The City Clerk may advertise the position in any recognized publication in Polk County, on the City's website, social media page, radio station, posting a notice in a public place, or a combination of any of these.
- (4) Applications shall be completed and returned to the City Clerk's office.

Selection:

- (1) If a board member wishes to serve another term and is of the minority gender on the Board, the person shall be reappointed by the Mayor/Council without the required advertising.
- (2) If a board member wishes to serve another term and is of the majority gender as defined by § 69.16A, the City Clerk shall begin advertising the opening no later than three (3) months before the expiration. If a qualified person of the minority gender on a board applies, the Mayor/Council shall appoint the person of the minority gender.



- (3) If position will be vacant upon expiration on the term and more than one qualified member of the minority gender on the board applies for the position, the Mayor/Council shall appoint the most qualified minority gender applicant.
- (4) If no members of the minority gender on the board apply for the position, the Mayor/ Council shall appoint the most qualified applicant for the position.
- (5) Council may establish an interview process if more than one qualified person applies for the position.
- (6) The Mayor shall appoint with Council approval members of the Library Board of Trustees, Parks and Recreation commission, Board of Adjustment, and Planning & Zoning Commission.
- (7) The City Clerk shall notify the successful and the unsuccessful candidates by letter.

Resignation:

- (1) If a board member resigns prior to the expiration of the member's term, the member shall notify the City Clerk in writing and the Council shall take formal action at the next meeting on whether to accept the resignation.
- (2) Upon acceptance of the resignation the City Clerk shall advertise the position for a minimum of 30 days.
- (3) If a qualified member of the minority gender applies for the position, the Mayor/Council shall appoint the member of the minority gender.
- (4) If more than one qualified member of the minority gender on the board applies for the position, the Mayor/Council shall appoint the most qualified minority gender applicant.
- (5) If no qualified members of the minority gender apply for the position, the Mayor/Council shall select the most qualified applicant.
- (6) Council may establish an interview process if more than one qualified person applies for the position.

Death:

- (1) In the event a board member passes away before the expiration of the term, the City Clerk shall advertise the position a minimum of 30 days.
- (2) Steps 3 through 6 under resignation shall be repeated.



RESOLUTION NO. 2020-04

**A RESOLUTION ADOPTING POLICY PA-28
VOLUNTEER BOARD APPOINTMENT POLICY**

WHEREAS, the City of Polk City recognizes the need for a policy to establish an appointment policy for Volunteer Boards and Commissions that is consistent and in compliance with Iowa Code Section 69.10; and

WHEREAS, the goal of the policy is to encourage participation of qualified citizens in local government.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA-28 effective January 13, 2020.

PASSED AND APPROVED, this the 13th day of January 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION NO. 2020-05

**A RESOLUTION CONFIRMING THE MAYORAL APPOINTMENT OF
JEREMY SIEPKER AS INTERIM POLICE CHIEF**

WHEREAS, the Police Chief of the Polk City Police Department resigned effective January 10, 2020; and

WHEREAS, it is in the best interest of Polk City for an Interim Police Chief to be appointed; and

WHEREAS, the Mayor has appointed Lt. Jeremy Siepker as Interim Police Chief and has negotiated the terms of his appointment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Polk City, Iowa, that the Mayoral appointment of Jeremy Siepker as Interim Police Chief of the Polk City Police Department is hereby confirmed.

BE IT FURTHER RESOLVED that Jeremy Siepker shall be paid an initial annual base salary of \$85,000 effective January 10, 2020, until further action.

DATED this 13th day of January 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: January 13, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Citizen Complaint Policy

BACKGROUND: In your packet for consideration is a policy related to the processing of citizen complaints. Some of the method on the proposed processing of citizen complaints comes directly from the City's Code of Ordinances, such as allowing individuals the opportunity to abate a public nuisance.

In the policy I have placed that we will process all complete complaints, and we may require some complaints to be put in writing. The main reason complaints need to be in writing is because verbal complaints will not hold up if the City must take a violator to court.

I have also included in the policy that we will follow-up with the person filing the complaint regarding the process and the outcome. It is very important to communicate the follow-up process throughout so that individuals know we are completing an investigation.

ALTERNATIVES: Do not approve the updated policy.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the proposed policy.

P&A – 29
CITY OF POLK CITY

Citizen Complaint Policy and Procedure

Goals, Policies, Criteria and Procedure Goals: The purpose of this policy is to provide guidance on how complaints are processed to the city staff, the Mayor, the City Council, and the citizens of Polk City.

The City strives to maintain quality services and good public relations with the citizens of the community and visitors. It is the policy of the City to receive, investigate and resolve complaints in a timely manner to the greatest extent possible. This policy is applicable to all citizen complaints filed at the City of Polk City.

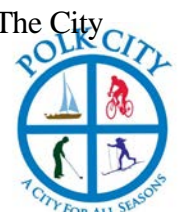
Policy

It is the policy of the City to request a written complaint. Citizens may file a complaint at City Hall, by mail, email or via the City's website. Verbal complaints will be processed; however, the City may request a formal complaint be submitted in writing regarding specific issues. City must have full information filled out on a citizen complaint form, with necessary contact information of the complainant consisting of: name, address, telephone number, and a detailed description of the complaint. Although not required, additional documentation does assist the city staff with investigation, e.g. pictures, video, etc. If additional information is needed, it is important for City staff to be able to contact the complainant. Anonymous complaints will not be processed.

The City will also process and investigate specific complaints from non-residents that pertain to city facilities and facility rentals.

Once a complaint has been filed at City Hall, the complaint will be thoroughly investigated. A determination will be made as to whether a complaint is founded or not. If said complaint is determined to be founded the City will follow through with notifying the appropriate person by certified mail regarding the complaint, and the timeframe for when the complaint must be remedied by. If the action is related to nuisance abatement procedure, the City will follow the requirements outlined in Chapter 50 of the Code of Ordinances.

Due to the varying nature and complexity of complaints, a set time frame for resolution cannot be provided in all cases. However, the City shall notify the complainant that their complaint has been received within two (2) working days, if the complaint was not filed in person at City Hall. The City



will provide periodic updates to the complainant as to the progress or action until a resolution is finalized. Once a resolution is finalized, a closing statement to the complainant will be made, if a verbal communication from the City is made to the complainant it will be followed up via email or hardcopy mail.

Certain matters discovered as a result of an investigation may be confidential under the Code of Iowa, and therefore some information may be withheld for this reason. Complainant name and address will be kept confidential and not released pursuant to Iowa Code Section 22.7(18), unless the complainant consents to the release, or release of identity is required to pursue legal action in the courts. Information contained in the communication is a public record to the extent that it can be disclosed without directly or indirectly indicating the identity of the complainant or enabling others to ascertain the identity of that person.

Appeal Process

If the person notified to abate a nuisance or condition requests an appeal, they may do so by having a hearing with the Council as to whether the nuisance exists. A request for a hearing must be made in writing and delivered to the City Clerk within the time stated in the notice, or it will be conclusively presumed that a nuisance exists, and it must be abated as ordered. The findings of the Council shall be conclusive and, if a nuisance is found to exist, it shall be ordered abated within a reasonable time under the circumstances.



RESOLUTION NO. 2020-06

**A RESOLUTION ADOPTING POLICY PA-29
CITIZEN COMPLAINT POLICY**

WHEREAS, the City of Polk City recognizes the need for a policy to establish a policy related to the processing of citizen complaints; and

WHEREAS, the goal of the policy is to provide guidance on how complaints are received, investigated and resolved in a timely manner to the greatest extent possible.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA-29 effective January 13, 2020.

PASSED AND APPROVED, this the 13th day of January 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION NO. 2020-07

**RESOLUTION TO APPOINT A MEMBER AND ALTERNATE MEMBERS TO THE POLK COUNTY
EMERGENCY MANAGEMENT COMMISSION**

WHEREAS, the county boards of supervisors and city councils in each county shall cooperate with the Iowa Homeland Security and Emergency Management Department 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, the Sheriff, and the Mayor from each city within the county; and

WHEREAS, a commission member may designate an alternate to represent the designated entity; and

WHEREAS, for any activity related to approval or amendment of the Commission's budget as addressed in section 29C.17, subsection 2, or chapter 24 of the Code of Iowa, participation shall be by a commission member or a designated alternate that is an elected official from the same designated entity; 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 Jason Morse, Mayor of Polk City, Iowa as the Emergency Management Commission Member; and

BE IT FURTHER RESOLVED that Dave Dvorak, Council Member be appointed as an Alternate Elected Member; and

BE IT FURTHER RESOLVED that Jim Mitchell, Polk City Fire Chief and Jeremy Siepker, Polk City Police Chief, be appointed as an Alternate Non-Elected Appointed Members; and

BE IT FURTHER RESOLVED that the Member and/or Alternate Member(s) attend the Commission meetings on behalf of the City of Polk City, Iowa.

PASSED AND APPROVED this 13th day of January 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: January 13, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: City Manager job description

BACKGROUND: In your packet for consideration is a job description for City Manager. As noted previously, I am working on updating all job descriptions for city employees.

ALTERNATIVES: Do not approve the job description.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the job description.



City of Polk City

Title:	City Manager
Department:	Administration
Status:	Regular Full-Time/Exempt
Reports to:	Mayor & City Council
Supervises:	All Department Heads

POSITION FUNCTION:

Under the general direction of the City Council, the City Manager's responsibilities include implementation of policies and directives, supervising and directing the City staff and the day-to-day operations of the City, and presenting an annual budget to the City Council.

DUTIES AND RESPONSIBILITIES:

1. Supervises, administers, and directs the daily operations and staff of the City government.
2. Prepares and submits to the Council annually the required operating and capital improvement budgets. Provides ongoing supervision of the City's annual budget.
3. Acts as the chief executive officer of the City and presiding officer of the Council
4. Manages city services, which includes Administration, Public Works, Public Safety, Recreation, utilities, and recycling.
5. Appoints, promotes, reassigns, reclassifies, disciplines, demotes, suspends and discharges all employees in compliance with policy, law and/or ordinance.
6. Investigates, summarily and without notice, the conduct and affairs of any department, agency, officer, or employee of the City.
7. Supervises the performance of all contracts for work to be done for the City.
8. Supervises the purchase and receipt of all materials, services, and supplies for and on behalf of the City.
9. Attends meetings of the City Council, unless excused and any other city boards and commissions as necessary.
10. Recommends to the City Council any measures as are necessary or expedient for the good government and general welfare of the City.
11. Responds to inquiries and provides Council members with information on the status of City operations and projects.
12. Assists and leads the Mayor and City Council with strategic and long-range planning and economic development for the City.
13. Maintains communication with residents, businesses, developers, builders, engineers, other governmental entities, and other agencies associated with the City.
14. Ensures up-to-date personnel policies, job descriptions, employment agreements, and annual evaluations for all City staff.
15. Fixes the compensation of all employees appointed by him or her, subject to the approval of the City Council.
16. Supervises the construction, improvement, repair, maintenance, and management of all city property.

17. Stays current on issues affecting city government.
18. Adhere to all City policies and procedures.

Any duties assigned by the City Council

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by elected officials. The level of involvement may vary based on need and individual capabilities.

SKILLS AND ABILITIES:

Knowledge of the principles and practices associated with the organization and function of municipal government and public administration.

1. Management and leadership experience
 2. Working knowledge of principles and practices of municipal government.
 3. Ability to produce accurate correspondence, reports, forms and documents.
 4. Is bondable by the City of Polk City.
 5. Ability to maintain complex and confidential records and files consistent with City policy and practice and regulatory requirements.
 6. General knowledge of municipal accounting
 7. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
 8. Possess good planning, organizational and scheduling skills.
 9. Problem Solving
 10. Ability to have open communication skills with staff, elected officials, and residents
 11. Use computers and related software applications.
 12. Communicates and maintains effective working relationships
-

TRAINING AND EXPERIENCE:

Bachelor's Degree in Public Administration, Business Administration, or similar with 5-10 years experience in municipal government setting as upper management. Master's Degree in Public Administration is preferred.

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Pre-employment drug testing and criminal background history check
3. Credit and Reference check



City of Polk City, Iowa

City Council Agenda Communication

Date: January 13, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Mike Schulte, Public Works Director
Subject: Randy Franzen

BACKGROUND: In your packet is a resolution to move Randy Franzen from an hourly rate to a salary exempt rate at \$80,000 annually. This figure is current to what he is making as an hourly employee.

ALTERNATIVES: Do not approve the rate set.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the change.

RESOLUTION NO. 2020-08

A RESOLUTION APPROVING FUNDS TRANSFER

WHEREAS, during the fiscal year, interfund transfers are sometimes necessary to fund activities or transactions in other funds; and

WHEREAS, most City revenues are recorded into the General Fund and transfers are periodically made to fund debt service payments, subsidize the activities of other funds, or for a special use; and

WHEREAS, the following transfers need to be authorized for FY 19/20:

<i>Amount</i>	<i>From Fund</i>	<i>To Fund</i>	<i>Purpose</i>
\$12,643.00	TIF Fund	LMI Fund	LMI Disbursement
\$559,793	Sewer Fund	Capital Projects	Rockcreek Sanitary
\$395,000	General Fund	Capital Projects	Capital Projects

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa that the Finance Director/Assistant City Administrator of the City of Polk City Iowa is hereby authorized to make the funds transfers listed above.

PASSED AND APPROVED the 13th day of January 2020.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk



Polk City Police Department

309 W Van Dorn St. PO 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

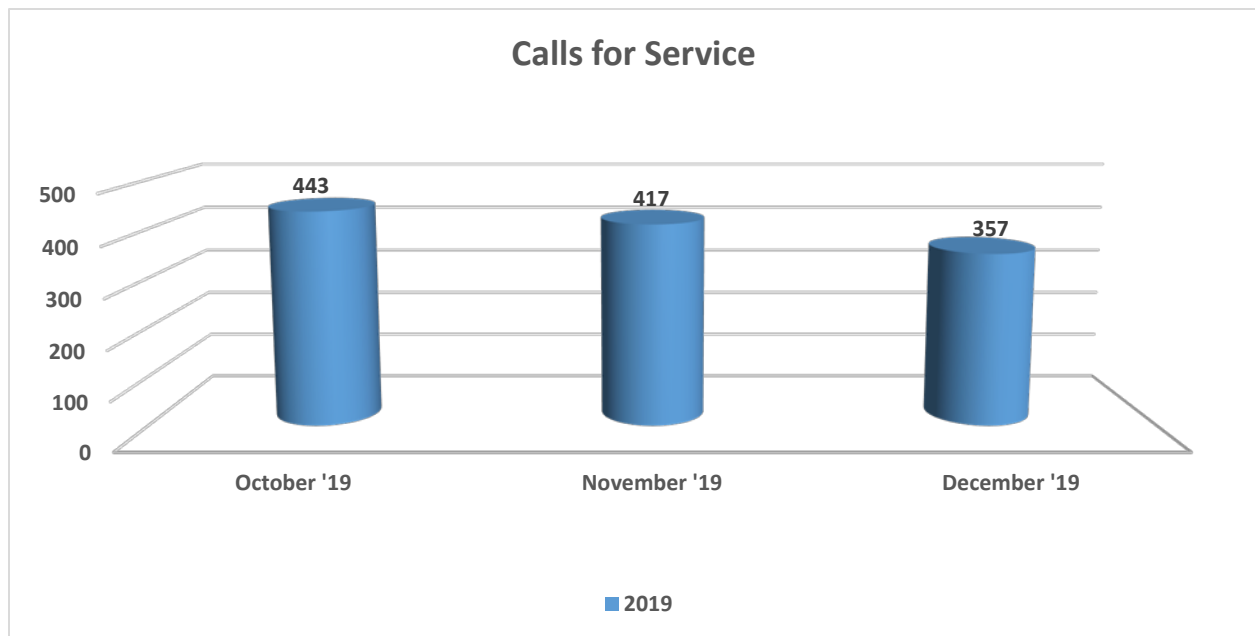
Date: January 10th, 2019

Re: December 2019 Monthly Report

Calls for Service

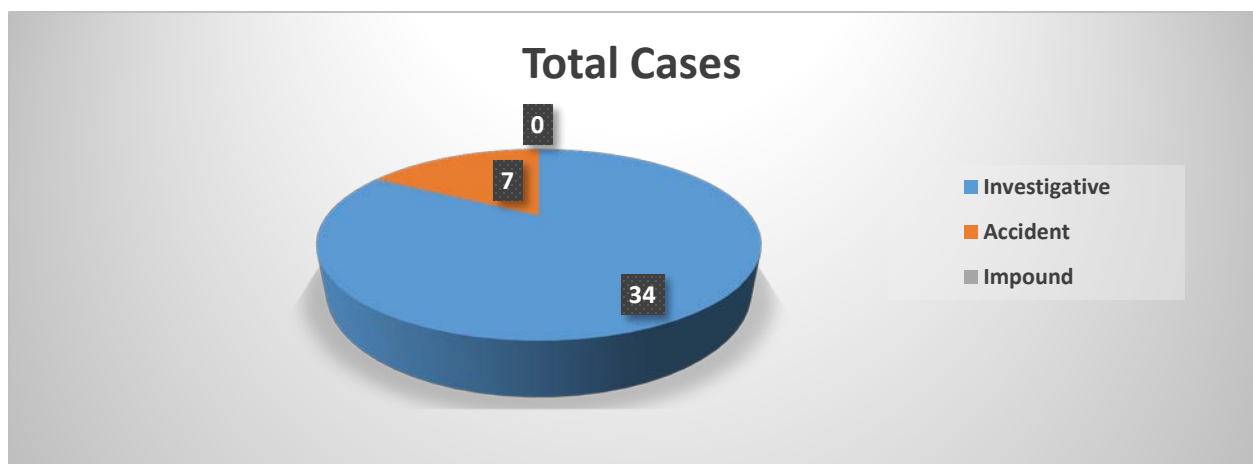
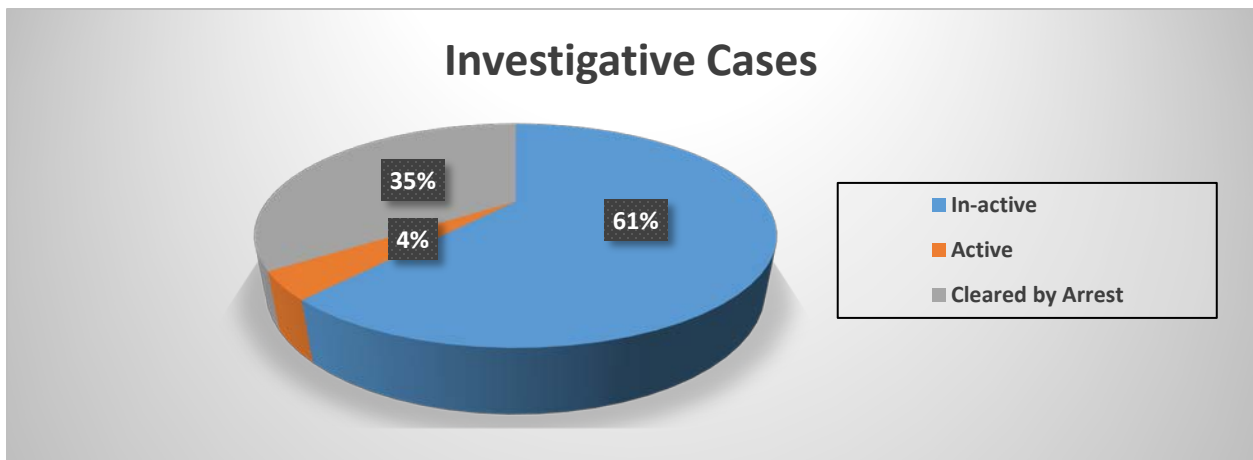
The total calls for service for the month of December were **357**.

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 **76** traffic stops.



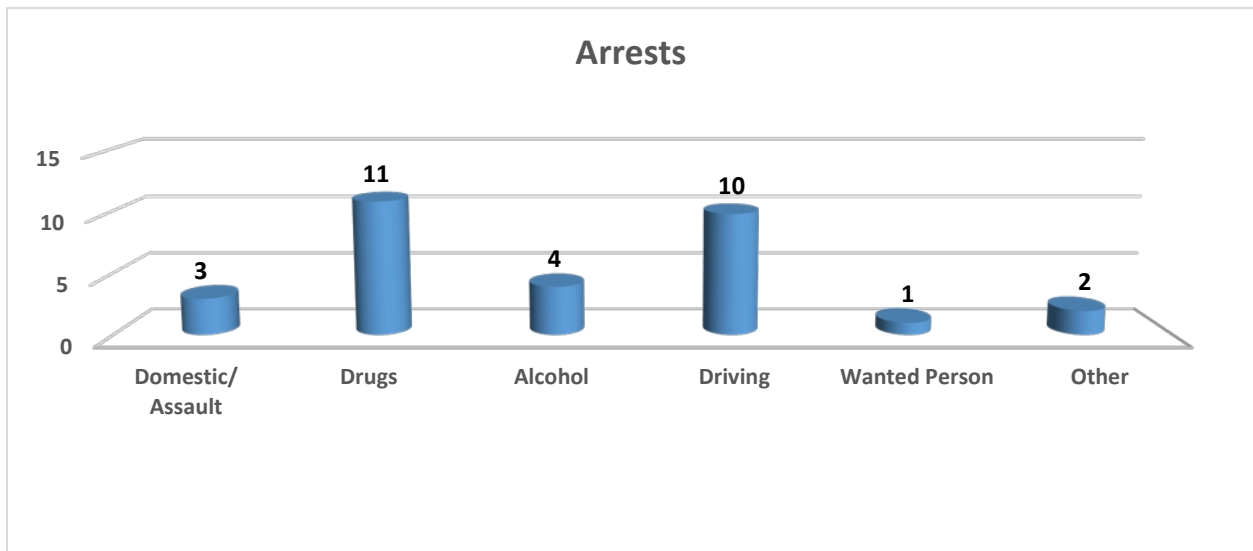
Cases Made

The Police Department had 41 total cases during the month of December. 34 of the cases were investigative incident reports, 7 were traffic crashes. There are 2 active investigations from this month. There was a 44% rate of cases cleared by arrest, for investigative cases in December.



Arrests Made

The Police Department made 31 arrests and issued 96 citations and warnings. Among those arrests, there were 11 drug, 10 driving, 4 alcohol and 2 domestic assault related offenses.



Notable Incidents

On December 19th, 2019 at 11:32pm, a Polk City Officer took a report of a suspicious vehicle parked at Time to Shine car wash in the 1100 block of S 3rd St. On arrival, the Officer observed a vehicle with damage to the passenger side and was leaking fluid. The Officer made contact with a male and quickly determined that he had been driving, with a female passenger, had lost control of the vehicle and had driven into the ditch. The Officer detected the odor of alcohol coming from the man and requested him to perform field sobriety tests. The man failed field testing and was taken into custody for OWI 1st Offense. After being transported to the Polk County Jail, the man consented to a breath test, which indicated a BAC of .163, which is twice the legal limit.

On December 12th, 2019, a Polk City Officer was called by a social worker for Unity Point at Methodist Hospital. The caller reported that a patient had been assaulted by her husband in Polk City, resulting in the victim suffering from severe injuries that required surgery. A report by the victim was taken at Methodist that afternoon. The victim indicated that on the evening of December 9th, a verbal argument at a bar, continued to their Polk City residence, and escalated. The suspect later admitted to the assault and was charged with Domestic Assault Causing Serious Injury and Felony Assault Causing Injury.

On December 8th, 2019 at 7:51pm, a Polk City Officer was called to the 1000 block of Philips St., in reference to a hit and run vehicle crash. The caller reported hearing a loud crash from the street in front of his residence and saw that his work van had been struck. He described a vehicle leaving the area with extensive damage to the front passenger side of the vehicle. The vehicle was located in a driveway several blocks away, and through a brief investigation, a driver was identified. The adult female driver displayed signs of heavy intoxication and admitted to drinking and taking a depressant medication. The driver was deemed unable to safely perform field sobriety tests, but consented to a PBT which indicated a BAC of .321 (4 times the legal limit). The driver was arrested for OWI 2nd Offense and Leaving the scene of a property damage crash. A search warrant for her blood was executed at the jail approximately 3 hours later, and DCI lab tests indicated a Blood Alcohol of .224.

In Service Training

The Polk City Police Department did not have in-service training in the month of December.

Individual Officer Training

Officer Aicher and Eudoris completed their annual K9 certification with Canine Tactical and secondary certifications with White Beard K9 Inc. in Chariton, IA.

Training Hours: 8

Lamfers	0
Untrauer	0
Aicher	8
Kendig	0
Siepker	0
Wilson	0
Aswegan	0

Canine Program

Officer Aicher and Eudoris were deployed 4 times in December. Three deployments were for narcotics. The fourth was on a search of a residence after an intrusion alarm was reported by the homeowner. No one was located in the residence. All three narcotics deployments resulted in arrests.

On December 13th, Officer Aicher made a traffic stop on a vehicle in Big Creek State Park after park hours. Officer Aicher detected the odor of marijuana and deployed Eudoris. Eudoris alerted on the vehicle and marijuana and drug paraphernalia were located.

ORDINANCE NO. 2020-100

**AN ORDINANCE AMENDING CHAPTER 69 PARKING REGULATIONS,
SECTION 69.12 TRUCK, TRAILER, AND BOAT PARKING LIMITED**

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

Section 1. Chapter 69, of the Polk City Code of Ordinances; Parking Regulations, is hereby amended by adding Section 69.12, Truck, Trailer, and Boat Parking Limited:

1. No person shall park a motor truck having a freight capacity greater than one ton, or any trailer, semi-trailer, tractor, road tractor or truck tractor unit, boat, camper, recreational vehicle, motor home or equipment of any type at any time upon any portion of any street except for such reasonable time as may be necessary to load or unload passengers, freight, or other merchandise.
2. No person shall park any non-licensed construction equipment on a street in a residential neighborhood for any period longer than two hours, except while actively using the equipment during normal working hours.
3. No person shall stand or park a tractor-trailer or semi-trailer on any street in a residential area for any period longer than two hours, except that the driver of a tractor-trailer or semi-trailer may temporarily stand or park in a residential area for the purpose of and while actually engaged in loading or unloading such vehicle. This provision applies to the trailer when disconnected from the tractor or from the vehicle meant to tow or pull the trailer.

Section 2. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

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

PASSED AND APPROVED this _____ day of _____, 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

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