

Agenda

Notice of Meeting

Polk City | City Council

January 27, 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 to consider amending 165.21 of the Municipal Code

- a. First Reading of Ordinance 2020-200 amending 165.21 to indicate Board of Adjustment shall consist of five (5) members

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 January 13, 2020
- b. City Council Budget Work Session Meeting Minutes for January 17, 2020
- c. Receive and file Planning and Zoning Commission Meeting Minutes for January 20, 2020
- d. Claims listing January 27, 2020
- e. December 2019 Finance Report
- f. Resolution 2020-09 approving PA-30 Council Policies and Procedures
- g. Chief of Police job description
- h. Police Lieutenant job description
- i. Resolution 2020-10 approving Chief of Police Employment Agreement with Jeremy Siepker
- j. Receive and file the December 2019 Library Stats Report
- k. Receive and file the December 2019 Library Director Report
- l. Acknowledge Resolution 2020-1L authorizing the sale, donation, or disposal of meeting room chairs approved by the Library Board
- m. Acknowledge the Library Board hiring the following Library Pages at \$9 per hour pending successful completion of background checks
 - i. Trinity Baccam
 - ii. Kaitlyn Richards
- n. Twelve-month Class C Liquor License for Brad and Cindy Martin doing business as Polk City Pub located at 217 W. Broadway Street with Outdoor Services and Sunday Sales effective 3/23/2020
- o. Receive and file the Polk City Fire Department December 2019 stat report
- p. Approve pay increase for Matt Fitch obtaining paramedic certification at a pay rate of \$17.60 per hour for part-time and \$15.38 for POC

7. Business Items

- a. Resolution 2020-11 approving Site Plan for Lot 2 of Edgewater Pointe Plat 3
- b. Third and final reading of Ordinance 2020-100 Parking Regulations

8. Reports & Particulars

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

9. Adjournment

--next meeting date February 10, 2020



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

ORDINANCE NO. 2020-200

**AN ORDINANCE AMENDING THE CITY CODE OF THE CITY
OF POLK CITY, IOWA, BY AMENDING § 165.21(1) TO
INDICATE BOARD OF ADJUSTMENT SHALL CONSIST OF
FIVE (5) MEMBERS.**

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

Section 1. Section 165.21(1) is hereby amended by deleting reference to seven (7) members and inserting five (5) members.

Section 2. Repealer. All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

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

Passed by the City Council on the _____ day of _____, 2020, and approved this _____ day of _____, 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

The foregoing Ordinance No. _____ was adopted by the Council for the City of Polk City, Iowa, on _____, 2020, and was published by posting on _____, 2020.

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., January 13, 2020
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on January 13, 2020. 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** | Walters, Vogel, Dvorak, Anderson, Sarchet | In attendance
3. **Approval of Agenda**
MOTION: A motion was made by Walters and seconded by Sarchet to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing** | Mayor Morse opened the Public Hearing at 6:01 p.m. on the proposed FY 19/20 Budget Amendment. City Clerk, Jenny Gibbons, said the notice was published January 3, 2020 and no comments had been received for or against the proposed budget amendment. Finance Director, Lindsey Huber provided a report. No one was present to be heard for or against the proposed budget amendment.
MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:01 p.m.
MOTION CARRIED UNANIMOUSLY
 - a. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2020-01 approving FY 19/20 Budget a
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | Doug Currie, 12365 NW Hugg Drive, Polk City, IA addressed Mayor and Council about his concern regarding the destruction of trees by the developer of Creekview Estates.
6. **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 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**MOTION CARRIED UNANIMOUSLY**
7. **Business Items**
 - a. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve the second reading of Ordinance 2020-100 Parking Regulations
MOTION CARRIED UNANIMOUSLY

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

- Council Member Sarchet responded to the public comments of Doug Currie
- Council Member Anderson thanked Doug Currie for attending the meeting and sharing his comments publicly
- Council Member Vogel wanted to bring attention to a few things on the agenda the Council just approved including the Boards and Commission Policy regarding the gender balancing effort and asked staff to communicate the changes to the existing boards and advertise any openings accordingly. Vogel requested staff proactively communicate changes regarding the Parking Regulation Ordinance to ensure residents understand the rules about trailers and boats on the streets. Vogel thanked the Library Board for their hard work getting through Strategic Planning.
- Council Member Walters thanked Library Director, Noack and the Library Board for welcoming him as the 2020 liaison into the planning. He said it was fascinating to see how it works, he said it was incredible.
- City Manager Huisman reminded Mayor and Council of the upcoming Budget Work Session Friday at 2pm
- Mayor Morse highlighted the annual Spring Clean Up event planned for May 2nd. He thanked Huisman for her work on updating the Volunteer and Citizen complaint policies, and the work done to update the Board of Adjustment Ordinance. Mayor recapped his meetings to address the state of the City at the Polk City Women’s meeting and the Chamber luncheon.

9. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:18 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, January 27, 2020

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
2:00 p.m., Friday, January 17, 2020
City Hall Council Chambers

A Council Work Session was held on January 17, 2020 at 2:00 p.m. at City Hall in Polk City, Iowa.

Minutes

City Manager, Chelsea Huisman discussed the current status of FY 20/21 Budget and presented various topics Council needs to review and decide how they want staff to proceed at the next Work Session scheduled for February 10, 2020.

Adjournment – Meeting adjourned at 4:59 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, January 20, 2020
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on January 20, 2020. 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 Dietz called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Bowersox, Dietz, Ohlfest, Vogel, Sires | In attendance
3. **Approval of Agenda**
MOTION: A motion was made by Triplett and seconded by Bowersox to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Audience – None**
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve the December 16, 2019 meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. Jared Murray, Project Manager and Engineer with Civil Design Advantage, LLC, presented a site plan for Lot 2 of Edgewater Pointe Plat 3. He stated the main overview of the project is that 2 lots are being combined for marketability and utility purposes.
Kathleen Connor, City Engineering Representative, added that there has been an added landscape buffer as part of the site plan and the city attorney now has the easement document to approve.
Hankins commented that he was pleased with the landscaping buffer and questioned the potential headlight sweep and would like to see how it's addressed in the final plan.
Ohlfest confirmed with Connor that the curb has been included in the site plan.
MOTION: A motion was made by Hankins and seconded by Ohlfest to approve Site Plan for Lot 2 of Edgewater Pointe Plat 3 subject to engineer's comments dated January 16, 2020.
MOTION CARRIED UNANIMOUSLY
7. **Reports & Particulars**
Council Liaison Ron Anderson informed the Commission that Council and Staff are working on next year's budget.
Commission and City Manager had nothing to report.
8. **Adjournment**
MOTION: A motion was made by Hankins and seconded by Triplett to adjourn at 6:07 p.m.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – Monday, February 17, 2020.

Attest

Carol Thornburg

CLAIMS REPORT

The City of Polk City

For 1/27/2020

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
PW	ALL	MENARDS	SUPPLIES	\$943.43
PD	GEN	WEX	FUEL	\$1,388.64
PD	GEN	GABRIEL WILSON	2019 GYM REIMBURSEMENT	\$161.12
PD	GEN	RANGEMASTERS TRAINING CENTER	UNIFORMS	\$463.00
PD	GEN	IOWA LAW ENFORCEMENT ACADEMY	OC RECERTIFICATION	\$150.00
PD	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$10.00
PD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS	\$101.70
PD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS	\$33.98
PD	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$389.71
PD	GEN	JEREMY SIEPKER	REIMBURSEMENT - CELL PHONE	\$40.00
PD	GEN	CANINE TACTICAL	K9 TRAINING/KENNELING	\$240.00
PD	GEN	TRACKER PRODUCTS LLC	SAFE EVIDENCE SOFTWARE	\$4,000.00
PD	GEN	AMAZON BUSINESS	HOLDER	\$39.88
PD	GEN	Crystal Clear Water Co	PURCHASED WATER	\$16.00
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$109.45
FD	GEN	WEX	FUEL	\$568.98
FD	GEN	Central Iowa EMS Dir. Ass.	PARAMEDIC REFRESHER COURSE	\$150.00
FD	GEN	Fire Service Training Bureau	LEADERSHIP COURSE	\$25.00
FD	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$19.50
FD	GEN	C F I	STEERING TIRES	\$974.38
FD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS	\$79.36
FD	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$389.71
FD	GEN	JIM MITCHELL	REIMBURSEMENT - CELL PHONE	\$40.00
FD	GEN	440-PRAXAIR DISTR. INC.	OXYGEN	\$35.15
FD	GEN	Bound Tree Medical	MEDICAL SUPPLIES	\$320.99
FD	GEM	VERIZON WIRELESS	WIRELESS SERVICE	\$295.70
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$7,825.41
PW	GEN	MIDLAND POWER CO-OP	STREET LIGHTING	\$232.29
LIB	GEN	AMAZON	LIBRARY BOOKS	\$1,019.33
LIB	GEN	CENTURY LINK	PHONE SERVICE	\$120.85
LIB	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$48.00
LIB	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$436.66
LIB	GEN	JAMIE NOACK	REIMBURSEMENT - CELL PHONE	\$40.00
LIB	GEN	MICROMARKETING, LLC	BOOKS ON CD	\$357.44
LIB	GEN	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$42.54
LIB	GEN	BAKER & TAYLOR	BOOKS	\$324.04
LIB	GEN	BAKER & TAYLOR	YA BOOKS	\$95.12
LIB	GEN	BAKER & TAYLOR	JF BOOKS	\$197.09
LIB	GEN	BANLEACO	PRINTER LEASE	\$67.80
PARKS	GEN	IOWA STATE UNIVERSITY	REGISTRATION FOR SHADE TREE	\$190.00
PARKS	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$39.50
PARKS	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$25.00
PARKS	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$121.29
PARKS	GEN	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES - DECEMBER	\$60.00
PARKS	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$59.50
PARKS	GEN	Chestnut Sign Co Inc	SQUARE SIGN REPAIR	\$150.00
PARKS	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$248.30
PW	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$42.50
PW	GEN	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES - DECEMBER	\$120.00
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$17.89
PW	GEN	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$14.09
CH	GEN	IRON MOUNTAIN	SHREDDING	\$73.78
CH	GEN	CHELSEA HUISMAN	REIMBURSEMENT - CELL PHONE	\$40.00
CH	GEN	LINDSEY HUBER	2019 TUITION REIMBURSEMENT	\$1,000.00
CH	GEN	BUSINESS PUBLICATIONS CORP	AFFIDAVIT PUBLICATION	\$20.77
CH	GEN	REGISTER MEDIA	PUBLIC NOTICES	\$59.21
CH	GEN	AUREON TECHNOLOGY	MANAGED SERVICES - PROACTIVE	\$3,460.50
CH	GEN	PITNEY BOWES	POSTAGE METER RENTAL	\$105.00
CH	GEN	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$9.50
CH	GEN	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES - DECEMBER	\$160.00
CH	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$947.34
CH	GEN	MIDLAND POWER CO-OP	STREET LIGHTING	\$229.32
CH	GEN	CENTURY LINK	PHONE SERVICE	\$128.96
CH	GEN	LINDSEY HUBER	REIMBURSEMENT - CELL PHONE	\$40.00
CH	GEN	CITY OF DES MOINES	FY2018 SECTION 8 BILLING	\$194.00

CLAIMS REPORT
The City of Polk City

For **1/27/2020**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
CH	GEN	Crystal Clear Water Co	PURCHASED WATER	\$36.50
CH	GEN	MMIT BUSINESS SOLUTIONS GROUP	COPIER RENTAL	\$100.62
PW	RUT	WEX	FUEL	\$1,388.64
PW	RUT	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$271.56
PW	RUT	Jerico Services Inc	CALC CHL	\$1,718.15
PW	RUT	TRUCK EQUIPMENT INC.	EQUIPMENT REPAIR	\$154.68
PW	RUT	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$174.44
PW	RUT	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$673.13
PW	RUT	CENTURY LINK	PHONE SERVICE	\$56.16
PW	RUT	KIMBALL MIDWEST	RESTOCK	\$577.69
PD	ASSET FORFEIT.	OFFICE OF ATTORNEY GENERAL IA	SPCE084313	\$69.90
PD	ASSET FORFEIT.	POLK COUNTY ATTORNEY	SPCE084313	\$104.85
PW	WATER	VERIZON WIRELESS	WIRELESS SERVICE AND NEW PHONES	\$2,358.84
PW	WATER	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$41.57
PW	WATER	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES - DECEMBER	\$140.00
PW	WATER	Titan Machinery	HEADLAMP	\$123.35
PW	WATER	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$1,692.67
PW	WATER	DANI SCOTT	REIMBURSEMENT - CELL PHONE	\$40.00
PW	WATER	Ferguson Waterworks	EQUIPMENT REPAIRS	\$350.00
PW	WATER	SANDYMAN SANDBLASTING	FIRE HYDRANT MAINTENANCE	\$4,250.00
PW	SEWER	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$2,088.09
PW	SEWER	IOWA ONE CALL	UNDERGROUND LOCATIONS	\$97.70
TOTAL				\$45,857.24
		GENERAL		\$29,485.82
		ROAD USE		\$5,014.45
		ASSET FORFEITURE		\$174.75
		WATER		\$8,996.43
		SEWER		\$2,185.79
		TOTAL		\$45,857.24



POLK CITY - A City For All Seasons -

Monthly Finance Report December 31, 2019

Prepared By: Lindsey M. Huber

City of Polk City
Cash and Investment Reconciliation
All Funds
12/31/2019

Cash Basis Fund Balances	<u>\$ 9,850,106.20</u>
Investments	\$ 4,687,544.75
Grinnell State Bank Business Checking- 0.60%	5,822,476.97
Outstanding Transactions	<u>(659,915.52)</u>
Total	<u>\$9,850,106.20</u>

Summary of Investments

Luana Savings Bank Money Market- 1.81%	\$ 1,630,332.78
Luana Savings Bank Certificate of Deposit- 1.85%	\$ 1,545,683.36
Grinnell State Bank Certificate of Deposit- 2.25%	1,062,358.10
Grinnell State Bank Business Money Market- 1.46%	449,166.51
IPAIT Investment Account	<u>4.00</u>
	<u>\$ 4,687,544.75</u>

City of Polk City
Cash Balance Summary
12/31/2019

Fund	Cash Balance November 30, 2019	Revenues	Expenditures	Cash Balance December 31, 2019
General Fund	\$ 4,630,473.51	\$ 277,455.41	\$ 324,350.91	\$ 4,583,578.01
Road Use Tax	93,856.62	27,087.84	37,142.12	\$ 83,802.34
Tax Increment Financing	342,927.22	(6,114.31)	131,776.60	\$ 205,036.31
Low Moderate Income	1,582,140.22	-	7,737.00	\$ 1,574,403.22
PC Comm. Lib Trust	14,504.76	-	-	\$ 14,504.76
Asset Forfeiture	5,682.50	-	-	\$ 5,682.50
Debt Service	131,449.98	7,852.08	550.00	\$ 138,752.06
Capital Improvements	(292,572.72)	10,000.00	576,376.67	\$ (858,949.39)
Capital Projects Water Project	2,238,460.40	-	-	\$ 2,238,460.40
Water Utility	785,428.78	87,386.64	45,271.87	\$ 827,543.55
Sewer Utility	971,798.75	118,541.35	53,051.66	\$ 1,037,288.44
Total	<u>\$ 10,504,150.02</u>	<u>\$ 522,209.01</u>	<u>\$ 1,176,256.83</u>	<u>\$ 9,850,106.20</u>

**City of Polk City
Revenue Summary by Fund
12/31/2019**

Fund	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	As of Dec 31, 2019	Variance	Percent ⁽¹⁾
General Total	5,669,696.18	5,335,202.89	4,650,658.30	5,113,862.08	3,669,338.00	2,125,188.79	(1,544,149.21)	58%
Road Use Total	422,393.91	425,317.38	436,103.13	455,806.80	440,000.00	240,851.87	(199,148.13)	55%
TIF Total	361,874.17	205,235.86	300,221.00	342,324.53	336,600.00	219,425.18	(117,174.82)	65%
L.M.I Total	15,431.41	55,242.83	70,839.08	90,698.75	85,651.00	5,935.88	(79,715.12)	7%
PC Comm. Library Trust	-	0.00	20,000.00	0.00	0.00	0.00	-	0%
Asset Forfeiture Total	0.00	610.00	0.00	4,726.00	0.00	699.00	699.00	0%
Debt Service Total	271,892.45	137,160.00	136,215.00	321,958.32	357,587.00	183,010.31	(174,576.69)	51%
Capital Improvements Total	2,334,810.55	908,704.56	1,128,651.95	1,470,705.00	759,793.00	95,157.30	(664,635.70)	13%
Capital Water Project	-	0.00	60,000.00	2,961,568.80	0.00	0.00	-	0%
Water Total	611,146.22	788,088.93	954,955.00	1,044,825.56	1,040,000.00	674,079.59	(365,920.41)	65%
Sewer Total	639,078.61	761,007.40	870,631.50	1,329,223.39	1,224,000.00	694,594.18	(529,405.82)	57%
Total Of All Revenues	10,326,323.50	8,616,569.85	8,628,274.96	13,135,699.23	7,912,969.00	4,238,942.10	(3,674,026.90)	54%

(1) December is 50.0% of the fiscal year

**City of Polk City
Expenditures Report
12/31/19**

Account Title	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	As of December 31, 2019	Variance	Percent ⁽¹⁾
Police Total	643,613.46	728,089.33	751,430.58	788,543.47	869,037.00	491,761.48	377,275.52	62.36%
Civil Defense Total	6,435.51	7,180.70	4,009.83	4,547.16	15,400.00	4,310.34	11,089.66	94.79%
Fire Total	465,724.29	456,504.44	479,940.15	759,900.23	701,080.00	299,054.87	402,025.13	39.35%
Building/Housing Total	327,498.79	461,270.52	423,623.74	389,606.92	376,892.00	240,255.03	136,636.97	61.67%
Dog Control Total	312.48	603.70	1,438.29	1,133.84	2,000.00	1,065.20	934.80	93.95%
Road Use Total	149,997.73	154,726.93	102,308.96	104,196.78	146,484.00	58,696.54	87,787.46	56.33%
Street Lighting Total	60,371.53	55,632.71	52,756.68	49,599.49	60,000.00	26,018.42	33,981.58	52.46%
Other Public Works (Theft)	16,455.60	-	0.00		0.00	0.00	0.00	0.00%
Env.Health Services Total	111.40	3,627.80	246.25	4,433.30	15,000.00	0.00	15,000.00	0.00%
Library Total	265,792.84	240,329.49	273,480.58	277,882.31	306,050.00	147,660.39	158,389.61	53.14%
Parks Total	223,617.65	316,853.97	366,446.16	510,507.92	275,968.00	171,637.58	104,330.42	33.62%
Community Center Total	12,302.68	9,948.52	10,034.75	9,938.38	11,000.00	6,621.39	4,378.61	66.62%
Economic Development Total	125,000.00	-	0.00		0.00		0.00	0.00%
Mayor Council Total	203,903.88	206,759.19	218,058.58	281,953.87	98,636.00	53,742.37	44,893.63	19.06%
Policy Administration	413,582.81	449,960.55	383,042.40	364,360.76	218,812.00	145,068.74	73,743.26	39.81%
Elections	1,601.70	-	0.00	0.00	2,000.00	65.21	1,934.79	0.00%
City Attorney Total	60,882.41	58,341.69	42,445.52	74,120.21	51,000.00	34,299.05	16,700.95	46.27%
City Hall Total	107,208.09	145,468.76	120,905.77	220,165.77	113,300.00	40,883.10	72,416.90	18.57%
Other City Government Total	60,858.86	69,790.51	195,182.76	179,202.99	187,000.00	112,755.46	74,244.54	62.92%
Capital Improvements	-	-	500,000.00		0.00		0.00	0.00%
Transfer Total	2,606,703.00	1,032,160.00	1,260,230.68	910,912.00	200,000.00	0.00	200,000.00	0.00%
General Total	5,751,974.71	4,397,248.81	5,185,581.68	4,931,005.40	3,649,659.00	1,833,895.17	1,815,763.83	38.14%
Road Use Total	347,488.01	294,350.76	674,279.15	480,083.12	499,693.00	280,190.92	219,502.08	56.07%
TIF Total	359,125.48	206,347.94	243,221.00	284,984.91	336,600.00	131,776.60	204,823.40	39.15%
L.M.I Total	6,745.00	-	7,294.00	27,512.00	36,000.00	7,737.00	28,263.00	21.49%
PC Comm. Lib Trust Fund Total				4,152.45	5,000.00	1,342.79	3,657.21	26.86%
Asset Forfeiture Total	0.00	152.50	0.00	200.00	0.00	0.00	0.00	0.00%
Debt Service Total	137,395.00	137,160.00	136,215.00	305,626.57	341,080.00	60,590.00	280,490.00	17.76%
Capital Improvements Total	1,450,384.16	945,265.38	1,129,054.79	1,470,704.58	759,793.00	954,107.11	-194,314.11	125.57%
Capital Water Project Total				783,108.40	500,000.00	0.00	500,000.00	0.00%
Water Total	676,504.07	611,971.91	919,479.44	698,762.78	1,047,142.00	486,594.53	560,547.47	46.47%
Sewer Total	614,973.35	514,735.07	619,795.77	1,168,242.69	1,503,962.00	494,733.04	1,009,228.96	32.90%
Total Of All Expenses	9,344,589.78	7,107,079.87	8,914,920.83	10,154,382.90	8,678,929.00	4,250,967.16	4,427,961.84	48.98%

(1) December is 50.0% of the fiscal year

City of Polk City
Summary of Funds for Fiscal Year
12/31/19

	Revenues	Expenses	Net Difference (R-E)	Note
General Total	\$2,125,188.79	\$1,833,895.17	\$291,293.62	
Road Use Total	\$240,851.87	\$280,190.92	(\$39,339.05)	Using fund balance of \$123,141
TIF Total	\$219,425.18	\$131,776.60	\$87,648.58	
L.M.I Total	\$5,935.88	\$7,737.00	(\$1,801.12)	
PC Library Trust Fund Total	\$0.00	\$1,342.79	(\$1,342.79)	Library had initial deposit of \$20,000
Asset Forfeiture Total	\$699.00	\$0.00	\$699.00	
Debt Service Total	\$183,010.31	\$60,590.00	\$122,420.31	
Capital Improvements Total	\$95,157.30	\$954,107.11	(\$858,949.81)	Transfer from General Fund and Sewer fund in January report
Capital Water Project Total	\$0.00	\$0.00	\$0.00	
Water Total	\$674,079.59	\$486,594.53	\$187,485.06	
Sewer Total	\$694,594.18	\$494,733.04	\$199,861.14	
Total	<u>\$4,238,942.10</u>	<u>\$4,250,967.16</u>	<u>(\$12,025.06)</u>	



City of Polk City, Iowa

City Council Agenda Communication

Date: January 27, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: City Council Policies and Procedures policy

BACKGROUND: In your packet for consideration is a policy related to City Council Policies and Procedures. This is not a new document, the City Council approved this policy in 2014, however, it needed some updating.

Throughout the document I have fixed a few grammatical errors, changed City Administrator to City Manager, and 2 new sections have been added for your approval. Those sections are in red. Here is an overview of the changes:

1. I have added a paragraph under the Agenda section, that explains how City Council members can request items be added to an agenda. This is important to outline so that we are discussing items that the majority of the City Council wishes to discuss.
2. I have worked with the City Attorney to add some language under the Duty to Vote section. This spells out that members are required to vote, unless there is truly a conflict of interest. If there is no conflict of interest determined, and a member still abstains, the vote will be counted as a “No” vote.

ALTERNATIVES: Do not approve the updated policy.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the updated policy. These issues we are addressing in the policy are recent items that have been brought forward, and we need to better clarify the Council procedures.

P&A – 30
CITY OF POLK CITY

City Council Policies and Procedures

Goals, Policies, Criteria and Procedure Goals: The purpose of this policy is to outline procedures related to the conduct of meetings held by the City Council and its governing Boards and Commissions.

Explanation of Terms: Through-out this document the term presiding officer is referring to the Mayor or Mayor Pro-Tem.

Work Sessions

Work sessions of the Council shall be held in accordance with state statutes when special circumstances require such a session, and the session shall be called by the Mayor, City Manager or two Council members.

Special Meetings

The Mayor, or in the Mayor's absence, the Mayor pro-tem, or on petition of three Council members, may call a special meeting at any time for the transaction of the business mentioned in the petition. Written notice of a special meeting shall be given by each member of the Council at least 24 hours in advance of the meeting. The notice shall be served on each member personally, or if the council member is not found, left at his or her place of residence. Notice of the meeting will be posted at City Hall in accordance to Code of Iowa and Notice will be sent to Council by email.

Executive Sessions (Closed Sessions)

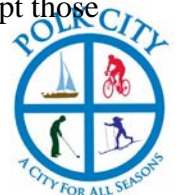
Executive sessions may be held during regular or special meetings, so long as appropriate statutory limitations are met, and the City Attorney has been consulted. (See Chapter 21.5, Volume I, Code of Iowa). Executive sessions held during study sessions/work sessions must also meet appropriate statutory tests.

Council Rules

The Council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules that serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens in general.

Quorum

The presiding officer shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the City Clerk shall immediately inform the absent members, except those



known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular scheduled meeting.

Presiding Officer

Presiding Officer is the Mayor, or in the Mayor's absence, Mayor Pro-Tem, or in the Mayor Pro-Tem's absence the ranking member (longest serving Council Member) of the Council.

Agenda

The City Manager and/or the City Clerk shall prepare an agenda of the business to be presented at a regular Council meeting. No item of business shall be added to an agenda after 12:00 p.m., on the Wednesday preceding the Council meeting for which the agenda has been prepared. The agenda will be reviewed by the Mayor prior to becoming the working document for the forthcoming Council meeting. Minor adjustments, as determined by the City Manager and/or City Clerk, may be granted to this policy by the City Manager and/or City Clerk. Agenda will be posted by 12:00 p.m. on the Friday preceding the Council Meeting.

Requests made by the Mayor for discussion shall be placed on the agenda, if the Mayor believes there is enough interest from the City Council to discuss. Requests made by the City Council should be brought up in a meeting to determine if there is enough interest in the placement of the item on a future agenda. If a request is not made at an open meeting, the City Council member should consult with the Mayor for placement of the item. The Mayor should use discretion on controversial topics, and independently poll a quorum of City Council members to decide if there is enough interest in the topic for placement on the agenda.

Consent Agenda.

In order to make more efficient use of meeting time, the City Manager and/or City Clerk shall place resolutions and request for approval that are routine and noncontroversial on a "consent agenda." Any item placed on the consent agenda shall be removed at the request of the Mayor or a Council member prior to the time a vote is taken on the consent agenda items. All remaining items on the consent agenda shall be disposed of by a single motion "to adopt the consent agenda," which shall not be debatable. Adoption of the consent agenda shall be by the affirmative vote of all Council members present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the consent agenda shall be voted upon separately in the usual manner.

Order of Business

The order of business at Council meetings shall be as follows:

1. Roll Call
2. Public hearings/Presentations
3. Oral request and communication from the audience
4. Consent Agenda



5. Ordinances and resolutions
6. Reports from the Mayor and city staff
7. Adjournment

Public Hearings

Prior to each public hearing, the presiding officer shall announce the nature of the matter to be heard. The presiding officer shall then declare the hearing to be open and ask the City Clerk if any written comments have been received by the City pertaining to the public hearing. The presiding officer shall then invite any member of the audience to come forward to be heard. If appropriate, the presiding officer may first ask those persons in favor of the stated matter to come forward, with those speaking in opposition coming after. The presiding officer may, with the approval of Council, limit the time to five (5) minutes unless further time is granted by the presiding officer; and number of speakers at each public hearing. The presiding officer shall announce the restrictions prior to the commencement of the hearing

Voting Generally

1. The vote on every motion whether taken by voice or roll call vote shall be entered in full upon the record.
2. A roll call vote shall be used for all ordinances, resolutions and motions that involve spending of City funds. Members shall not explain their vote during roll call. Any member may change his or her vote prior to the next order of business.

Duty to Vote

When a question is taken, every member shall vote unless a majority of the Council, for special reason, excuse the person. A No, Yes or Abstain vote can be made. An abstention vote shall be permitted on a subject in which he or she has a conflict-of-interest. **A conflict of interest arises when, due to the position or relationship of the Council member, the member cannot be seen as impartial. A measure voted upon is not invalid by reason of conflict of interest, unless the vote of the member was decisive to passage of the measure. If a specific vote of the council is required by statute, the required vote is computed on the basis of the number of Council members not disqualified by reason of conflict of interest. If a conflict exists the council member should declare the conflict, avoid all participation in discussion and not take part in a presentation. If a conflict does not exist but the Council member still abstains his or her vote will be placed in the No column.**

Reconsideration of Actions Taken

A member who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Council.

Designation for Hearings Officer to Conduct Special Public Hearings

A hearings officer may be designated by the presiding officer to conduct special public hearings, when appropriate.



Sergeant-at-Arms

1. The sergeant-at-arms shall be the Chief of Police or an appropriate designee.
2. The sergeant-at-arms shall assist the presiding officer, as appropriate, to maintain order and decorum at all meetings.

General Speaking by Council Members

Every Council member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine the remarks to the question under debate.

Questioning of Administrative Staff by Council Members

Every Council member desiring to question the administrative staff shall address the questions to the City Manager, who shall be entitled to either answer the inquiry or designate a staff member to do so.

Administrative Staff and City Employees Addressing Council or Public

Members of the City Staff and other City Employees desiring to address the Council or members of the public shall first be recognized by the chair and shall address the remarks to the chair. The staff may respond to questions or comments by the Council or members of the public with permission of the chair, but shall always do so in a polite, tactful manner.

Public Members Addressing the Council

1. A person, persons or an organization may arrange to have their presentation noted on the agenda, that party needs to make such arrangements by scheduling their presentation through the City Clerk or City Manager prior to the Thursday noon deadline before the Council Meeting.
2. A public member desiring to address the council shall stand and wait to be recognized by the presiding officer. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. All remarks and questions shall be addressed to the presiding officer and not to any individual Council member, Staff member or other person. No person shall enter into discussion without being recognized by the presiding officer.
3. A public member addressing the Council shall be limited to three minutes unless further time is granted by the presiding officer. No public member shall be allowed to speak more than once on any one subject until every other public member choosing to speak has spoken.
4. After a motion has been made or after a public hearing has been closed, no public member shall address the Council without first securing permission from the presiding officer, however, a majority of the Council may override the presiding officer.

Order and Decorum

1. Any of the following shall be sufficient cause for the sergeant-at-arms to, at the direction of the presiding officer, remove any person(s) from the Council chambers, or meeting hall, for the duration of the meeting:



- a. Use of unreasonably loud, disruptive or abusive (cursing) language.
 - b. Making of loud or disruptive noise.
 - c. Engaging in violent or distracting action.
 - d. Willful injury of furnishings or of the interior of the Council chambers or meeting hall.
 - e. Refusal to obey the rules of conduct provided within this policy including the limitations on occupancy and seating capacity.
 - f. Refusal to obey an order of the presiding officer or an order issued by a councilor which has been approved by a majority of the Council.
 - g. Unreasonably loud or disruptive language, noise or conduct which obstructs the work or the conducting of the business of the Council.
2. Before the sergeant-at-arms is directed to remove any person(s) from the meeting hall for conduct described in subsection 1 above, that person shall be given a warning by the presiding officer to cease his or her conduct.
 3. If a meeting is disrupted by members of the audience, the presiding officer or a majority of the Council present may order that the chambers or other meeting hall be cleared.

Seating Capacity and Safety Requirements

1. The safe occupancy and seating capacity of the Council Chambers as determined by the Fire Marshal (Chief) shall be posted within the council chambers. The limitations on occupancy and seating capacity shall be complied with at all times.
2. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the chambers and shall not enter upon nor approach the dais area unless requested to do so by the presiding officer.
3. Members of the press will abide by the same seating plan as outlined for the general audience and shall adhere to the same limitations posed to the audience.

Flags, Signs and Posters

No flag, posters, placards, or signs, unless authorized by the presiding officer, may be carried or placed within the Council Chambers, any meeting hall in which the Council is officially meeting, or any meeting hall in which a public hearing is being held. This restriction shall not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

News Media

The provisions of this procedure shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.

RESOLUTION NO. 2020-09

**A RESOLUTION ADOPTING POLICY PA-30
COUNCIL POLICIES AND PROCEDURES**

WHEREAS, the City of Polk City recognizes the need for updating a previously approved policy that establishes and defines guidelines for procedures related to the conduct of meetings held by the City Council; and

WHEREAS, the goal of updating the policy is to clarify the Council Procedures regarding recent items that have been brought forward.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA-30 effective January 27, 2020.

PASSED AND APPROVED, this the 27th day of January 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: January 27, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Police Chief job description

BACKGROUND: In your packet for consideration is a job description for Police Chief. 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:	Police Chief
Department:	Police
Status:	FSLA/Exempt
Reports to:	City Manager
Supervises:	All subordinate police department employees, both sworn and civilian

POSITION FUNCTION:

Under general direction, act as the first in command of the Police Department. The Police Chief shall establish such rules, not in conflict with the Code of Ordinances, and subject to the approval of the Council, as may be necessary for the operation of the department. This Police Chief is responsible for the efficient performance and effective accomplishment of shaping the department's vision and mission statement.

DUTIES AND RESPONSIBILITIES:

1. Perform all duties required of the police chief by law or ordinance
2. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court
3. Execute and return all writs and other processes directed to the Police Chief
4. Report all motor vehicle accidents investigated to the State Department of Transportation
5. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required
6. Provide aid to other City officers, boards and commissions in the execution of their official duties as requested
7. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance
8. Keep a record of arrests made in the City
9. Compile and submit an annual report as well as other reports as may be requested by the Mayor or Council
10. Be in command and lead all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department
11. Evaluate operations and programs to determine if they meet community needs
12. Plan, organize and direct the programs and activities of the department
13. Identify employee training needs and develop programs and training to improve employee performance
14. Handle all matters of policy, operation, and discipline subject to pertinent laws, official documents and the orders of the Mayor, City Council and City Manager
15. Planning, directing, coordinating, controlling and staffing of all department activities
16. Department relations with the citizens of Polk City, the city government and all other agencies
17. Successful accomplishment of the goals and objectives of the department
18. Create cohesive department with an attitude of respect, dignity and kindness
19. Set the standards of personal quality in all department activities, attitudes and intentions

20. Maintain fairness in promotions, transfers, disciplinary actions and assignments
21. Administer the overall vision and mission of the department for the well being of the community and members of the department
22. Effectively communicate the law enforcement needs of the community and the department accomplishments
23. Participate in the strategic planning for the department
24. Budget planning, preparation and management
25. Act as a patrol officer or investigator as the situation may dictate.
26. Attend meetings of the City Council and any other city boards and commissions as directed by the City Manager
27. Adhere to all City policies and procedures.

Any duties assigned by the City Manager

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:

Must meet all requirements as detailed by the Iowa Law Enforcement Academy as they apply to a certified police officer. Must speak and write English in a clear and distinct manner which can be understood by a wide variety of citizens. Must apply common sense understanding to the work environment, procedures, programs and services offered by the Police Department and follow and carry out general written and/or verbal instructions effectively.

1. Thorough knowledge of the principles and practices of modern police administration and police methods
 2. Knowledge of Federal, State, and Local laws to be enforced
 3. Comprehensive knowledge of National Incident Management Systems and Incident Command Systems
 4. Management and leadership experience
 5. Ability to produce accurate correspondence, reports, forms and documents.
 6. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
 7. Possess good planning, organizational and scheduling skills.
 8. Problem Solving
 9. Ability to have open communication skills with staff, elected officials, and residents
 10. Use computers and related software applications.
 11. Communicates and maintains effective working relationships
-

TRAINING AND EXPERIENCE:

Graduation from an accredited four-year college or university with course work in Political Science, Criminal Justice, Public Administration, or related field. Eight years full-time law enforcement experience. Prior police experience at a supervisory or command level position. ILEA (Iowa Law Enforcement Academy) Peace Officer Certification.

OTHER NECESSARY REQUIREMENTS:

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



Polk City Police Department

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

Polk City, Iowa 50226

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

Service Integrity Respect Quality

MEMO

Date: 01-22-20

To: City Manager Chelsea Huisman

From: Interim Chief Siepker

RE: Lieutenant Job Description

Attached with this memo is an updated Police Lieutenant Job Description. The changes that have made to this description include the addition of supervising civilian staff under the Essential Duties and Responsibilities and updating who the current liaison for vehicle vendors under the Examples of Essential Job Functions section. I recommend that the city does adopt this job description for the position of Police Lieutenant.



City of Polk City

Title:	Police Lieutenant
Department:	Police
Status:	FSLA/Exempt
Reports to:	Chief of Police
Supervises:	All subordinate police department employees, both sworn and civilian

POSITION FUNCTION:

Under general direction, act as the second in command of the Police Department. This position is responsible for many complex tasks that make up the day to day management of the police department.

DUTIES AND RESPONSIBILITIES:

1. Act as the Chief of Police in the Police Chief's absence
2. Supervise and direct all subordinate police department employees, both sworn and civilian
3. Participate in the strategic planning for the police department
4. Oversee and administer police department training programs
5. Handle personnel matters when assigned by the Chief of Police
6. Handle internal affair and line investigation cases
7. Act as the police department range officer, which includes:
 - a. Oversee and administer firearms training for the police department
 - b. Manage the police department armory
 - c. Manage all departmental firearms and ammunition
8. Assist Chief of Police in budget planning and preparation
9. Manage budget line items as assigned by the Chief of Police
10. Handle police department's GTSB contract
11. Supervise and monitor all ongoing criminal investigation cases
12. Supervise and oversee the police department's fleet program
13. Liaison with County and City Prosecutors reference police department court proceedings
14. Oversee and direct all community outreach events and special events
15. Liaison with TraCS (reporting software) representative for the police department
16. Liaison with vehicle and in-car video vendor(s)
17. Oversee and direct the police department reserve program (currently deactivated)
18. Assist Chief of Police on all police department hiring processes
19. Oversee and manage departmental uniforms, equipment usage and orders
20. Act as a patrol officer or investigator as the situation may dictate.
21. Attends meetings of the City Council and any other city boards and commissions as directed by the Chief of Police.
22. Adhere to all City policies and procedures.

Any duties assigned by the Chief of Police

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:

Must meet all requirements as detailed by the Iowa Law Enforcement Academy as they apply to a certified police officer. Must speak and write English in a clear and distinct manner which can be understood by a wide variety of citizens. Must apply common sense understanding to the work environment, procedures, programs and services offered by the Police Department and follow and carry out general written and/or verbal instructions effectively.

1. Management and leadership experience
 2. Ability to produce accurate correspondence, reports, forms and documents.
 3. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
 4. Possess good planning, organizational and scheduling skills.
 5. Problem Solving
 6. Ability to have open communication skills with staff, elected officials, and residents
 7. Use computers and related software applications.
 8. Communicates and maintains effective working relationships
-

TRAINING AND EXPERIENCE:

Graduation from High School or equivalent, with at least three years of experience as a police supervisor is preferred. Associates degree in Criminal Justice or closely related field is preferred.

OTHER NECESSARY REQUIREMENTS:

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



City of Polk City, Iowa

City Council Agenda Communication

Date: January 27, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Jeremy Siepker Employment Agreement

BACKGROUND: In your packet for consideration is an employment agreement for Jeremy Siepker. This topic was discussed at the special City Council meeting on January 6th, and the Council needs to formally approve by resolution.

ALTERNATIVES: Do not approve the employment agreement

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the employment agreement. Police Chief is a Mayoral appointment with Council approval. As discussed at the January 6th meeting, the Mayor wishes to appoint Jeremy Siepker as Police Chief with the final approval of the City Council.

RESOLUTION NO. 2020-10

**A RESOLUTION APPROVING CHIEF OF POLICE EMPLOYMENT
AGREEMENT WITH JEREMY SIEPKER**

WHEREAS, the Mayor has appointed Lt. Jeremy Siepker as Interim Police Chief on January 13, 2020; and

WHEREAS, the City of Polk City desires to employ the services of said Jeremy Siepker as Police Chief of the Polk City Police Department as provided by Chapter 30 of the Polk City Code of Ordinances; and

WHEREAS, an employment agreement has been established to define certain conditions and benefits of employment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Polk City, Iowa, that the Chief of Police Employment Agreement in the form attached hereto as “Exhibit A” is hereby approved.

DATED this 27th day of January 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

Chief of Police Employment Agreement for City of Polk City, Iowa

THIS AGREEMENT, made and entered into this ___ day of _____, 2020 by and between the City of Polk City, State of Iowa, a municipal corporation hereinafter called "Employer," as party of the first part, and Jeremy Siepker hereinafter called "Police Chief" or "Employee", both of whom understand as follows:

WITNESSETH:

WHEREAS, Employer desires to employ the services of said Jeremy Siepker as Police Chief of the City of Polk City as provided by Chapter 30 of the Polk City Code of Ordinances; and

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

WHEREAS, Employee desires to secure employment as Police Chief of said Polk City;

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

Section 1: Duties

Employer hereby agrees to employ said Jeremy Siepker as Police Chief to perform the functions and duties specified in said *Chapter 30 of the Polk City Code of Ordinances* and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign.

Section 2: Termination and Severance Pay

- A. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Mayor, with the consent of the Council, to terminate the services of Employee at any time, subject only to the provisions set forth in this agreement.
- B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with Employer, subject only to the provisions of this agreement. The Employee shall provide 30 days' written notice upon voluntary resignation.
- C. The Employer may terminate this contract at any time for just cause and, if the Employee is terminated for just cause, he shall receive no severance pay, except he shall receive payment for unused vacation and other benefits usually paid to other employees at termination. In the event the Employer wishes to terminate the contract without just cause, it may do so by agreeing to pay the Employee at the time of termination, a severance equal to three (3) month's salary and three (3) months of all insurance benefits for individual, spouse and family, at Employee's discretion, as full and complete settlement for all damages sustained

by the Employee as a result of his discharge, in addition to whatever accrued vacation the Employee may have accumulated.

Section 3: Salary

Employer agrees to pay Employee for his services rendered pursuant hereto an initial annual base salary of \$85,000 payable in installments at the same time as other employees of the Employer are paid. Said base salary shall be subject to review and adjustment based on satisfactory performance at 90 days probationary period, and every year thereafter at the same time other employees are eligible.

Section 4: Hours of Work

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

Section 5: Employee Benefits

Employer agrees to all other employee benefits provided in the employee handbook, the same as provided to other city employees.

Section 6: General Provisions

- A. The text herein shall constitute the entire agreement between the parties. This Agreement shall not be changed unless the change is reduced to writing and signed by both parties.
- B. Law of Iowa to apply and actions for enforcement of contract to be brought in Iowa.
- C. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- D. This agreement shall become effective commencing January 10, 2020.

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

Employee:

**City of Polk City
City Council**

By: _____
Jeremy Siepker, Employee

By _____
Jason Morse, Mayor

ATTEST:

By: _____
Jenny Gibbons, City Clerk

LIBRARY -October 2019 STATS SNAPSHOT	December 2018	December 2019	November 2019
Total Visitors	1,696	1,911	2,293
People Checking Out	351	387	426
Polk City Cardholders	304	335	370
Polk City Checkouts	2,384	3,084	3,376
Open Access Cardholders	23	27	30
Open Access Checkouts	218	258	214
Rural Cardholders	24	25	26
Rural Checkouts	227	204	261
Bridges E-book/Audiobook Checkouts	455	649	566
Outgoing ILL Books	31	32	40
Total Checkouts (incl. Bridges & Outgoing ILL)	3,315	4,227	4,388
Auto Renewals (began in September 2018)	779	814	770
Total Checkouts (adjusted for auto-renewal)	2,536	3,413	3,687
Incoming ILL Books	26	28	47
Reserves Placed	178	223	234
Materials Added	170	177	202
Materials Withdrawn	88	48	450
New Cards Issued	4	15	19
Computer Users	73	59	58
WiFi Users (on site)-Whofi counter started end of 10/19	43	240	225
Reference Questions	117	69	100
AWE Station Usage	110	122	110
AWE Games Played	182	295	282
Adult Programs	19	21	26
Adult Program Attendance	178	178	206
Youth Programs	13	12	18
Youth Program Attendance	458	304	565
Tutoring	13	22	13
No. of Meeting Room Uses by Outside Groups	0	1	3
Patron Savings (physical materials only)	\$40,522	\$42,884	\$45,726
Blank Park Zoo Adventure Pass (\$44)	1	2	3
Science Center of Iowa Adventure Pass (\$44)	3	2	2
Living History Farms Adventure Pass (\$51)	NA	NA	NA
Botanical Gardens Adventure Pass (\$34)	2	1	0
Brenton Skating Plaza (\$46.50)	7	5	0
Des Moines Children's Museum (\$36)	NA	0	1
TOTAL ADVENTURE PASS SAVINGS	\$557.50	\$442.50	\$256
Summer Reading Signups (0-11)			
Summer Reading Signups (12-18)			
Adult Reading Participation			

Library Director's Report

December 2019

Library Statistics:

- Circulation and library usage.
 - December 2019 circulation was up 729 checkouts compared to December 2018.
 - The number of patrons visiting the library was up 215 people from December 2018.
 - Adventure Pass stats: 10 Adventure Passes were used in December saving patrons \$442.50.
 - Library Patrons saved \$42,884 in December by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).

What's New:

- LFI and IPI have both submitted quotes for shelves to hold Chromebooks for catalogs and for a book drop option.
- We will pick up the meeting room chairs and display table from Ankeny on January 20.
- Polk City Community Library hosted the metro library director's meeting on December 11. The director's were impressed by how much we accomplish in our small space.
- We are having a winter reading program for both children and adults during the month of January.
- Rich and I are still looking into options for a router replacement.
- A representative from the Census Bureau will be here January 8 from 10-12 to visit with patrons about employment opportunities with the census.
- I am working on a grant from Polk County to start a portable library that we can take to the farmer's market, Four Seasons Festival, etc.
- I am still working on finding a new member of the library board. I have talked to 3 different individuals. One has declined and the other 2 are thinking about it.
- The city manager has asked me to get quotes for security cameras for inside and outside the building. I have contacted 3 recommended companies. Convergint and ATECH are both coming to do site surveys tomorrow.
- The first staff/council budget workshop will be Friday, January 17 from 2-5.
- 2019 Highlight Stats:
 - 206 hotspots were checked out
 - 218 Adventure Passes used
 - 6,198 Bridges checkouts
 - 56,317 materials checked out/renewed
 - Patrons saved \$676,135 on physical materials alone
 - Top 10 Adult Books:
 - i. Verity by Colleen Hoover
 - ii. The Silent Patient by Alex Michaelides
 - iii. The Tattooist of Auschwitz by Heather Morris
 - iv. One Day in December by Josie Silver
 - v. Sold on a Monday by Kristina McMorris
 - vi. The Woman in Cabin 10 by Ruth Ware
 - vii. The Last Mrs. Parrish by Liv Constantine
 - viii. Where the Crawdads Sing by Delia Owens
 - ix. Something in the Water by Catherine Steadman
 - x. The Kiss Quotient by Helen Hoang

Highlighted Events:

- January 7 AARP HomeFit 1:30
- January 7 NIFTY 4:00
- January 8 Friends of the Library 6:30
- January 16 Playdates + Perks 9:00
- January 16 Climate Change 1:30
- January 20 Closed for Staff training

- January 23 10-Minute Mug Meals 6:30
- January 27 DIY Card Crafting
- January 30 Raising Readers: ISU Extension 9:30-11:00
- January 30 Family Movie Night: Abominable 6:00

RESOLUTION NO. 2020-1L

**A RESOLUTION AUTHORIZING THE SALE, DONATION OR
DISPOSAL OF MEETING ROOM CHAIRS**

WHEREAS, the Polk City Community Library has identified 60 gray Virco meeting room chairs (Model 3018) that no longer meet the needs of the library

WHEREAS, the Board of Trustees for the Polk City Community Library finds that it is in the best public interest to dispose of the meeting room chairs 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 6th day of January 2020.


Lisa Mart, Board President

ATTEST:


Jamie Noack, Library Director

Applicant License Application (LC0042394)

Name of Applicant: <u>B&C Enterprise, LLC</u>		
Name of Business (DBA): <u>Polk City Pub</u>		
Address of Premises: <u>217 W. Broadway</u>		
City <u>Polk City</u>	County: <u>Polk</u>	Zip: <u>50226</u>
Business	<u>(515) 984-9388</u>	
Mailing	<u>2605 NW 3rd Street</u>	
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>50023</u>

Contact Person

Name <u>Bradley Martin</u>	
Phone: <u>(515) 988-4866</u>	Email <u>bmartin71157@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 03/23/2020

Expiration Date: 03/22/2021

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Bradley Martin

First Name: Bradley **Last Name:** Martin
City: Ankeny **State:** Iowa **Zip:** 50023
Position: President
% of Ownership: 50.00% **U.S. Citizen:** Yes

Cindy Gessmann

First Name: Cindy **Last Name:** Gessmann
City: Ankeny **State:** Iowa **Zip:** 50023
Position: Vice President
% of Ownership: 50.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>Illinois Union Insurance Company</u>

Insurance Company: Illinois Union Insurance Company

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

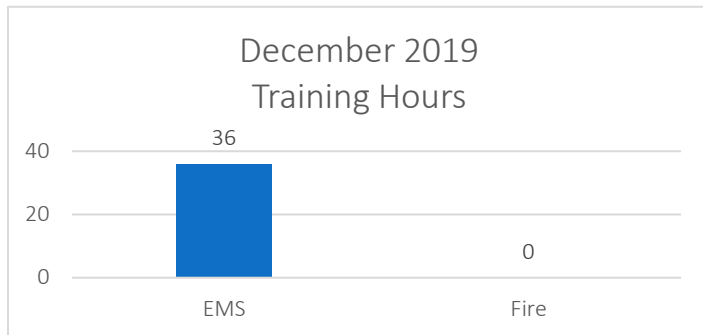


City of Polk City, Iowa City Council Agenda Communication

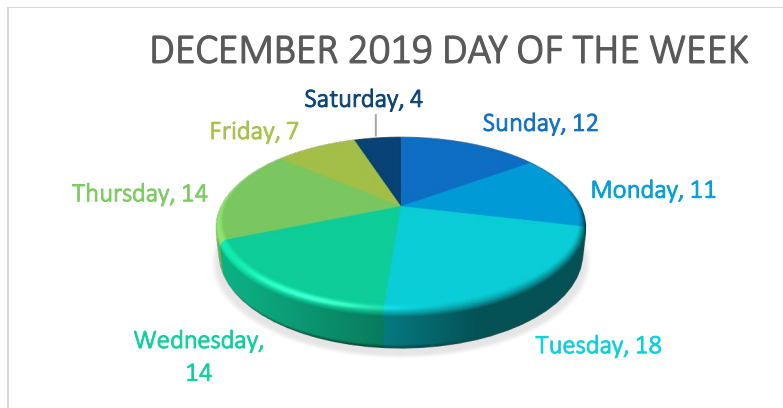
Date: January 22, 2020
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: December 2019 Monthly Report

BACKGROUND: The month of December was a busy month for the fire department. It was the third busiest month of the year.

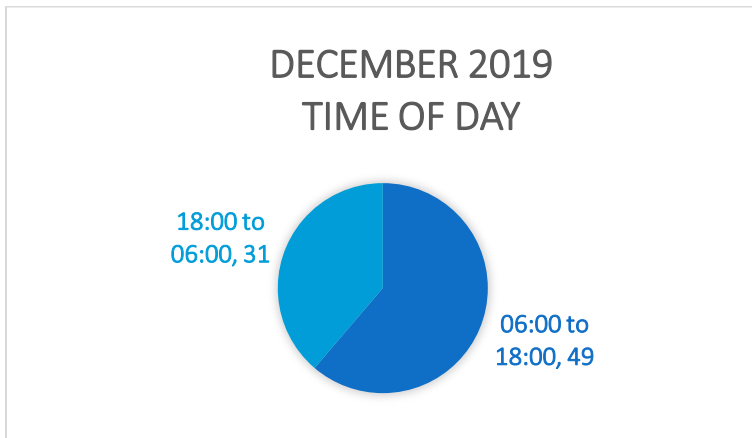
We didn't have as many training opportunities due to the holidays. We focused on EMS training this month due to weather conditions and re-certification in April:



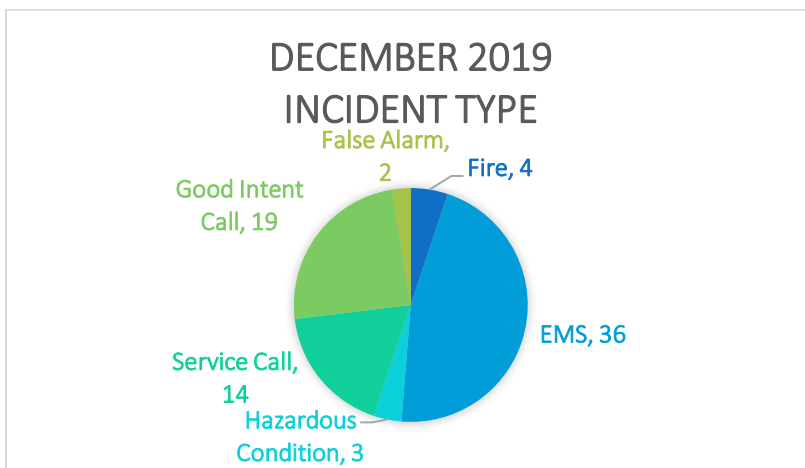
The call volume was busiest on Tuesdays with 18 calls for service in December:



Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 78 calls for service for the month:



We did not have any tours or visits during December 2019.

The months of the year that consists of a holiday, especially when school is out for over a week, presents difficulties having enough responders. You will be glad to know that we did NOT miss a call or need another service to cover our calls. We have a great team!



City of Polk City, Iowa City Council Agenda Communication

Date: January 27, 2020
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: Pay Increase – Firefighter/Paramedic Fitch

BACKGROUND: Matt Fitch is a newer employee, that when hired, was an Emergency Medical Technician. Since, Matt has obtained the Paramedic certification. In accordance to the current pay scale, approved by Council in 2018, Matt should receive a pay increase for part-time from \$13.80 per hour to \$17.60 per hour and a paid-on-call rate increase from \$13.33 to \$15.38.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: This pay rate was approved by the City Council on July 1, 2018, and has been budgeted appropriately.

RECOMMENDATION: I recommend approving the pay increase according to the approved pay scale.

SITE PLAN REVIEW

Date: January 17, 2020

 Prepared by: Kathleen Connor
 Travis Thornburgh, E.I.

Project: Lot 2 - Edgewater Pointe Plat 3

Project No.: 119.0523.01

GENERAL INFORMATION:

Applicant:	Bruce Boland Trust
Property Owner:	Bruce Boland Trust
Requested Action:	Approval of Site Plan
Location	Lot 2 of Edgewater Pointe Plat 3
Size:	1.86 acres
Zoning:	C-2
Propose Use:	Unspecified Future Commercial Use



PROJECT BACKGROUND:

The Preliminary Plat for Edgewater Pointe Plat 3 was approved on April 25, 2005. This plat included two lots, one intended for a bank and the other reserved for future commercial development. Ingres/Egress easements across both lots were required to accommodate access for the overall area in conformance with the Access Management Plan for W. Bridge Road.

The Site Plan for First State Bank Iowa, which later became Luana Bank, was approved on April 25, 2005. The Final Plat for Edgewater Pointe Plat 3 was recorded on July 27, 2005, prior to issuance of a Certificate of Occupancy for the bank.

PROJECT DESCRIPTION:

The proposed site improvements are located east of the new Luana Bank building, located on Lot 32 of Edgewater Pointe Plat 2, and north of the now-vacant original Luana Bank site, located on Lot 1 of Edgewater Pointe Plat 3. The developer intends to improve the marketability of this property by paving an access drive across to facilitate future development on the site. The current site plan improvements also include a small detention basin for the proposed access drive. In addition, utilities will be stubbed across the access drive to facilitate extension to future buildings. The required landscape buffer will be installed along the north property line.

The building(s), parking stalls, sidewalks, landscaping, and other improvements will require City approval of a future Site Plan prior to further development of this lot.

CONCEPT PLAN:

The developer has provided a conceptual sketch showing the potential general location of the buildings and parking areas. This concept plan has not been formally reviewed by staff and shall not be considered as approved. Approval of a Site Plan is required prior to further development or issuance of a building permit for this lot.

- Parking stalls are indicated at a rate of 1 space per 200 square feet of gross floor area which will suffice for uses such as office, medical clinics, and retail sales. Restaurants require significantly more parking stalls (1 space per 200 square feet, with additional stalls if outdoor seating is provided) and therefore would not be permitted if the Site Plan conforms to this concept plan.
- Detention is currently being provided for the access drive only. Full detention will be required per SUDAS in conjunction with the future Site Plan.
- All Site Plan improvements; including but not limited to architectural design standards, trash enclosures, pedestrian circulation, landscaping, hydrant coverage, utilities, lighting, and signage; will be reviewed with the future Site Plan submittal.
- As proposed, all buildings will be under one ownership. If one or more buildings will be sold off, prior approval of a Minor Plat of Subdivision is required.

REVIEW COMMENTS: Pursuant to staff's review of Submittal #6, which is also the second submittal for the revised concept for drive alignment, we offer the following:

1. Provide a signed Ingress/Egress Easement document, revised if necessary per the City Attorney.

RECOMMENDATION:

Based on City Attorney's approval, we recommend P&Z approval of the Site Plan for Lot 2 of Edgewater Pointe Plat 3, subject to the following:

1. Approval of this Site Plan for Lot 2 does not include approval of the concept plan.
2. P&Z recommendations, if any, shall be satisfactorily addressed prior to this item being placed on the Council agenda for approval.
3. Provision of an Ingress/Egress Easement Document, with easement plat attached, as approved by the City Attorney, prior to this item being placed on the Council agenda. Said easement shall be recorded prior to issuance of a Grading/Building Permit for this lot.
4. All application fees and review fees must be paid in full prior to this item being placed on the Council agenda.

RESOLUTION NO. 2020-11

**A RESOLUTION APPROVING A SITE PLAN FOR LOT 2 OF EDGEWATER POINTE
PLAT 3**

WHEREAS, Bruce Boland Trust submitted a Site Plan for proposed site improvements to be located in Lot 2 of Edgewater Pointe Plat 3; and

WHEREAS, on January 20, 2020, the Polk City Planning and Zoning Commission met and recommended approval of the Site Plan for paving improvements on Lot 2 of Edgewater Pointe Plat 3; and

WHEREAS, Bruce Boland Trust has provided signed copies of the private Ingress/Egress Easement for City Council to acknowledge; and

WHEREAS, the City Engineer has reviewed the Site Plan and recommends approval of the Site Plan for paving access and associated improvements for Lot 2 Edgewater Pointe Plat 3 subject to the following:

- Approval of this Site Plan for Lot 2 does not include approval of the concept plan
- Further development shall require approval of a future Site Plan submittal
- Ingress/Egress Easement shall be recorded prior to issuance of a Grading Permit for this lot

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission and City Engineer and deems it appropriate to approve the Site Plan improvements for Lot 2 of Edgewater Pointe Plat 3 and acknowledges the Ingress/Egress Easement with the stipulation that all the above subject to items are completed prior to issuance of a Grading Permit.

PASSED AND APPROVED the 27th day of January 2020.

Jason Morse, Mayor

ATTEST:

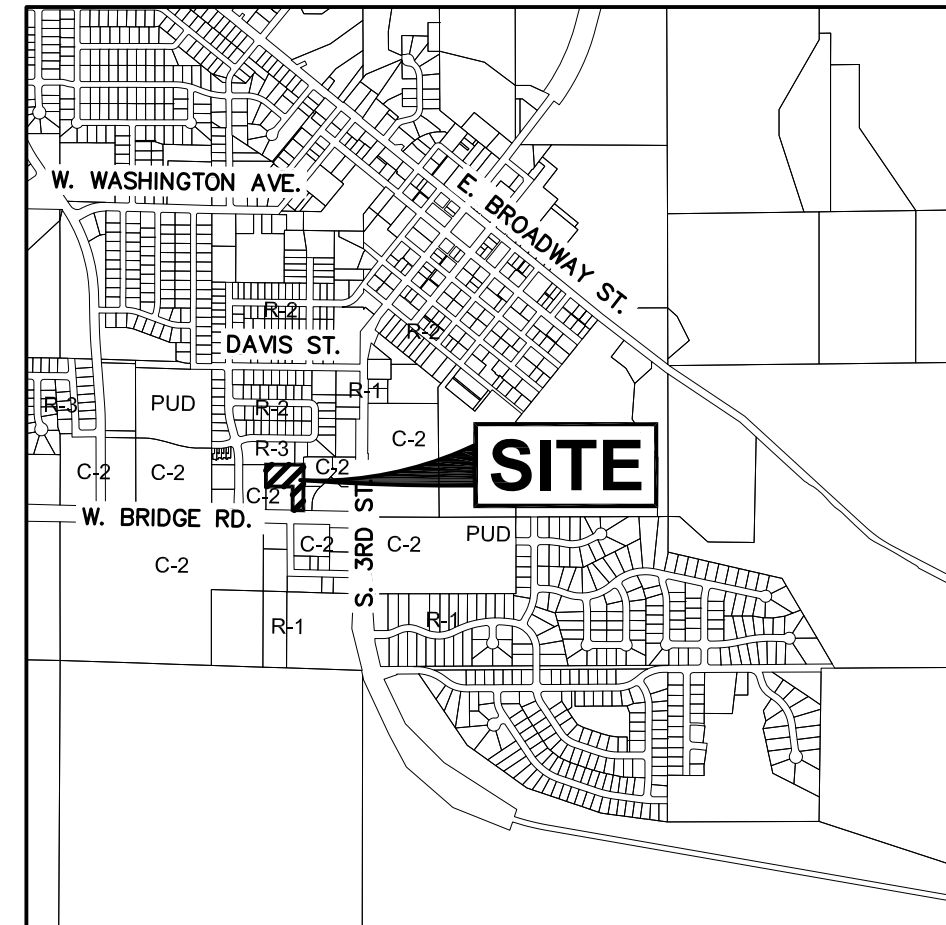
Jenny Gibbons, City Clerk

SITE PLAN LOT 2 EDGEWATER POINTE PLAT 3

POLK CITY, IOWA

VICINITY MAP

NOT TO SCALE



POLK CITY, IOWA

LEGAL DESCRIPTION

LOT 2, EDGEWATER POINTE PLAT 3, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA

CONTAINING 1.86 ACRES (81,022 SQUARE FEET).

THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

ZONING

C-2: COMMERCIAL DISTRICT

DEVELOPMENT SUMMARY

AREA: 1.86 ACRES (81,022 SF)

BULK REGULATIONS:

FRONT YARD SETBACK	= 25 FEET
REAR YARD SETBACK	= 25 FEET
SIDE YARD SETBACK	= 0 FEET
MINIMUM LOT AREA	= NONE
MINIMUM LOT WIDTH	= NONE

OWNER / DEVELOPER

BRUCE BOLAND TRUST
CONTACT: BRUCE BOLAND
3818 NW 92ND PLACE
POLK CITY, IA 50226
PH: (515) 329-8001

ENGINEER

CIVIL DESIGN ADVANTAGE, LLC
CONTACT: BRAD KUEHL
3405 SE CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH: (515) 369-4400
FX: (515) 369-4410

SURVEYOR

CIVIL DESIGN ADVANTAGE, LLC
CONTACT: MIKE BROONER
3405 SE CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH: (515) 369-4400
FX: (515) 369-4410

DATE OF SURVEY

MAY 24, 2018

BENCHMARKS

SET BENCHMARK:
BURY BOLT ON HYDRANT 75' +/- NORTH OF THE
SOUTHWEST CORNER OF THE SITE
ELEVATION=949.08

BENCHMARK:
BURY BOLT NORTHWEST CORNER OF PARKER &
WASHINGTON
ELEVATION=955.65

CONSTRUCTION SCHEDULE

ANTICIPATED START DATE = APRIL 2020
ANTICIPATED FINISH DATE = JULY 2020

SUBMITTAL DATES

1ST SUBMITTAL:	05/24/2019
2ND SUBMITTAL:	06/07/2019
3RD SUBMITTAL:	06/12/2019
4TH SUBMITTAL:	12/17/2019
5TH SUBMITTAL:	01/07/2020

INDEX OF SHEETS

NO.	DESCRIPTION
1	COVER SHEET
2	DIMENSION PLAN & LANDSCAPE PLAN
3	GRADING & UTILITY PLAN

GENERAL LEGEND

PROPOSED	EXISTING
PROJECT BOUNDARY	SANITARY MANHOLE
LOT LINE	WATER VALVE BOX
SECTION LINE	FIRE HYDRANT
CENTER LINE	WATER CURB STOP
RIGHT OF WAY	WELL
PERMANENT EASEMENT	STORM SEWER MANHOLE
TEMPORARY EASEMENT	STORM SEWER SINGLE INTAKE
TYPE SW-501 STORM INTAKE	STORM SEWER DOUBLE INTAKE
TYPE SW-503 STORM INTAKE	FLARED END SECTION
TYPE SW-505 STORM INTAKE	ROOF DRAIN/ DOWNSPOUT
TYPE SW-506 STORM INTAKE	DECIDUOUS TREE
TYPE SW-513 STORM INTAKE	CONIFEROUS TREE
TYPE SW-401 STORM MANHOLE	DECIDUOUS SHRUB
TYPE SW-402 STORM MANHOLE	CONIFEROUS SHRUB
TYPE SW-301 SANITARY MANHOLE	ELECTRIC POWER POLE
STORM/SANITARY CLEANOUT	GUY ANCHOR
WATER VALVE	STREET LIGHT
FIRE HYDRANT ASSEMBLY	POWER POLE W/ TRANSFORMER
SIGN	UTILITY POLE W/ LIGHT
DETECTABLE WARNING PANEL	ELECTRIC BOX
STORM SEWER STRUCTURE NO.	ELECTRIC TRANSFORMER
STORM SEWER PIPE NO.	ELECTRIC MANHOLE OR VAULT
SANITARY SEWER STRUCTURE NO.	TRAFFIC SIGN
SANITARY SEWER PIPE NO.	TELEPHONE JUNCTION BOX
SANITARY SEWER WITH SIZE	TELEPHONE MANHOLE/VAULT
SANITARY SERVICE	TELEPHONE POLE
STORM SEWER	GAS VALVE BOX
STORM SERVICE	CABLE TV JUNCTION BOX
WATERMAIN WITH SIZE	CABLE TV MANHOLE/VAULT
WATER SERVICE	MAIL BOX
SAWCUT (FULL DEPTH)	BENCHMARK
SILT FENCE	SOIL BORING
	UNDERGROUND TV CABLE
	GAS MAIN
	FIBER OPTIC
	UNDERGROUND TELEPHONE
	OVERHEAD ELECTRIC
	UNDERGROUND ELECTRIC
	FIELD TILE
	SANITARY SEWER W/ SIZE
	STORM SEWER W/ SIZE
	WATER MAIN W/ SIZE



UTILITY WARNING

ANY UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY AND RECORDS OBTAINED BY THIS SURVEYOR. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL THE UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION SHOWN.

CIVIL DESIGN ADVANTAGE
3405 SE CROSSROADS DR. SUITE G, GRIMES, IOWA 50111
PH: (515) 369-4400 Fax: (515) 369-4410
PROJECT NO. 1805.295

REFER TO CONSTRUCTION DRAWINGS FOR CROSSROADS AT THE LAKES PLAT 1 FOR CONSTRUCTION DETAILS OF PUBLIC WATER MAIN AND SANITARY SEWER.

THE PROJECT REQUIRES AN IOWA NPDES PERMIT #2 AND CITY OF POLK CITY GRADING PERMIT. CIVIL DESIGN ADVANTAGE WILL PROVIDE THE PERMITS AND THE INITIAL STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THE CONTRACTOR'S USE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR UPDATING THE SWPPP THROUGHOUT CONSTRUCTION AND MEETING LOCAL, STATE AND FEDERAL REQUIREMENTS.

ALL CONSTRUCTION MATERIALS, DUMPSTERS, DETACHED TRAILERS OR SIMILAR ITEMS ARE PROHIBITED ON PUBLIC STREETS OR WITHIN THE PUBLIC R.O.W.

THE MOST RECENT EDITION OF SUDAS STANDARD SPECIFICATIONS, AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.

THIS DESIGN SPECIFICALLY PREPARED FOR USE AT THE LOCATION SHOWN. USE IN ANY OTHER MANNER EXCEEDS THE INTENDED PURPOSE OF THESE DRAWINGS AND ANY ACCOMPANYING SPECIFICATIONS.

PRELIMINARY
NOT FOR CONSTRUCTION

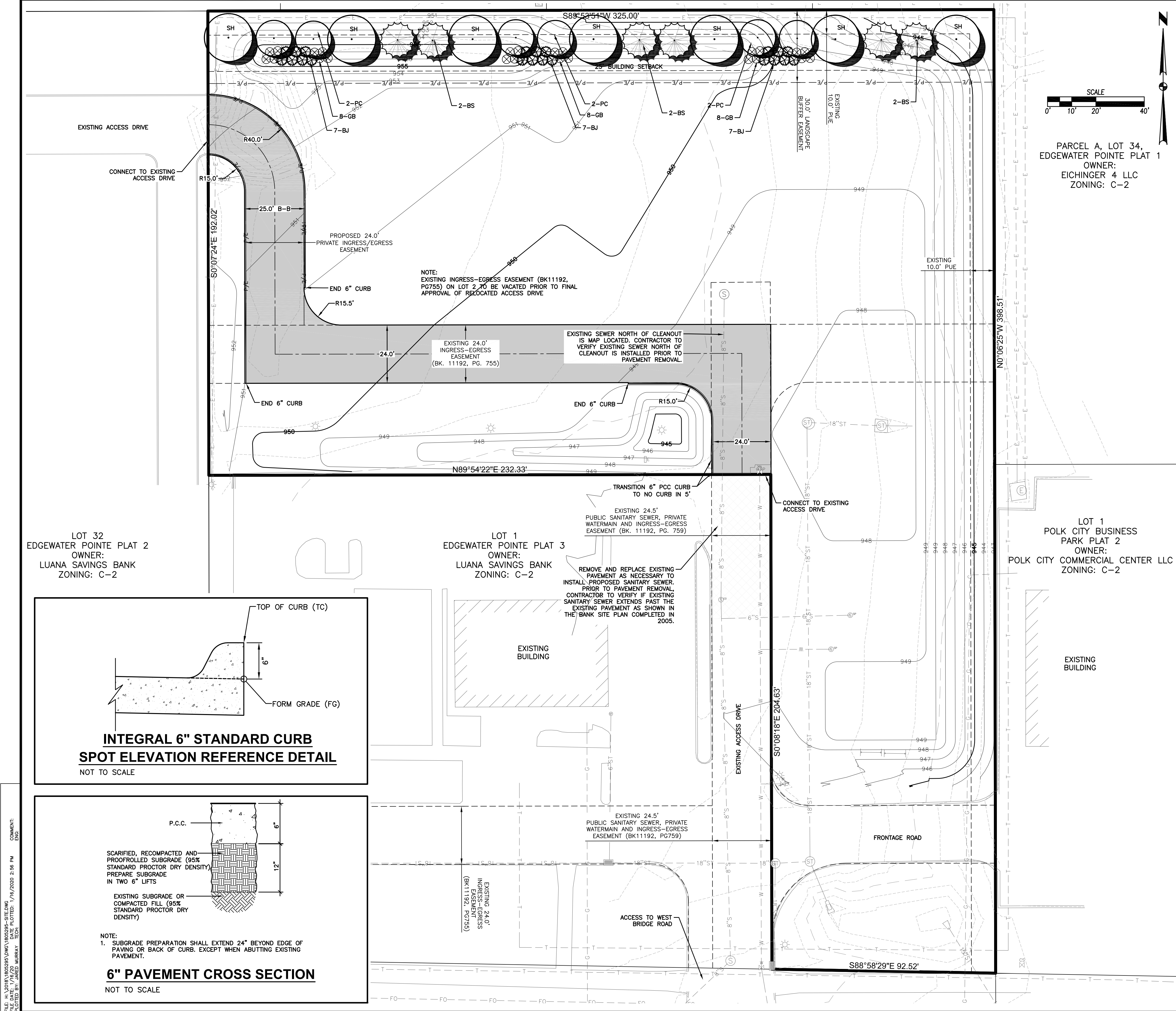
I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

DATE _____

SHEETS 1-3

FILE: H:\2019\1805295\IOWA\1805295-STE.DWG PLOTTED BY: JARED MURRAY DATE: 1/16/2020 2:54 PM

LOT 2 EDGEWATER POINTE PLAT 3



GENERAL NOTES

1. THE MOST RECENT EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.
2. ALL WORK SHALL COMPLY WITH ADA ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES.
3. ALL WORK SHALL BE IN ACCORDANCE WITH OSHA CODES AND STANDARDS. NOTHING INDICATED ON THE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.
4. PRIOR TO ANY WORK AT THE SITE, CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER, ENGINEER, AND/OR ARCHITECT, AND CONSULT WITH OWNER'S PERSONNEL AND UTILITY COMPANY REPRESENTATIVES. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE FROM FAILURE TO COMPLY WITH THIS REQUIREMENT.
5. ONE WEEK PRIOR TO CONSTRUCTION WITHIN CITY R.O.W. OR ANY CONNECTION TO PUBLIC SEWERS CONTRACTOR SHALL NOTIFY POLK CITY PUBLIC WORKS.
6. ALL CONSTRUCTION WITHIN PUBLIC R.O.W./ EASEMENTS, AND/OR ANY CONNECTION TO PUBLIC SEWERS AND STREETS, SHALL COMPLY WITH THE CITY'S STANDARDS.
7. ALL DIMENSIONS ARE TO BACK OF CURB, BUILDING FACE OR PROPERTY LINE UNLESS OTHERWISE NOTED.
8. CONTRACTOR TO VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL PLANS.
9. PLACE 3/4 INCH EXPANSION JOINT BETWEEN ALL P.C.C. PAVEMENT/SIDEWALKS AND BUILDING. PLACE 1/2 INCH EXPANSION JOINT BETWEEN SIDEWALKS AND P.C.C. PAVEMENT.
10. REMOVE ALL DEBRIS SPILLED INTO R.O.W. AT THE END OF EACH WORK DAY.
11. ALL PROPERTY PINS SHALL BE PROTECTED FROM GRADING OR OTHER OPERATIONS. ANY PINS DISTURBED SHALL BE RESET AT THE CONTRACTOR'S EXPENSE.
12. DO NOT STORE CONSTRUCTION MATERIALS AND EQUIPMENT IN THE RIGHT OF WAY.
13. THE CONTRACTOR SHALL NOT DISTURB DESIRABLE GRASS AREAS AND DESIRABLE TREES OUTSIDE THE CONSTRUCTION LIMITS. THE CONTRACTOR WILL NOT BE PERMITTED TO PARK OR SERVICE VEHICLES AND EQUIPMENT OR USE THESE AREAS FOR STORAGE OF MATERIALS. STORAGE, PARKING AND SERVICE AREAS WILL BE SUBJECT TO THE APPROVAL OF THE OWNER. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING ANY AREAS OF PAVEMENT OR SIDEWALK NOT TO BE REMOVED THAT IS DAMAGED DUE TO OPERATING EQUIPMENT ON THE PAVEMENT OR SIDEWALK.
15. THE CONTRACTOR MAY BE REQUIRED TO PLACE TEMPORARY WARNING DEVICES AND SAFETY FENCE AT CERTAIN LOCATIONS WHERE REPLACEMENT FEATURES ARE NOT INSTALLED THE SAME DAY, AS DIRECTED BY THE ENGINEER OR THE CITY.
16. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF WORK BETWEEN SUPPLIERS AND SUBCONTRACTORS INVOLVED IN THE PROJECT, INCLUDING STAGING OF CONSTRUCTION DETAILS.
17. CONCRETE REMOVAL FOR DRIVEWAY APPROACHES SHALL BE REMOVED TO THE NEAREST TRANSVERSE JOINT. CONTRACTOR SHALL VERIFY REMOVAL LIMITS WITH CITY'S CONSTRUCTION INSPECTOR PRIOR TO ANY CONCRETE REMOVAL.
18. ALL PERMITS AND ADDITIONAL FEES REQUIRED TO COMPLETE THE WORK SHALL BE INCLUDED IN THE CONTRACTOR BID.
19. DETENTION IS PROVIDED FOR THE PROPOSED ACCESS DRIVE. THE CALCULATIONS WILL REFLECT ALL PAVEMENT BEING P.C.C. NO ADDITIONAL IMPERMEABLE SURFACE INCLUDING BUILDING AND PAVEMENT IS ALLOWED ON LOT 2 WITHOUT PROVIDING ADDITIONAL DETENTION.
20. THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL EMBANKMENTS ON THE PROPERTY, INCLUDING THOSE WITHIN THE OVERLAND FLOWAGE EASEMENT.
21. APPROVAL OF THE FUTURE MONUMENT SIGN WILL REQUIRE THAT A DETAIL AND PERMIT BE SUBMITTED FOR REVIEW BY CITY STAFF.
22. ALL STRIPING SHALL BE 4" WIDE, WHITE LINES.

TRAFFIC CONTROL NOTES

1. ALL APPLICABLE CITY PERMITS, INCLUDING BUT NOT LIMITED TO CLOSURE PERMITS, SHALL BE OBTAINED PRIOR TO ANY CONSTRUCTION WITHIN CITY R.O.W. OR LANE CLOSURES.
2. ALL TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
3. PERMANENT SIGNING THAT CONVEYS A MESSAGE CONTRARY TO THE MESSAGE OF TEMPORARY SIGNING AND NOT APPLICABLE TO THE WORKING CONDITIONS SHALL BE COVERED BY THE CONTRACTOR WHEN DIRECTED BY THE CITY.
4. THE CONTRACTOR SHALL COORDINATE HIS TRAFFIC CONTROL WITH OTHER CONSTRUCTION PROJECTS IN THE AREA.
5. SIDEWALK CLOSED SIGNS REQUIRED FOR ALL SIDEWALK CLOSURES.
6. THE CONTRACTOR IS CAUTIONED NEITHER TO OBSTRUCT NOR REMOVE ANY EXISTING PAVEMENT NOR TO DISTURB THE EXISTING TRAFFIC PATTERNS MORE THAN IS NECESSARY FOR THE PROPER EXECUTION OF THE WORK.
7. ALL SIGNING AND LANE STRIPING WILL NEED TO COMPLY WITH MUTCD. MAINTENANCE AND REPLACEMENT OF THE SIGNING AND STRIPING WILL BE THE RESPONSIBILITY OF THE APPLICANT.

LANDSCAPE NOTES

1. LOCATE ALL UTILITIES BEFORE ANY PLANTING BEGINS.
2. THE MOST RECENT EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.
3. TYPE, SIZE, AND QUALITY OF PLANT MATERIAL SHALL CONFORM TO THE MOST CURRENT EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK ANSI Z601.
4. ALL PLANT MATERIAL SHALL BE HEALTHY SPECIMENS WITHOUT DEFORMITIES, VOIDS AND OPEN SPACES, WITH WELL DEVELOPED BRANCH AND ROOT SYSTEMS; TRUE TO HEIGHT, SHAPE AND CHARACTER OF GROWTH OF THE SPECIES OR VARIETY.
5. SEED (TYPE 1) OR SOD ALL DISTURBED AREAS AS DIRECTED BY OWNER.
6. BACKFILL TO TOP OF CURB. (MINUS 1 1/2" FOR SOD, IF REQ.)
7. WEED PREVENTER (PRE-EMERGENT) SHALL BE SPREAD OVER SOIL AFTER PLANTING AND BEFORE MULCHING IN ALL PLANTING BEDS PER MANUFACTURER'S RECOMMENDATIONS.
8. SHREDDED HARDWOOD MULCH SHALL BE PLACED AROUND ALL TREES, SHRUBS AND IN ALL PLANTING BEDS TO A (MIN) DEPTH OF 3".
9. ALL EDGING SHALL BE SPADE CUT EDGE.
10. PLANT QUANTITIES ARE SHOWN FOR INFORMATION ONLY, THE DRAWING SHALL PREVAIL IF ANY CONFLICTS ARISE.
11. ALL DEBRIS SPILLED IN THE PUBLIC R.O.W. SHALL BE PICKED UP BY THE CONTRACTOR AT THE END OF EACH WORK DAY.
12. CONTRACTOR SHALL WARRANT ALL PLANT MATERIALS FOR A PERIOD OF ONE YEAR FROM DATE OF INSTALLATION.
13. CONTRACTOR SHALL PROVIDE IRRIGATION DESIGN TO OWNER, IF REQUESTED, FOR APPROVAL.

PAVEMENT THICKNESS

1. SHARED ACCESS DRIVE 6" P.C.C.

LANDSCAPE BUFFER

NORTH PROPERTY LINE: TYPE "B" SCREEN

LANDSCAPE REQUIREMENTS

OPEN SPACE	= 81,022 SF
LOT AREA	= 12,153 SF (15%)
OPEN SPACE REQUIRED	

2 TREES AND 6 SHRUBS PER 3,000 SF OF REQ. OPEN SPACE	
TREES REQUIRED	= 9 TREES
SHRUBS REQUIRED	= 25 SHRUBS

TREES PROVIDED	= 9 TREES *
SHRUBS PROVIDED	= 25 SHRUBS *

* NO OPEN SPACE TREES OR SHRUBS ARE BEING PROVIDED AT THIS TIME

PARKING AREA LANDSCAPING

PAVEMENT AREA (8,860 SF) * 0.20	= 1,172 PLANT SF
PLANT SF (1,172 SF) / 700	= 3 TREES *

* PARKING AREA LANDSCAPING WILL BE PROVIDED WITH A FUTURE SITE PLAN

PLANT SCHEDULE

CODE	QTY	OVERSTORY AND ORNAMENTAL TREES	SIZE	COND
SH	7	SKYLINE HONEYLOCUST	GLEDTISIA TRICANTHOS INERMIS 'SKYCOLE'	6' HT. B&B
PC	6	PRAIRIE FIRE CRAB	MALUS X 'PRAIRIE FIRE'	6' HT. B&B

CODE	QTY	EVERGREEN TREES	SIZE	COND
BS	6	COLORADO BLUE SPRUCE	PICEA PUNGENS	6' HT. B&B

CODE	QTY	SHRUBS	SIZE	COND
GB	24	GOLDEN BARBERRY	BERBERIS THUNBERG AUREA	3 GAL CONT
BJ	21	BUFFALO JUNIPER	JUNIPERUS SAMBINO 'BUFFALO'	3 GAL CONT

2 LOT 2, EDGEWATER POINTE PLAT 3
3 DIMENSION & LANDSCAPE PLAN
 CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

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

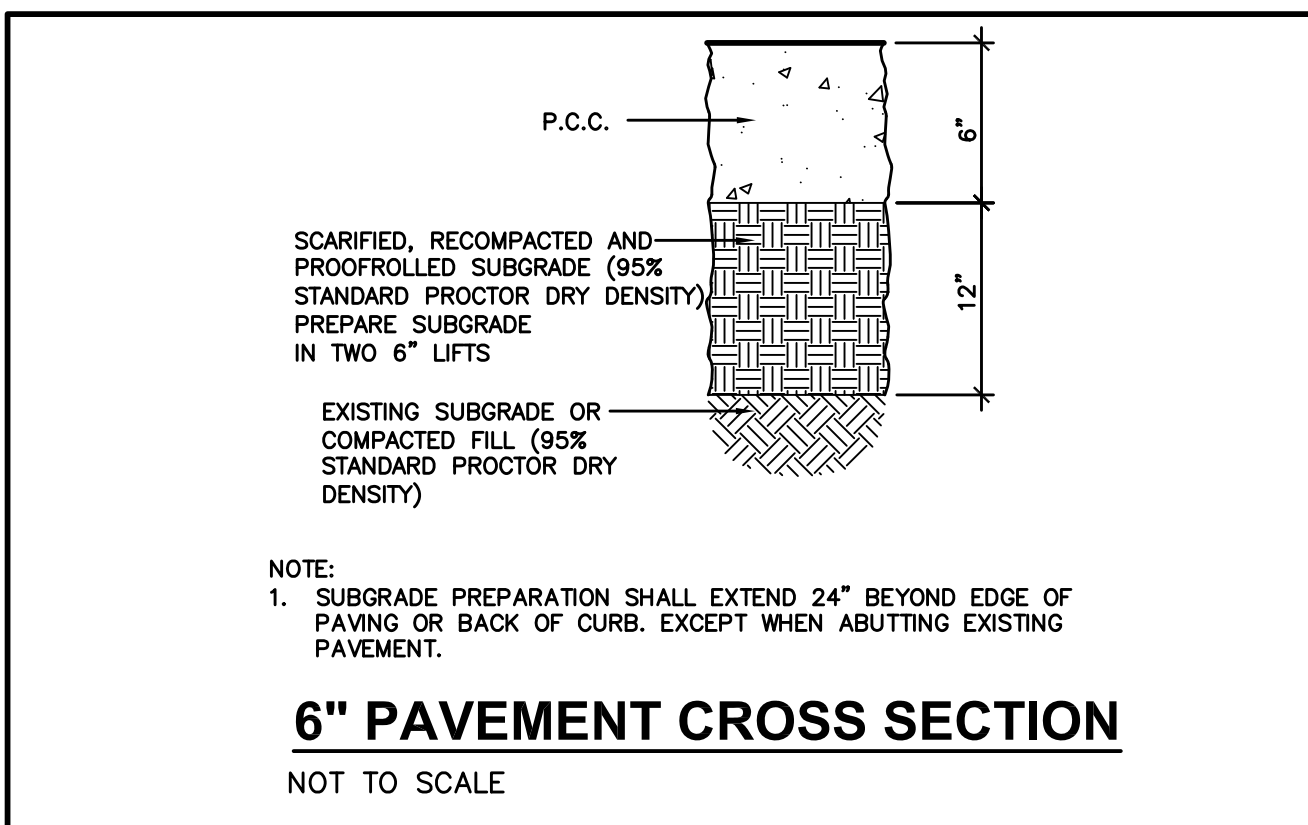
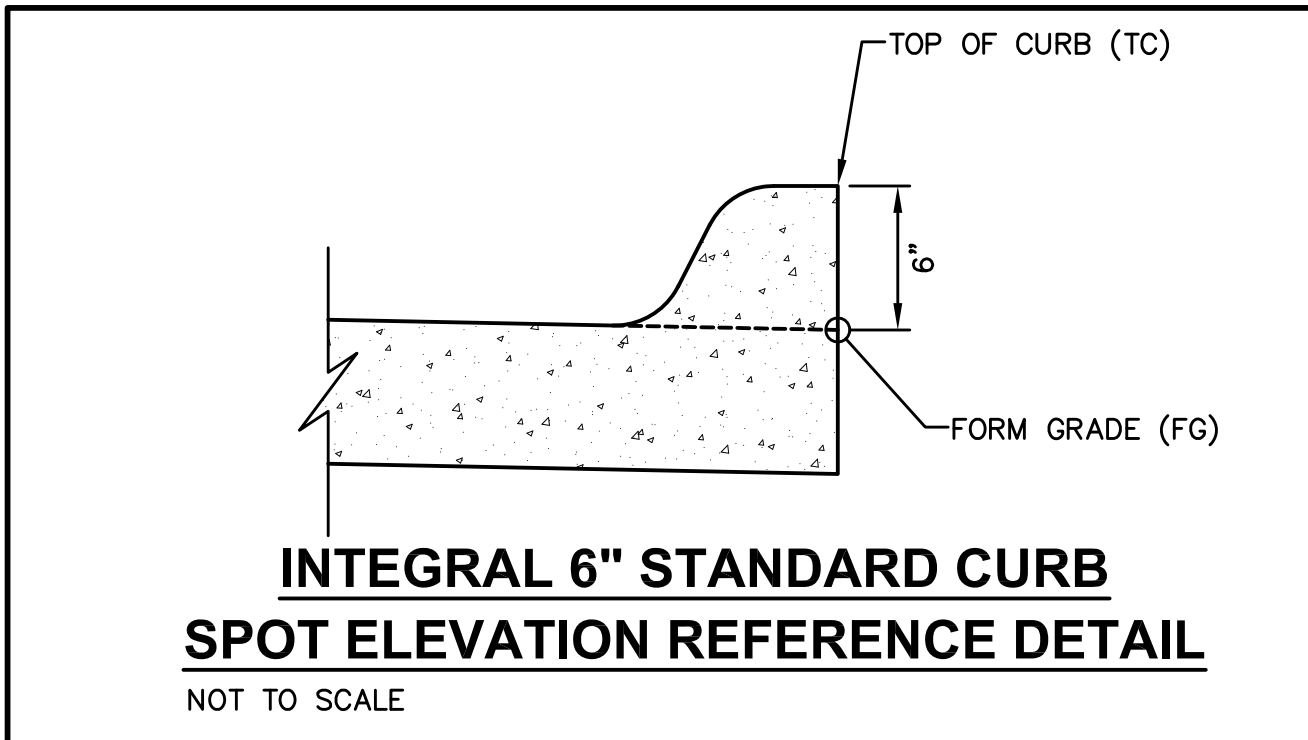
DATE	REVISIONS
01/07/20	5TH SUBMITTAL
12/17/19	4TH SUBMITTAL
06/12/19	3RD SUBMITTAL
06/07/19	2ND SUBMITTAL
05/24/19	1ST SUBMITTAL

COMMENT: ENCL
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 PLOTTED BY: MARGO MURRAY
 DATE: 1/16/2020 2:56 PM

LOT 32
 EDGEWATER POINTE PLAT 2
 OWNER:
 LUANA SAVINGS BANK
 ZONING: C-2

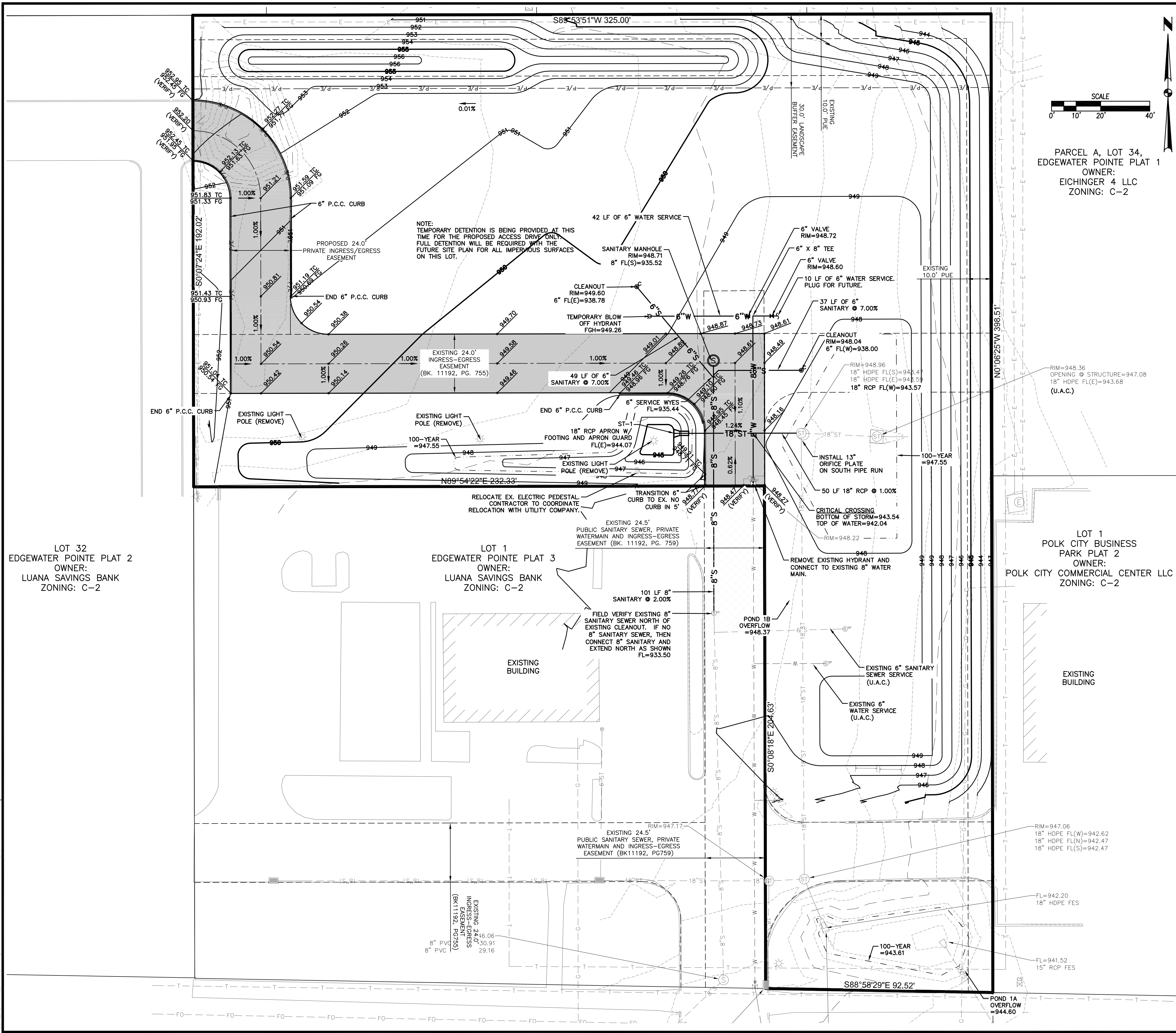
LOT 1
 EDGEWATER POINTE PLAT 3
 OWNER:
 LUANA SAVINGS BANK
 ZONING: C-2

LOT 1
 POLK CITY BUSINESS
 PARK PLAT 2
 OWNER:
 POLK CITY COMMERCIAL CENTER LLC
 ZONING: C-2



NOTE:
 1. SUBGRADE PREPARATION SHALL EXTEND 24\"/>

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 PLOTTED BY: MARGO MURRAY
 DATE: 1/16/2020 2:58 PM
 COMMENT:
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GRADING NOTES

1. PRIOR TO ANY GRADING, A COPY OF THE NPDES PERMIT SHALL BE PROVIDED TO THE CITY'S BUILDING DIVISION.
2. CONTRACTOR SHALL STRIP ALL DELETERIOUS MATERIAL. THE TOP 6" OF TOPSOIL IS TO BE STOCKPILED AND RESPREAD AFTER GRADING IS COMPLETE. CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING A SUITABLE TOPSOIL STOCKPILE SITE.
3. EXCAVATION SHALL BE IN ACCORDANCE WITH THE MOST RECENT EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE.
4. MATCH EXISTING GRADES AT PROPERTY LINES AND/OR CONSTRUCTION LIMITS.
5. ALL SPOT ELEVATIONS ARE FORM GRADE (FG) OR TOP OF FINISHED SURFACES UNLESS OTHERWISE NOTED.
6. SITE SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDINGS.
7. SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
8. THE CONTRACTOR SHALL CONFINE HIS GRADING OPERATIONS TO WITHIN THE CONSTRUCTION LIMITS AND EASEMENTS SHOWN ON THE PLANS. ANY DAMAGE TO PROPERTIES OUTSIDE THE SITE BOUNDARY SHALL BE AT THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
9. THE CONTRACTOR SHALL APPLY NECESSARY MOISTURE CONTROL TO THE CONSTRUCTION AREA AND HAUL ROADS TO PREVENT THE SPREAD OF DUST.
10. SEE SEPARATE STORM WATER POLLUTION PREVENTION PLAN FOR DETAILS ON EROSION CONTROL.
11. FINAL FINISH GRADING TO BE APPROVED BY THE ARCHITECT AND CIVIL ENGINEER. MATCH EXISTING GRADES AT THE INTERFACE OF NEW AND EXISTING GRADES OR PAVING.
12. SIDEWALKS: MAINTAIN 1% MINIMUM AND 5% MAXIMUM LONGITUDINAL SLOPES ON ALL PAVED WALKWAYS. ALL WALKS TO HAVE 2% MAXIMUM TRANSVERSE SLOPE IN THE DIRECTION OF NATURAL DRAINAGE. SAW CUT JOINTS AS SOON AS CONCRETE HAS SET. SAW CUTS TO BE 1/8" TO 1/4" WIDE; DEPTH: LONGITUDINAL 1/3, TRANSVERSE 1/4.
13. THE GRADING OF THE DETENTION FACILITY, INSTALLATION OF THE STORM SEWER SYSTEM (IF APPLICABLE), AND THE INSTALLATION OF THE ORIFICE PLATE (IF APPLICABLE) SHALL BE COMPLETED AND FUNCTIONAL PRIOR TO ANY INCREASE IN IMPERVIOUS SURFACES WITHIN THE SITE OR THE PREVIOUSLY MENTIONED ITEMS SHALL BE GRADED/ INSTALLED AS SOON AS PRACTICAL.

UTILITY NOTES

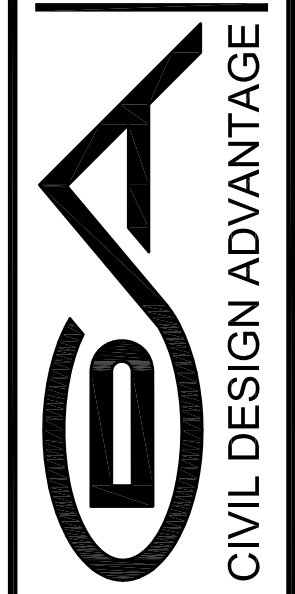
1. REFER TO MECHANICAL, ELECTRICAL AND PLUMBING PLANS FOR UTILITY SERVICE SIZES AND EXACT LOCATIONS. REFER TO ELECTRICAL PLANS FOR ELECTRIC AND TELEPHONE SERVICE CONSTRUCTION DETAILS. REFER TO MECHANICAL PLANS FOR GAS SERVICE CONSTRUCTION DETAILS.
2. FIELD VERIFY ELEVATIONS AND LOCATIONS OF ALL CONNECTIONS TO EXISTING UTILITIES PRIOR TO COMMENCING CONSTRUCTION.
3. PROVIDE TEMPORARY SUPPORT FOR EXISTING UTILITY LINES THAT ARE ENCOUNTERED DURING CONSTRUCTION UNTIL BACKFILLING IS COMPLETE.
4. BACKFILL ALL UTILITY TRENCHES ACCORDING TO THE MOST RECENT EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS. MAINTAIN A MINIMUM OF 5.5' COVER OVER ALL WATERMAINS.
5. ALL UTILITIES SHALL BE STUBBED TO 5 FEET FROM BUILDINGS. REFER TO MEP PLANS FOR DESIGN FROM 5' OUTSIDE OF BUILDING FACE.
6. ADJUST ALL MANHOLES AND INTAKES TO FINISHED GRADES.
7. ALL SANITARY SEWER AND WATER SERVICES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY'S PLUMBING CODE.
8. 18" MINIMUM VERTICAL CLEARANCE BETWEEN STORM SEWER AND SANITARY SEWER PIPES. 18" MINIMUM VERTICAL CLEARANCE BETWEEN SANITARY SEWER AND WATER MAIN.
9. MAINTAIN A MINIMUM OF 10' HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER MAINS.
10. WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE, THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS. THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATIONS AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK. THE CONTRACTOR IS REQUIRED TO UTILIZE THE UTILITY ONE-CALL SERVICE AT 800-292-8989 AT LEAST 48 HOURS PRIOR TO EXCAVATING ANYWHERE ON THE PROJECT.
11. ALL WATERMAIN WORK, PUBLIC OR PRIVATE SHALL BE DONE IN ACCORDANCE WITH THE CITY'S STANDARD CONSTRUCTION SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
12. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF WORK OF ALL SUBCONTRACTOR(S) INVOLVED IN THE PROJECT.
13. PRIVATE UTILITIES TO BE INSTALLED PER THE CITY'S STANDARD CONSTRUCTION SPECIFICATIONS FOR PUBLIC IMPROVEMENTS AND THE 2012 IBC AS PER POLK CITY CODE. CONTACT BUILDING INSPECTION A MINIMUM OF 24 HOURS IN ADVANCE FOR UTILITY INSTALLATION INSPECTIONS.
14. OWNER IS RESPONSIBLE FOR MAINTENANCE OF PRIVATE RETENTION FACILITIES AND PRIVATE UTILITIES.
15. CONTRACTOR SHALL PREVENT ENTRY OF MUD, DIRT, DEBRIS AND OTHER MATERIAL INTO NEW AND EXISTING SEWER SYSTEMS. SHOULD ANY CONTAMINATION OCCUR DURING CONSTRUCTION, THE CONTRACTOR SHALL CLEAN AT NO COST TO THE OWNER. INSTALL SILT FENCE AT ALL PERMANENT STORM SEWER INLETS.

SCALE
 0' 10' 20' 40'

PARCEL A, LOT 34,
 EDGEWATER POINTE PLAT 1
 OWNER:
 EICHINGER 4 LLC
 ZONING: C-2

REVISIONS	DATE
5TH SUBMITTAL	01/07/20
4TH SUBMITTAL	12/17/19
3RD SUBMITTAL	06/12/19
2ND SUBMITTAL	06/07/19
1ST SUBMITTAL	05/24/19

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



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: _____