

Agenda

Notice of Meeting

Polk City | City Council

\*\*\*\*\*

February 10, 2020 | 6:00 pm

City Hall | Council Chambers

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

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Tentative Meeting Agenda

Jason Morse | Mayor

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

**5. Consent Items**

- a. City Council Meeting Minutes for January 27, 2020
- b. Receive and file Parks Commission Meeting Minutes for February 3, 2020
- c. Claims listing February 10, 2020
- d. Accept Josh Ludwig resignation from the Parks Commission effective immediately
- e. Resolution 2020-16 setting a public hearing on March 9, 2020 at 6pm for the maximum proposed property tax levy rate
- f. Resolution 2020-17 setting a public hearing on March 23, 2020 at 6pm on the proposed FY 20/21 Budget
- g. Five-month Tobacco Permit for Polk City Liquor effective February 11, 2020
- h. Appointment of Matt Aswegan to Police Lieutenant at a pay rate of \$75,000 effective February 10, 2020
- i. Resolution 2020-12 authorizing an application to Prairie Meadows Community Betterment Grant program
- j. Resolution 2020-13 authorizing an application to Firehouse Subs Public Safety Foundation Grant program
- k. Resolution 2020-14 authorizing an application to NFPA for Assistance to Firefighters Grant program
- l. Receive and file the January 2020 Water Report
- m. Receive and file the January 2020 Library Stats Report
- n. Receive and file the January 6, 2020 Library Board Meeting Minutes
- o. Receive and file the January 2020 Library Director Report
- p. Receive and file the Library Board Strategic Plan-2020
- q. Receive and file the 2020 Library Accreditation Report
- r. Receive and file the 2019 Annual Police Department Report
- s. Approve hiring Jason Thraen as Parks & Rec Director at a pay rate of \$28.84 per hour contingent upon successful completion of background check

**6. Business Items**

- a. Resolution 2020-15 accepting the public improvements in Big Creek Valley Plat 1
- b. Special Events application with applicable fees

- c. First Reading of Ordinance 2020-200 amending 165.21 to indicate Board of Adjustment shall consist of five (5) members
- d. Snyder & Associates invoices for services in November 2019 in the amount of \$14,345.50

**7. Swear-In Ceremonies**

- a. Jeremy Siepker, Police Chief
- b. Matt Aswegan, Police Lieutenant

**8. Reports & Particulars**

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

**9. Adjournment**

*--next meeting date February 24, 2020*

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., January 27, 2020**  
**City Hall**

Polk City, City Council held a meeting at 6:00 p.m., on January 27, 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 Pro Tem Dvorak 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 Anderson and seconded by Vogel to approve the meeting agenda

**MOTION CARRIED UNANIMOUSLY**

4. **Public Hearing** | Mayor Pro Tem Dvorak opened the Public Hearing at 6:00 p.m. on the proposed amendment of 165.21 of the Municipal Code. City Clerk, Jenny Gibbons, said the notice was published January 17, 2020 and no comments had been received for or against the proposed amendment of 165.21 of the Municipal Code. City Manager, Chelsea Huisman provided a report. No one was present to be heard for or against the proposed municipal code amendment.

**MOTION:** A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:02 p.m.

**MOTION CARRIED UNANIMOUSLY**

5. **Public Comments** | None

6. **Consent Items**

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

- a. City Council Meeting Minutes for 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

**MOTION CARRIED UNANIMOUSLY**

7. **Business Items**

a. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2020-11 approving Site Plan for Lot 2 of Edgewater Pointe Plat 3

**MOTION CARRIED UNANIMOUSLY**

b. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the third and final reading of Ordinance 2020-100 Parking Regulations

**MOTION CARRIED UNANIMOUSLY**

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

- Library Director, Jamie Noack informed Council the Youth Services librarian has accepted another position in Johnston so the position opening will be posted tomorrow to replace her. Interim options have been identified to continue the youth service programming until a replacement can be found.
- Public Works Director, Mike Schulte said his department will begin moving piles of snow away from the square and other public properties starting tomorrow.
- Council Member Dvorak gave a reminder about clean-up day in May.
- Council Member Sarchet reported on the MAC meeting he recently attended.
- Council Member Anderson said he enjoyed attending the P&Z meeting. He said they are a very professional group, good bunch that the City is lucky to have.
- City Manager Huisman congratulated Jeremy Siepker on being appointed to the Police Chief position and said his swear-in ceremony to officially swear him in will be scheduled at the next meeting. Huisman provided Budget books to Council to take home and review prior to the next work session scheduled for February 10<sup>th</sup> and encouraged anyone with questions to reach out.
- Council Member Vogel welcomed Siepker as the newly official Police Chief and looks forward to working with him in this capacity moving forward. She said the work session was really good on the budget and is looking ahead to forward progress with the process.
- Council Member Dvorak thanked public works crews for the great job with snow removal.

**9. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:12 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date* – Monday, February 10, 2020

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David Dvorak, Mayor Pro Tem

Attest

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Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, February 3, 2020**  
**City Hall**

Polk City, Parks Commission held a meeting at 6:00 p.m., on February 3, 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** | *The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Motsch, Bentley, Haaland, Reed | In attendance  
Campbell, Delaney | Absent
3. ***MOTION:*** A motion was made by Motsch and seconded by Bentley to approve the November 4, 2019 Meeting Minutes  
***MOTION CARRIED UNANIMOUSLY***
4. **Audience Items** | None
5. **Presentation on Community Visioning** – Steve Karsjen provided an update on the Visioning Committee’s progress to date and extended an invitation to the Commission Members to attend the next Focus Group Meeting scheduled for February 29, 2020, 9a-1p. He also shared the CV Facebook link and asked the Commission to sign up for the monthly e-newsletter to see the community section updates.
6. ***MOTION:*** A motion was made by Reed and seconded by Motsch to nominate Amy Bentley as Chairperson for 2020  
***MOTION CARRIED UNANIMOUSLY***
7. ***MOTION:*** A motion was made by Reed and seconded by Bentley to nominate Holly Motsch as Vice-Chairperson 2020  
***MOTION CARRIED UNANIMOUSLY***
7. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
  - City Clerk, Jenny Gibbons provided a tree report in Ken Morse absence and reported interviews with the final candidates for the Parks & Rec Director position will be held later this week.
  - City Council Member, Rob Sarchet said he is hopeful this will be a big year for Parks. He is excited about the future Parks & Rec Director to come on board and work with the Community Visioning Group and the Parks Commission collectively to implement new opportunities, become more focused and improve utilization of the Parks Commission.
  - Commission Member, Bentley requested a copy of the Parks & Rec Director job description be sent out to the members of the Commission.
8. **Adjournment**  
***MOTION:*** A motion was made by Haaland to adjourn at 6:41 pm.  
***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date* – Monday, March 2, 2020 at City Hall.

Attest

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

# CLAIMS REPORT

The City of Polk City

For **2/10/2020**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
ALL	ALL	FIRST BANKCARD	CITY CREDIT CARD	\$4,773.50
PD	GEN	WALMART	OFFICE SUPPLIES	\$42.28
PD	GEN	GALL'S INC.	UNIFORMS	\$184.98
PD	GEN	P & M APPAREL	VEST PATCHES	\$104.00
PD	GEN	ALTOONA POLICE DEPARTMENT	CRIMINAL ADDICTION TRAINING	\$100.00
PD	GEN	RANGEMASTERS TRAINING CENTER	RANGETIME	\$10.00
PD	GEN	GRANGER MOTORS	OIL CHANGE	\$44.79
PD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS	\$45.75
PD	GEN	AT&T MOBILITY	FIRSTNET WIRELESS	\$251.03
PD	GEN	AUREON TECHNOLOGY	PHONE SERVICE	\$606.35
PD	GEN	BRICK LAW FIRM	POLICE/TEAMSTERS 238	\$2,827.50
PD	GEN	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$38.90
PD	GEN	CANINE TACTICAL	CANINE TRAINING	\$150.00
PD	GEN	AMAZON BUSINESS	CLEANING WIPES	\$15.98
FD	GEN	GALL'S INC.	UNIFORM	\$137.97
FD	GEN	DES MOINES AREA COMM.COLLEGE	EMT TUITION - BRISTLE	\$1,212.00
FD	GEN	RACOM	EDACS ACCESS	\$671.16
FD	GEN	VERIZON WIRELESS	PHONE AND DATA PLAN	\$17.04
FD	GEN	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$382.69
FD	GEN	MERCY NORTH FP UC	MEDICATIONS	\$727.49
PW	GEN	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$6,098.54
PW	GEN	SAFE BUILDING	BUILDING INSPECTIONS	\$657.69
LIB	GEN	BIBLIONIX	CIRCULATION SOFTWARE	\$2,400.00
LIB	GEN	CLEANING CONNECTION INC	FEBRUARY JANITORIAL	\$398.92
LIB	GEN	MICROMARKETING, LLC	BOOK ON CD	\$34.99
LIB	GEN	BAKER & TAYLOR	JF BOOKS	\$86.06
LIB	GEN	BANLEACO	LEASE PAYMENT - 58113	\$67.80
PW	GEN	PORTABLE PRO, INC.	PORTABLE SERVICE	\$75.00
PW	GEN	PORTABLE PRO, INC.	PORTABLE SERVICE	\$75.00
PW	GEN	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES	\$60.00
PW	GEN	PORTABLE PRO, INC.	PORTABLE SERVICE	\$75.00
PW	GEN	PORTABLE PRO, INC.	PORTABLE SERVICE	\$75.00
PW	GEN	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES	\$120.00
CH	GEN	STAPLES	SUPPLIES	\$209.17
CH	GEN	KABEL BUSINESS SERVICES	MONTHLY PARTICIPANT FEES	\$350.00
CH	GEN	IMFOA	MEMBERSHIP DUES	\$100.00
CH	GEN	PITNEY BOWES	POSTAGE METER RENTAL	\$926.40
CH	GEN	CAROL THORNBURG	GCMOA LUNCH/MILEAGE	\$29.43
CH	GEN	BUSINESS PUBLICATIONS CORP	CLAIMS REPORT 10/10/06	\$386.59
CH	GEN	MEDIACOM	INTERNET SERVICE	\$129.95
CH	GEN	AHLERS & COONEY	URBAN RENEWAL	\$237.50
CH	GEN	BRICK LAW FIRM	GENERAL	\$3,285.00
CH	GEN	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES	\$160.00
CH	GEN	CENTURY LINK	PHONE SERVICE	\$36.31
CH	GEN	CRYSTAL CLEAR WATER	PURCHASED WATER	\$3.00
PW	RUT	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$14.78
PW	RUT	C F I	TIRE REPAIR	\$38.50
PW	RUT	HOTSY CLEANING SYSTEMS INC.	5 GAL SUPER XL SOAP	\$130.00
PW	RUT	KECK ENERGY	#1 AND #2 DIESEL	\$1,912.51
PW	RUT	TRUCK EQUIPMENT INC.	CUTTING EDGE KIT	\$1,620.00
PW	RUT	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$30.08
PW	RUT	CHR TIRE AND AUTO	REPAIR	\$4,766.25
PW	RUT	INTERSTATE ALL BATTERY CENTER	BATTERY REPLACEMENT	\$156.65
PW	RUT	KIMBALL MIDWEST	HARDWARE	\$35.23
PW	RUT	ANKENY SANITATION	TRASH SERVICE	\$514.18
PW	RUT	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$205.44
PW	WATER	BRICK LAW FIRM	ATTORNEY FEE	\$135.00
PW	WATER	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$73.90
PW	WATER	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES	\$140.00
PW	WATER	Des Moines Water Works	PURCHASED WATER	\$16,544.07
PW	WATER	HACH COMPANY	WATER DEPARTMENT SUPPLIES	\$466.98
PW	WATER	KEYSTONE LABORATORIES INC.	WATER TESTING	\$75.00
PW	WATER	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$389.31
PW	WATER	GNA TRUCKING LLC	TRUCKING SERVICES	\$307.36
PW	WATER	IOWA DEPT OF REVENUE	EXCISE TAX	\$3,587.00

# CLAIMS REPORT

The City of Polk City

For **2/10/2020**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
PW	SEWER	INTERSTATE POWERSYSTEMS	REPAIRS	\$1,067.51
PW	SEWER	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$48.40
PW	SEWER	CITY OF DES MOINES	WRA	\$51,354.60
PW	SEWER	IOWA DEPT OF REVENUE	SALES TAX	\$334.00
<b>TOTAL</b>				<b>\$112,367.51</b>
		GENERAL		\$28,420.76
		ROAD USE		\$9,423.62
		WATER		\$21,718.62
		SEWER		\$52,804.51
		<b>TOTAL</b>		<b>\$112,367.51</b>

**RESOLUTION NO. 2020-16**

**A RESOLUTION SETTING A PUBLIC HEARING FOR THE MAXIMUM PROPOSED  
PROPERTY TAX LEVY RATE FOR FY 20/21**

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**WHEREAS**, the State of Iowa law now requires all cities to pass a resolution establishing their maximum property tax dollars to certify for levy, post notification, and hold a public hearing and vote; and

**WHEREAS**, the notice of public hearing and proposed maximum property tax dollars is required to be published no less than 10 but not more than 20 days prior to the date of the hearing.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on March 9, 2020 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on the FY 20/21 maximum proposed property tax levy rate.

**PASSED AND APPROVED** the 10th day February 2020.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk



<b>CITY NAME</b> Polk City	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b> Fiscal Year July 1, 2020 - June 30, 2021	<b>CITY CODE</b> 77-723
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b>	<b>Meeting Time:</b>	<b>Meeting Location:</b>
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At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b>	<b>City Telephone Number:</b>
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Iowa Department of Management	Current Year Certified Property Tax 2019/2020	Budget Year Effective Property Tax 2020/2021**	Budget Year Proposed Maximum Property Tax 2020/2021	Annual % CHG
Regular Taxable Valuation 1	246,267,603	272,165,630	272,165,630	
<b>Tax Levies:</b>				
Regular General 2	\$1,994,768	\$1,994,768	\$2,204,542	
Contract for Use of Bridge 3	\$0	\$0		
Opr & Maint Publicly Owned Transit 4	\$0	\$0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr. 5	\$0	\$0		
Opr & Maint of City-Owned Civic Center 6	\$0	\$0		
Planning a Sanitary Disposal Project 7	\$0	\$0		
Liability, Property & Self-Insurance Costs 8	\$121,000	\$121,000	\$38,550	
Support of Local Emer. Mgmt. Commission 9	\$0	\$0		
Emergency 10	\$0	\$0		
Police & Fire Retirement 11	\$0	\$0		
FICA & IPERS 12	\$0	\$0		
Other Employee Benefits 13	\$0	\$0	\$137,763	
<b>*Total 384.15A Maximum Tax Levy 14</b>	<b>\$2,115,768</b>	<b>\$2,115,768</b>	<b>\$2,380,855</b>	<b>12.53%</b>
<b>Calculated 384.15A Maximum Tax Rate 15</b>	<b>\$8.59134</b>	<b>\$7.77383</b>	<b>\$8.74781</b>	

Explanation of significant increases in the budget:

If applicable, the above notice also available online at:

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

**RESOLUTION NO. 2020-17**

**A RESOLUTION SETTING A PUBLIC HEARING FOR THE PROPOSED FISCAL  
YEAR FY 20/21 BUDGET**

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**WHEREAS**, the State of Iowa law requires the City Council to set a time and place for a public hearing and publish a summary of the proposed annual budget; and

**WHEREAS**, the notice of public hearing and proposed maximum property tax dollars is required to be published no less than 10 but not more than 20 days prior to the date of the hearing.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on March 23, 2020 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on the proposed FY 20/21 Budget.

**PASSED AND APPROVED** the 10th day February 2020.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

**Instructions on the reverse side**

For period (MM/DD/YYYY) 02 / 01 / 2020 through June 30, \_\_\_\_\_

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA Polk City Liquor  
Physical Location Address 201 N 3rd street City Polk City ZIP 50226  
Mailing Address 201 N 3rd street City Polk City State IA ZIP 50226  
Business Phone Number 515-305-4707

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor  Partnership  Corporation  LLC  LLP   
Name of sole proprietor, partnership, corporation, LLC, or LLP MAATARANI LLC  
Mailing Address 105 NE 21st Cir City Grimes State IA ZIP 50111  
Phone Number 515-305-4707 Fax Number \_\_\_\_\_ Email maatarani1988@gmail.com

**Retail Information:**

Types of Sales: Over-the-counter  Vending machine   
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes  No   
Types of Products Sold: (Check all that apply)  
Cigarettes  Tobacco  Alternative Nicotine Products  Vapor Products

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store  Bar  Convenience store/gas station  Drug store   
Grocery store  Hotel/motel  Liquor store  Restaurant  Tobacco store   
Has vending machine that assembles cigarettes  Other

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Name (please print) Renuka Adhikari Name (please print) Manish Adhikari  
Signature [Signature] Signature [Signature]  
Date 01/27/2020 Date 01/27/2020

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \$37.50
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New  Renewal

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

**General Instructions**

- Fill in the month, day, and year that this application covers.
- All permits expire annually on June 30<sup>th</sup>.
- A new application must be submitted every year.
- All items must be completed.
- A permit will not be issued until the application is properly completed and approved.

**Business Information**

- Fill in the trade name/DBA of the business.
- Fill in the physical location address, city, and ZIP.
- Fill in the mailing address or PO Box, city, and ZIP.
- Fill in the 10-digit telephone number of the business.

**Legal Ownership Information**

- Check the legal ownership type of the business.
- Fill in the name(s) of the sole proprietor, partnership, the corporation, the LLC, or the LLP that is the legal owner of the business. This is not the store manager or the corporate president. Do not fill in the name of a person unless the type of ownership is sole proprietor.
- Fill in the 10-digit telephone number, fax number, and email address of the legal owner.

**Retail Information**

- Check the box for the type of sales at the business.
- If you make delivery sales of alternative nicotine or vapor products, also complete an Annual Application for Iowa Cigarette Permit, Tobacco Tax License, or Delivery Seller Permit 70-015.
- Check the types of products sold at the business.
- Check the box that best describes the type of business establishment.
- Print the name of the sole proprietor, the partner(s), or corporate official signing this application.
- Sign and date the application. The application must be signed by the owner, one of the partners, or one of the corporate officers listed above. A preparer's or store manager's signature is not acceptable.
- Return this application and fee to your local jurisdiction: city clerk (within city limits) or county auditor (outside of city limits).

**Permit Fees**

- The price of a retail permit depends on the location of the business and the month issued.

Location	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Outside of city limits	\$50.00	\$37.50	\$25.00	\$12.50
City of less than 15,000	\$75.00	\$56.25	\$37.50	\$18.75
City of 15,000 or more	\$100.00	\$75.00	\$50.00	\$25.00

**For City Clerk/County Auditor Only**

- Send completed/approved applications within 30 days of issuance to:  
 Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)  
 Fax: 515-281-7375

Visit the Iowa Department of Revenue at (<https://tax.iowa.gov>) to find information regarding minimum price, a list of approved brands, a list of licensed distributors, and answers to frequently asked questions.

All retailers need to sign up for the cigarette/tobacco elist (Listserv).



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 5, 2020  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Police Lieutenant promotion

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**BACKGROUND:** Matt Aswegan has been offered the Police Lieutenant position with the Polk City Police Department. Matt has worked full-time with the Polk City Police Department since August 2019. Matt has 14 years law enforcement experience at 8 years of service with the US Army Military Police.

I had received two internal applicants for this open Lieutenant position. Both applicants participated in a testing and interview process. Matt Aswegan distinguished himself as the clear choice during that process.

**ALTERNATIVES:** N/A

**FINANCIAL CONSIDERATIONS:** The Lieutenant position is an established job position with the Police Department and the salary for this appointment is already in the department's budget.

**RECOMMENDATION:** It is my recommendation that Matt Aswegan be promoted to Police Lieutenant effective February 10<sup>th</sup>, 2020.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 5, 2020  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Prairie Meadows Grant Application

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**BACKGROUND:** The Prairie Meadows Community Betterment Grant is designed to fund small-to-medium sized projects for organizations seeking to improve the lives of those in their communities. I would like to apply for this grant to support funding for the body-worn camera program. The funds requested will help us initiate the program with purchasing of the body-worn cameras and a dedicated server for video storage. The total project budget is \$42,907.76 and I have requested \$25,000 for the grant to help off-set the total amount needed from other fundraising efforts already underway.

**ALTERNATIVES:** N/A

**FINANCIAL CONSIDERATIONS:** Initiating a body-worn camera program is an expensive capital project. Funding assistance from all available sources should be considered.

**RECOMMENDATION:** It is my recommendation that the Police Department applies for this grant to support funding for the body-worn camera program.

**RESOLUTION NO. 2020-12**

**A RESOLUTION GIVING AUTHORIZATION TO APPLY FOR PRAIRIE MEADOWS  
COMMUNITY BETTERMENT GRANT**

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**WHEREAS**, the City of Polk City is desirous to apply for funding from the Prairie Meadows Community Betterment Grant; and

**WHEREAS**, this funding is intended for small-to-medium sized projects for organizations seeking to improve the lives of those in their communities; and

**WHEREAS**, the City of Polk City has identified a need to purchase body-worn cameras for the Polk City Police Officers.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Polk City, Iowa to authorize application to the Prairie Meadows Community Betterment Grant for a future proposed project.

**PASSED AND APPROVED** the 10th day of February 2020.

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Jason Morse, Mayor

Attest:

---

Jenny Gibbons, City Clerk



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 10, 2020  
**To:** Mayor & City Council  
**From:** Jim Mitchell – Fire Chief  
**Subject:** Fire House Subs Grant

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**BACKGROUND:** As you are aware, the National Fire Protection Association (NFPA) Standard 1852 requires replacement of Self-Contained Breathing Apparatus (S.C.B.A.) after 15 years of service. We need to replace at least 14 SCBA's and 14 spare air cylinders as well as a Rapid Intervention Team S.C.B.A. kit. We have operating budget for 13 S.C.B.A.'s.

**ALTERNATIVES:** We could wait and attempt to budget additional S.C.B.A.'s over the next several years, but there is a risk of not having enough and being forced to purchase different models of S.C.B.A.'s.

**FINANCIAL CONSIDERATIONS:** Fire House Subs offers a grant for up to \$25,000.00. We would like to apply for 3 additional S.C.B.A.'s, which are approximately \$7,825.00, totaling \$23,475.00. This grant requires **NO** local match. Therefore, there would be **NO** cost to Polk City Fire Department.

**RECOMMENDATION:** We are asking for your approval to apply for this grant.



**RESOLUTION NO. 2020-13**

**A RESOLUTION GIVING AUTHORIZATION TO APPLY FOR FIREHOUSE SUBS  
PUBLIC SAFETY FOUNDATION GRANT**

---

**WHEREAS**, the City of Polk City is desirous to apply for funding from the Firehouse Subs Public Safety Foundation Grant; and

**WHEREAS**, this funding is intended to provide lifesaving equipment and prevention education tools to first responders and public safety organizations; and

**WHEREAS**, the City of Polk City has identified a need to replace fourteen (14) Self-Contained Breathing Apparatus (S.C.B.A.), fourteen (14) spare air cylinders and a Rapid Intervention Team S.C.B.A. kit.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Polk City, Iowa to authorize application to the Firehouse Subs Public Safety Foundation Grant for the proposed purchase of three replacement S.C.B.As.

**PASSED AND APPROVED** the 10th day of February 2020.

---

Jason Morse, Mayor

Attest:

---

Jenny Gibbons, City Clerk



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 10, 2020  
**To:** Mayor & City Council  
**From:** Jim Mitchell – Fire Chief  
**Subject:** Assistance to Firefighter Grant

---

**BACKGROUND:** The National Fire Protection Association (NFPA) Standard 1971 requires structural firefighting clothing, (bunker gear), to be replaced after 10 years of service. We currently have several sets, (coat and pants), of bunker gear that are at that threshold.

**ALTERNATIVES:** We could purchase the bunker gear via fire department operating budget, but the amount would be detrimental. We feel the Assistance to Firefighter Grant (AFG) would be an opportunity to purchase a large amount and be affordable to the City.

**FINANCIAL CONSIDERATIONS:** The AFG offers a 95%/5% match requirement. We would like to apply for 40 sets of bunker gear, which are approximately \$2,500.00 each, which would bring the overall project to \$100,000.00 and the City's match would be \$5,000.00. The 5% or \$5,000.00 would be available in the fire department operating budget.

**RECOMMENDATION:** We are asking for your approval to apply for this grant.

**RESOLUTION NO. 2020-14**

**A RESOLUTION GIVING AUTHORIZATION TO APPLY TO THE NATIONAL FIRE PROTECTION ASSOCIATIONS (NFPA) FOR ASSISTANCE TO FIREFIGHTERS GRANT (AFG) PROGRAM**

---

**WHEREAS**, the City of Polk City is desirous to apply for funding from the NFPA for AFG Program; and

**WHEREAS**, this funding is intended for assistance to Firefighters to replace firefighting clothing after ten (10) years of service; and

**WHEREAS**, the City of Polk City has identified a need to replace several sets of gear that are at that threshold; and

**WHEREAS**, the program grant requires a commitment of a financial contribution of a local match at 5% of \$100,000.00 towards the implementation of the proposed gear purchase.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Polk City, Iowa to commit a local match of 5% and authorize application to NFPA for Assistance to Firefighters Grant Program for the proposed purchase of replacement gear.

**PASSED AND APPROVED** the 10th day of February 2020.

---

Jason Morse, Mayor

Attest:

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Jenny Gibbons, City Clerk

# Polk City Water Department

## Monthly Report

Month Jan.

Year 2020

Total Water Pumped 13,135,360 Gallons  
Monthly Daily Avg 423721 Gallons

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### Testing Results

- **SDWA Bacteriological Coliform Analysis** Adm University Hygienic Lab.  
**Fecal Coliform Analysis**- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** 1.0 University Hygienic Lab.  
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.  
**Fluoride at Plant- Monthly Average** 1.00 mg/l Polk City Lab.  
**Fluoride in System- Monthly Average** .70 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** .98 mg/l Polk City Lab.  
**Chlorine Total at plant- Monthly Average** 3.41 mg/l Polk City Lab.  
**Chlorine Free in System- Monthly Average** .73 mg/l Polk City Lab.  
**Chlorine Total in System- Monthly Average** 1.11 mg/l Polk City Lab.  
Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 5.71 mg/l Polk City Lab.  
**Iron Finish Water- Monthly Average** .05 mg/l Polk City Lab.  
**Iron System Water- Monthly Average** .05 mg/l Polk City Lab.  
Iron occurs in rocks and minerals in the earth's crust. It's the 4<sup>th</sup> most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .28 mg/l Polk City Lab.  
**Manganese Finish Water- Monthly Average** .20 mg/l Polk City Lab.  
**Manganese System Water- Monthly Average** .07 mg/l Polk City Lab.  
Manganese also occurs in rocks and the earth's crust. It is the 7<sup>th</sup> most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 8.2 mg/l Polk City Lab.  
**pH Finish Water-Monthly Average** 8.1 mg/l Polk City Lab.  
**pH System Water- Monthly Average** 8.7 mg/l Polk City Lab.  
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab \_\_\_\_\_

Total Hours to perform tests \_\_\_\_\_

<b>LIBRARY -JANUARY 2020 STATS SNAPSHOT</b>	<b>January 2019</b>	<b>January 2020</b>	<b>December 2019</b>
Total Visitors	2,088	2,252	1,911
People Checking Out	409	399	387
Polk City Cardholders	365	350	335
Polk City Checkouts	4,253	3,484	3,084
Open Access Cardholders	16	27	27
Open Access Checkouts	140	241	258
Rural Cardholders	28	22	25
Rural Checkouts	253	232	204
Bridges E-book/Audiobook Checkouts	565	702	561
Outgoing ILL Books	34	43	32
<b>Total Checkouts (incl. Bridges &amp; Outgoing ILL)</b>	<b>5,245</b>	<b>4,702</b>	<b>4,139</b>
Auto Renewals (began in September 2018)	872	701	814
<b>Total Checkouts (adjusted for auto-renewal)</b>	<b>4,373</b>	<b>4,001</b>	<b>3,325</b>
Incoming ILL Books	53	29	28
Reserves Placed	237	251	223
Materials Added	245	179	177
Materials Withdrawn	697	187	48
New Cards Issued	16	17	15
Computer Users	65	69	59
WiFi Users (on site)-Whofi counter started end of 10/19	45	285	240
Reference Questions	145	12	69
AWE Station Usage	104	127	122
AWE Games Played	308	413	295
Adult Programs	22	29	21
Adult Program Attendance	188	213	178
Youth Programs	11	16	12
Youth Program Attendance	303	279	304
Tutoring	15	24	22
No. of Meeting Room Uses by Outside Groups	8	6	1
Patron Savings (physical materials only)	\$53,645	\$51,697	\$42,884
Blank Park Zoo Adventure Pass (\$44)	0	0	2
Science Center of Iowa Adventure Pass (\$44)	6	3	2
Living History Farms Adventure Pass (\$51)	NA	NA	NA
Botanical Gardens Adventure Pass (\$34)	2	2	1
Brenton Skating Plaza (\$46.50)	6	3	5
Des Moines Children's Museum (\$36)	NA	1	0
<b>TOTAL ADVENTURE PASS SAVINGS</b>	<b>\$587.00</b>	<b>\$375.50</b>	<b>\$442.50</b>
Summer Reading Signups (0-11)			
Summer Reading Signups (12-18)			
Adult Reading Participation			
Facebook Page Views (Jan 6-Feb 2)		285	
Facebook Post Reach (Jan 6-Feb 2)		2,689	
New Facebook Page Followers (Jan 6-Feb 2)		18	
New Facebook Page Likes (Jan 6-Feb 2)		18	
Website Views		3,130	2,030

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Polk City Community Library Meeting Room, 1500 W. Broadway**  
**Monday, January 6, 2020 at 6:30 pm**

I. Call to order – The meeting was called to order by President Lisa Mart at 6:30 pm.

II. Approval of the Agenda

MOTION: A motion was made by Angie Conley and seconded by Corey Hoodjer to approve meeting agenda.

MOTION PASSED UNANIMOUSLY.

<u>Board Members Present:</u>	Lisa Mart, Angie Conley, Sara Olson, Corey Hoodjer
<u>Board Members Absent:</u>	None
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Jeff Walters
<u>Guests Present:</u>	Mandy Vogel

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve consent items.  
MOTION PASSED UNANIMOUSLY.

1. Approve the December Library Board Minutes
2. Approve the November 2019 Finance Reports
  - a. [History](#)
  - b. [Expenses](#)
  - c. [Revenue](#)

IV. Communication from the Public – Mandy Vogel – no longer Library Liaison but attended to say she has enjoyed her time on the Board and looking forward to working with the Neighborhood groups.

V. Director's report

- 2 quotes for chrome book shelves and book drop furniture. Iowa Prison Industries (IPI) and Library Furniture Industry (LFI) submitted.
- Ankeny chairs can be picked up next week.
- Dec 11 – area Library Directors Meeting held here.
- Winter reading program for adults and children going on now.
- Looking for router replacement still.
- Looking into Grant – for portable/mobile library. Friends of the Library are helping with this as well.
- New board member to replace Mike Miller.
- Chelsea requested security cameras outside Library.
- Staff workshop next Friday.

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	561	497	
Outgoing ILL Books	31	32	40			
Total Checkouts (incl. Bridges & Outgoing ILL)				3,315	4,139	4,388
Auto Renewals (began in September 2018)				779	814	770
Total Checkouts (adjusted for auto-renewal)				2,536	3,325	3,618
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						

#### VI. Liaison report – Jeff Walters

Tonight's closed session at the City held to name new Police Chief.

#### VII. Board Education - None

#### VIII. Agenda Items

1. Review [Collection Development Policy](#) – motion not needed
2. Discuss appointing [Reconsideration Committee](#) members - Corey Hoodjer and Sara Olson. We will need 2 community members and 2 alternate community members.
3. Allocate Trust Fund monies to FY21 budget – may request some allocations next month.
4. Approve hiring of Library Pages at \$9.00/hr pending background checks
  - a. Bridget Wiseman
  - b. Trinity Baccam
  - c. Kaitlyn Richards

MOTION: Motion made by Corey Hoodjer and seconded by Angie Conley to approve hiring of Bridget Wiseman, Trinity Baccam, and Kaitlyn Richards pending background checks.

MOTION PASSED UNANYMOSLY.

5. Approve [Resolution 2020-11](#) authorizing the disposal of 60 meeting room chairs.  
MOTION: Motion made by Sara Olson and seconded by Corey Hoodjer to approve Resolution 2020-11, authorizing the disposal of 60 meeting room chairs.  
MOTION PASSED UNANYMOSLY.
6. [Approve library closures for 2020](#).  
MOTION: Motion made by Corey Hoodjer and seconded by Angie Conley to approve library closures for 2020 with exception of December 26, 2020 and January 2, 2021. Discussion on these two dates will be made at a later date.  
MOTION PASSED UNANYMOSLY.

IX. Adjourn at 7:08

MOTION: Motion made by Sara Olson and seconded by Angie Conley to adjourn meeting.  
MOTION PASSED UNANYMOSLY.

Next Meeting February 3, 2020 at 6:30 PM

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



# Library Director's Report

## January 2020

### Library Statistics:

- Circulation and library usage.
  - January 2020 circulation was down 372 checkouts compared to January 2019.
  - The number of patrons visiting the library was up 164 people from January 2019.
  - Adventure Pass stats: 9 Adventure Passes were used in January saving patrons \$375.50.
  - Library Patrons saved \$\$51,697 in January by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).

### What's New:

- Youth Services Librarian, Brittany Burk, has resigned to take a position as a Youth Library Assistant at the Johnston Public Library. Her last day is Friday, February 7, 2020.
- IPI will have shelves and book drop delivered sometime early to mid-March.
- We had a winter reading program for both children and adults during the month of January. 44 adults and 41 youth participated.
- Cybrarian has been installed on our patron computers and is working as hoped..
- The next staff/council budget workshop will be Monday, February 10 at 4:30.
- The Polk County Library Association will meet with representatives from the Polk County Board of Supervisors at 1:00 pm on February 12 for budget negotiations. I believe the plan is to recommend another 3 year contract with incremental budget increases each year.
- The Library has inquired about becoming a U.S. Passport Acceptance Facility. We believe this would be a useful service to provide the community and would generate revenue (\$35/per application).
- Our Raising Readers Program (a collaboration with the ISU Extension Service) has 10 families enrolled.
- Apollo, our circulation software, has a new Reader's Advisory feature that we are excited about. We will start promoting the feature to patrons soon.
- Circulation Policy is up for review next month. The library would like the Board to consider some changes in how people obtain a library card. This will also be an opportunity to make any changes to fines or ILL fees.
- 

### Highlighted Events:

- February 6 Cribbage 1:00
- February 6 Arm Knitting 6:00
- February 11 Euchre
- February 13 DSLR Photography Basics 7:00
- February 18 Family Bingo 4:00
- February 18 Adult Coloring 6:00
- February 27 Family Movie Night

## **Polk City Community Library Strategic Plan February 4, 2020**

### **Overview of the Strategic Planning Process**

Library boards continuously guide, shape, and build library services for their community as they make decisions about money, buildings, programs, technology and staff. The challenge is to make these decisions based on a carefully considered written plan. Planning is one of the major roles of a library board. A good plan is a road map and assists the board and the director in making decisions that are the best ones for the community being served. It also publicizes the library's priorities and its vision of the future. (Iowa Library Trustee's Handbook 2014, Chapter 19)

Planning is the decision making process for what will be happening at the Polk City Community Library over the next three years. A public library is an organizational resource for and of the community it serves. The strategic plan, therefore, must be created to be responsive to its community's needs.

### **Steering Committee Guided the Effort**

The steering committee consisted of the Polk City Community Library Board of Trustees:

Lisa Mart, President  
Angela Conley, Secretary  
Corey Hoodjer  
Michael Miller  
Sara Olson

Library Director Jamie Noack and Maryann Mori, District Consultant for State Library of Iowa

On November 5, 2018, Maryann Mori facilitated Board education for the library trustees to explain the importance of having a strategic plan and process of creating one. The State Library does not have any authority over libraries but their following the standards dictates if libraries receive state funding allocations. One of the standards required for tier 2 is a Strategic Plan.

Topics discussed included:

- Library Board Bylaws and City Ordinance
- Library Mission Statement
- Board Roles and Responsibilities

On March 25, 2019, Maryann Mori guided the library trustees through a demographic study of the community. Topics discussed included:

- Trends and Demographic/Population Forecasts
- Community Businesses/Organizations
- Library Services
- Library Facilities
- Library Online Presence
- Staff Input

This provided the steering committee with valuable information as they began the process of strategic planning.

Following these informational sessions, the Board of Trustees opted to create a community survey to gather data from the community regarding knowledge and use of the Polk City Community Library. The survey was administered via Survey Monkey from September 1-September 30, 2019. Trustees and the library director visited community organizations to talk about the survey and encourage completion. Six hundred twenty-nine people completed the survey. The Board of Trustees and the library staff reviewed the data and determined the three main areas for improvement that arose from the survey: facilities, services and communication. The strategic plan outlines goals and objectives that will help library staff and Trustees meet the needs identified from this survey.

### **Demographic Information:**

Polk City is located in Polk County in central Iowa. The population of Polk City is rapidly increasing. The 2010 census population was 3,418. The anticipated 2020 census population is 5,500. The residents of Polk City are mainly caucasian. English is the predominant language spoken in the community. Over 50% of the residents in Polk City have a college degree. The median household income is \$90,216. The largest age group in Polk City is 35-44 years of age and the predominant age of children is 5-14 years of age.

## Library Compared with Other Libraries of Similar Size

(2018 State Library of Iowa-<https://www.statelibraryofiowa.org/ld/a-b/statistics/publibstats/statsreportfy18.pdf>)

With the population increase in Polk City, the library will move from a “D” classification to an “E” classification as of April 1, 2020. It is important to note that most “D” and “E” libraries are located in rural areas and are often county seats. When a library is located in a predominantly metro area, as is the Polk City Community Library, some comparisons become less reflective of the actual situation. When compared with other D-sized (2,500-4,999 population) and E-sized (5,000-9,999 population) libraries, Polk City Community Library has the following:

- An anticipated population of 5,500 is above the average 3,518 (D), but below the average 6,811 (E).
- Square footage 6,000 is below the average 8,808 (D) and 14,549 (E)
- Our staff of 4 (3.5 FTE), 3 full-time and 1 part-time employee is below the average 7 but just above the average 3.49 FTE (D) and below the average 11 (6.26 FTE) (E)
- Physical and digital collection 95,613 is above the average 94,312 (D), but below the average 112,353 (E)
- Circulation 48,645 is above the average 40,652 (D), but below the average 82,377 (E)
- Hours open 54 is above the average 47 (D) and at the average 54 (E)
- Visits 31,048 is below the average 33,346 (D) and 66,694 (E)
- Programs and Attendance
  - Youth: 161 programs is above the average 144 (D), but below the average 265 (E) and attendance 4,387 is above the average 2,971 (D), but below the average 6,986 (E)
  - Adult: 260 programs is above the average 69 (D) and 106 (E) and attendance 2,075 is above the average 814 (D) and 1,609 (E)

## Survey Questions

The steering committee compiled a list of nineteen questions that touched upon demographics, users’ perceptions, publicity, usage, and needs of the library. The intent of the survey was to garner community input in developing a strategic plan. The survey was sent to 1,335 emails, was posted on the library’s website and Facebook page, the city website and was included in the city water bill. 629 individuals completed the survey. Notable data from the survey included:

- Overall, respondents were very pleased with library services. Our average satisfaction rating was 4.49 out of 5.
- Of the individuals who responded that they did NOT use the library,
  - 40% did not know the library offered DVD’s & Blu-rays
  - 56% did not know the library offered copy/fax/scanning services
  - 72% did not know the library offered free notary services
  - 89% did not know the library offered Adventure Passes
  - 44% did not know the library offered downloadable audio and ebooks
  - 61% did not know the library offered cake pans
  - 78% did not know the library offered mobile hotspots

- 50% did not know the library offered adult programming
- 39% did not know the library offered youth programming.
- Respondents preferred to learn about library programs/services through email (68%), Facebook (48%), and the library's website (47%). Other responses included:
  - Text messages (30%)
  - In-Library Advertisement (24%)
  - Print Publications (12%)
  - Instagram (10%)
- When asked, "In the past year, about how many times have you or other household members visited the Polk City Community Library (online or in person) for each of the following purposes", the following responses were for at least twice a month
  - Check out materials (57.63%)
  - Attend a youth/teen program (7.31%)
  - Attend an adult program (4.18%)
  - Attend a meeting (2.8%)
  - Use a public computer (3.2%)
  - Download audiobook and/or ebook from Bridges (16.56%)
  - Use an online database (2.4%)
- When given an opportunity to list enhancements/improvements 209 respondents recommended the following:
  - 37 left positive comments
  - 33 indicated a need for larger facilities
  - 41 indicated a need for a larger collection (which would require a larger facility)
  - 15 indicated a need for expanded weekday hours and/or Sunday hours
  - Other comments included
    - Slowing down handicap access door so they stay open longer
    - Desire to borrow books from other libraries (unaware of ILL)
    - Improved communication of programs/services
    - More access to ebooks/audiobooks

## **Mission Statement**

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

## FACILITIES

### **GOAL 1: Community will benefit from improved accessibility within library facilities.**

- **Objective 1: Improve existing library facility for the community by Fall 2020.**
  - Seek alternative book drop options to increase security and privacy regarding book returns.
  - Utilize library community survey and/or other assessments to determine accessibility concerns within the Library structure and evaluate the feasibility of addressing those issues.
  - Research improvements regarding computerized catalog stations to better serve the increased patronage to the Library.
    - Completion of proposed activities will serve as effective measurement of successes.
    - Measurement - Note increases in use of alternative book drop
  
- **Objective 2: Determine needs of increasing the physical size of the Library to serve expanding populations and needs by Winter 2022.**
  - Apply for a Library Utilization Grant from the State Library of Iowa to complete a space needs assessment by August 2020.
  - Investigate possibility of building expansion or new building construction beginning August 2020.
  - Research alternative funding sources for building needs.
  - Create Foundation to address growing needs of the community and Library.
  - Library staff will visit a minimum of three libraries annually to develop ideas for potential future enhancements.
    - Measurement - Review the results of space needs assessment and results of the investigation of expansion versus new construction as a standing library board meeting agenda item.
    - Preparation of space utilization report will serve as an evaluation tool.
    - Implementation of a Foundation will indicate successful completion of this task.
    - Staff and board will participate in training options regarding purposed friend/foundation organizations by January 2021
    - Completion of proposed activities will serve as an effective measurement of successes.

## SERVICES

**Goal 2: The community will receive enhanced library services to meet community needs.**

- **Objective 1: Adults will be offered programming that best suits their needs and interests by Winter 2021.**
  - Research community interest though for adult residents through various means including social media, hard copy and electronic questionnaires.
  - Partner with community organizations to develop adult programming.
  - Consider after-hours programming options
    - Measurement -Offer an average of five adult educational programs per month
    - Measurement - Maintain attendance counts and evaluate additional steps necessary for publicity, continuation, etc.
  
- **Objective 2: Tweens and Teens will have more options for group programming by Winter 2021**
  - Explore possibility of developing partnership with the school
  - Talk with other librarians about successful tween/teen programming.
    - Measurement - Offer five tween/teen programs per year.
    - Measure attendance counts and evaluate additional steps necessary for publicity, continuation, etc.
  
- **Objective 3: The Library will ensure continuity of services to meet the expanding population of the community by January 2022.**
  - Determine need for additional staff when Library is open to the public.
  - Research feasibility of additional hours of operation.
    - Measurement - Develop an annual plan for specific areas of board training and include Board training at six board meetings annually.
    - Measurement - Based on comments from the library community survey and social media surveys, consider a trial extension to daily/weekend hours.
    - Measurement - Review staffing needs at a minimum semi-annually.

## **COMMUNICATION/EDUCATION**

**Goal 3: Residents will become more familiar with the library's services and programs through enhanced communication.**

- **Objective 1: The Library will improve communication with the public to ensure patrons have up-to-date information regarding Library programming, calendar, and updates by Fall 2020.**
  - Investigate Library website functionality and consider adapting the website to be more user-friendly and accessible.
  - Research frequently asked questions and find ways to continually increase communication with patrons.
  - Investigate how to reach the public to inform the community of Library programming and services to reach all demographics.
    - Maintain statistics on Internet clicks, as well as emails/phone calls/ direct information requests.
    - Measure number of social media responses and develop ways to see a 3% increase in responses.
    - Collect data from program attendees about how they learned of the program. Use to determine the most effective means of communication.

### **Approval of the Plan**

At its February 4, 2020 meeting, the Polk City Community Library Board of Trustees reviewed and approved the Strategic Plan 2020. The plan was subsequently submitted to the State Library of Iowa.

The Polk City Community Board of Trustees will review the plan quarterly to monitor progress toward meeting the goals and objectives.



# Polk City Community Library

## FY21 Application Form for Accreditation and Direct State Aid Tier Level

### INTRODUCTION

Due February 28, 2020

The Standards and Accreditation program exists to encourage the ongoing development of high quality public library services in Iowa. To save space on this application form, questions have been shortened. For more information and examples, refer to the full text of the publication: [In Service to Iowa: Public Library Standards](#)

### Instructions

The FY21 application form is available in online and print versions. The print version is to aid data collection only. Printed versions of the form will not be accepted without prior approval from Scott Dermont. Contact Scott at: [scott.dermont@iowa.gov](mailto:scott.dermont@iowa.gov) or 515-281-7573.

Check the box next to each standard met.

(FY19) = Standards marked this way should use data taken from the FY19 Iowa Public Library Annual Survey. Dates covered (July 1, 2018 - June 30, 2019.) Some standards use data from three fiscal years and will be shown as (FY19, FY18, FY17).

**LINE#** = Data taken from the Public Library Annual Survey will be indicated by the term **LINE** with the appropriate line number. **LINE E30 ÷ LINE E29** would divide line E30 by line E29.

Since many standards derive their information from the Public Library Annual Survey, it would be useful to have the Annual Survey on hand while filling out this application. However, the online version of this form will automatically pull the annual survey data into the form. It may be beneficial to consult the online form first.

(Tier 1), (Tier 2), (Tier 3): Indicates the Tier level of the listed standards. Standards without a Tier level listed are considered optional.

- Libraries applying for Tier 1 status must meet all 29 (Tier 1) standards.
- Libraries applying for Tier 2 status must meet all 29 (Tier 1) and all 12 (Tier 2) standards.
- Libraries applying for Tier 3 (accredited) status must meet all 29 (Tier 1), all 12 (Tier 2), and all 6 (Tier 3) standards. They must also meet 20 of 38 optional standards.

Submittal: When you are ready to submit your application, follow the steps listed below.

Step 1: Verify that you have all of your updated supporting documentation on file at the State Library. The Supporting Documents Checklist is included at the end of this application form. You must check the box at the bottom of the second "Request for Supporting Documentation" page in order to submit your application.

Step 2: Click on the "Show Status" button on the top right of the page.

Step 3: Resolve any edit checks.

Step 4: Click on "Unanswered Questions" at the top of the page and make sure all required questions are answered.

Step 5: Print out and complete the [Signature Page](#).

Step 6: Click on the "Submit" button on the top right of the page.

Step 7: You will see a list of items on the "Submit Survey" page. If any of the items on the list have a red triangle with a message you will need to go back and resolve any issues. Click on the link to go back and fix any issues.

Step 8: If all items on the "Submit Survey" page have check marks next to them, you are ready to submit. Click the blue button at the bottom of the page labeled "Submit Survey". If everything is correct you will see a pop-up box that says "Congratulations, your survey was submitted successfully!"

Step 9: If you wish, you may print a copy of your application form at this point. Click the link at the top right labeled "Survey List." Under other surveys you will see an option called "FY21 Application Form for Accreditation and Direct State Aid Tier Level." Click the icon shaped like a printer to print your form. NOTE: Once submitted you will not be able to make changes to your application, you can only print it. Please contact Scott Dermont at the State Library if you need to unlock your application.

## SECTION 1: LIBRARY GOVERNANCE

### #1 - 11

1. (Tier 1) A legally appointed and constituted library board governs the operation of the library. A copy of your library's most current ordinance must be on file. Yes
2. (Tier 1) The library board or other authority as defined by ordinance:
  - Hires the library director
  - Delegates the active management of the library, including personnel administration, to the library director Yes
  - Has legal authority over the library's budget and over all gifts, bequests, and donations
3. (Tier 1) The library board adopts an annual budget. Yes
- 3a. Meeting Date of most recently completed budget approved by board December 2, 2019
4. (Tier 1) The library is funded by its city on a permanent basis. Data from the Iowa Department of Management will be used to audit this standard. Yes
5. (Tier 1) The library board has written bylaws that outline its operational procedures. Yes
- Bylaws should be dated February 1, 2017 or later.
6. (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance. Yes
- Submit dates of board meetings for the past three years  
Dates listed must include month, day, and year - i.e. May 5, 2019, 5/5/19, etc.
- 6a. FY19 Jan. 7, Feb. 4, March 4, April 1, May 6, June 3, July 1, July 22, Aug. 5,

		Aug. 13, Sept. 10, Oct. 7, Nov. 4, Nov. 7, Dec. 2
6b.	FY18	Jan. 8, Feb. 5, March 5, April 2, May 7, June 4, Aug. 6, Sept. 4, Oct. 1, Nov. 5
6c.	FY17	Jan. 9, Feb. 6, March 6, April 3, May 1, June 5, July 6, August 7, Sept. 18, Oct. 2, Nov. 6,
7.	(Tier 1) The library board adopts four required written policies - circulation, collection development, personnel, and Internet use.	Yes
	Policies should be dated February 1, 2017 or later.	
8.	(Tier 1) All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee.	Yes
	Summarize your library's board development training opportunities for the past three years.	
8a.	FY19	2/19: Brainfuse, 3/25: MaryAnn Mori w/strategic planning, 5/19: MaryAnn Mori w/ strategic planning, 9/19: Open Meeting Laws,
8b.	FY18	1/18: Policy Writing, 3/18: Reconsideration of Materials, 4/18: Trust Accts & Disposal of property, 8/18: Edge Assessment, 9/18: State Library of Iowa Website, Budgeting, MaryAnn Mori w/strategic planning
8c.	FY17	11/17: 45 minutes of training on budgeting. New director started in June and prior training is not documented.
9.	The library board has written policies, as deemed appropriate for the library, and reviews them at least every three years. All policies are available to all staff members and for public inspection.	Yes
	Check any additional policies adopted. Do not report the four policies listed in standard #7 above. At least two are required to meet this standard:	
a.	Bulletin board and displays	Yes
b.	Customer conduct in the library	Yes
c.	Customer service	No
d.	Disaster preparedness and recovery	No
e.	Emergencies and evacuation	Yes
f.	Friends groups	No
g.	Gaming	No
h.	Gifts and donations	Yes

i.	Hours including holiday and weather closings	Yes
j.	Library foundation	No
k.	Meeting rooms	Yes
l.	Proctoring	Yes
m.	Programs for youth and adults	Yes
n.	Public access computers	Yes
o.	Public relations	No
p.	Reference and readers' advisory services	No
q.	Sex offender	Yes
r.	Tablet checkout	No
s.	Unattended children	Yes
t.	Volunteers	Yes
u.	Wireless use	Yes
9v.	Other policies (List no more than two)	Notary Policy
9v.	Other policies (List no more than two)	Mobile Hotspot Checkout Policy

The State Library has [Sample Policies](#) on its website. The library's district office staff can also assist in locating sample policies.

10.	The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). To determine per capita or cents per thousand support amounts, refer to the Rural Library Funding table on the State Library's website at <a href="http://www.statelibraryofiowa.org/go/rurallibfun">http://www.statelibraryofiowa.org/go/rurallibfun</a>	Yes
10a.	Enter county per capita support -OR-	
10b.	Enter county cents per thousand support	\$0.2394
11.	The library trustees attend county-wide trustee meetings, which should occur at least once per year.	
	List dates that trustees attended county-wide meetings for the past three years. Dates listed must include month, day, and year - i.e. May 5, 2019, 5/5/19, etc.	Yes
11a.	FY19	We have never heard of Polk County holding a trustees meeting
11b.	FY18	We have never heard of Polk County holding a trustees meeting
11c.	FY17	We have never heard of Polk County holding a trustees meeting

## SECTION 2: LIBRARY MANAGEMENT

### #12 - 19

12.	(Tier 1) The library director provides written financial and statistical reports for review at library board meetings.	Yes
13.	(Tier 1) The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits	Yes

annual and other reports as requested by its funding authorities.

14. (Tier 1) The library director conducts an orientation program for new board members. Check one or more of the opportunities listed below to meet this standard. Yes
- a. Orientation sessions by the director at regularly scheduled board meetings No
- b. Presentation and discussion of recorded programs No
- c. Orientation sessions conducted by State Library staff or other qualified consultants No
- d. Chapter-by-chapter discussion of the current [Iowa Library Trustee's Handbook](#) at regularly scheduled board meetings No
- 14e. Other One-on-One meeting to discuss Trustee Handbook and In Service to Iowans
15. (Tier 2) The library director shares information with the board about the following laws that affect library operations.

Guidance may be found in the latest [Iowa Library Trustee's Handbook](#).

Yes

- [Confidentiality of library records](#) (Iowa Code Chapter 22.7 (13))
- [Open meetings law](#) (Iowa Code Chapter 21)
- [Fair Labor Standards Act](#) (U.S. Code Title 29, Chapter 8)

16. (Tier 2) The library keeps its borrowers' registrations up-to-date. At least one of the suggestions below and the date of last purge is required to meet this standard. Yes
- a. Indicate date of last purge (must be February 1, 2017 or later) Dates listed must include month, day, and year - i.e. May 5, 2019, 5/5/19, etc. 08/12/2019
- b. Annual purge Yes
- c. Card expiration and renewals (only count non-expired cards as active) No
- d. Individual purges on a regular basis No
- 16e. Other
17. (Tier 2) The library has a written plan. To meet this standard, all boxes below must be checked. Yes
- The plan must:
- a. Be dated February 1, 2015 or later and be on file at the State Library Yes
- b. Address community needs based on community data Yes
- c. Contain a mission statement, which describes the Yes

- library's purposes in the community
- d. Show goals and measurable objectives to be achieved over a period not to exceed five years Yes
18. The library director informs the board of pending library legislation on the local, state, and national levels to enable board members and staff to participate in the legislative process. Yes
19. The library director attends county-wide directors' meetings, which should occur at least once per year.
- List dates that the director attended county-wide meetings for the past three years. Yes  
Dates listed must include month, day, and year - i.e. May 5, 2019, 5/5/19, etc.
- 19a. FY19 1/15/19, 2/13/19, 3/19/19, 5/10/19, 9/17/19, 10/9/19, 11/13/19, 12/11/19
- 19b. FY18 1/9/18, 2/15/18, 3/22/18, 4/19/18, 5/24/18, 11/27/18. 12/12/18
- 19c. FY17 Current director started June 2017: 9/20/17, 11/16/17

### SECTION 3: LIBRARY PERSONNEL

#### #20 - 28

20. (Tier 1) The library has a permanent, paid director who is certified at a required level. A new director has two years after starting as director to become certified. Yes
- 20a. Start date of current director as director 06/01/2017
21. (Tier 1) The library has written job descriptions that include educational and experience requirements. A written salary range for each position is recommended, but not required. Yes
22. (Tier 1) The library director's performance is evaluated by the board at least annually. Yes
- List evaluation dates for the past three years.  
Dates listed must include month, day, and year - i.e. May 5, 2019, 5/5/19, etc.
- 22a. FY19 7/1/19
- 22b. FY18 9/4/18
- 22c. FY17 0/0/17
23. (Tier 1) The library allows the director to participate in continuing education opportunities during their work time. Yes
24. (Tier 2) (FY19) The library employs paid staff as listed in chart. Number of hours per week and FTE (Full Time Equivalents) are given. Either figure can be given to meet the standard. To see full table click on the question mark. Yes

24a.	Report the total number of paid staff FTE (LINE B08)	3.50
25.	(Tier 3) The library has a planned orientation program for all new employees.	Yes
26.	Other library employees are evaluated annually by the director or supervisor.	Yes
27.	The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, or take advantage of CE opportunities.	Yes
List annual amount spent on CE opportunities for the past three years.		
27a.	FY19	\$1,000.00
27b.	FY18	\$500.00
27c.	FY17	\$500.00
28.	The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time. Check one or more of the suggestions below to meet this standard.	Yes
(NOTE: These can also be used to receive CE credit from the State Library's certification program.)		
a.	Attending webinars or other activities provided by the State Library of Iowa	Yes
b.	Attending continuing education activities on specific topics offered by library organizations, academic institutions or professional associations	Yes
c.	Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities	No
d.	Completing learning assignments following continuing education activities	Yes
e.	Taking a library or library-related course for academic credit	Yes
28f.	Other ( List no more than one )	Attend ILA conference, AdLib and KidLib

## SECTION 4: LIBRARY COLLECTIONS

### #29 - 34

29.	(Tier 1) (FY19, FY18, FY17) The library determines its total annual circulation of library materials.	Yes
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Report total circulation for the past three years:

29a.	FY19 (LINE F27)	52,334
29b.	FY18 (LINE F25)	46,046
29c.	FY17 (LINE F23)	45,037
30.	The library provides access to current local, county, and/or regional news sources.	Yes

30a.	List one resource provided	Des Moines Register
31.	(Tier 3) (FY19, FY18, FY17) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy.	Yes
Report percentage of collection withdrawn:		
31a.	FY19 (LINE E31 ÷ LINE E29)	11.5%
31b.	FY18 (LINE E31 ÷ LINE E29)	16.8%
31c.	FY17 (LINE E31 ÷ LINE E29)	11.2%
31d.	<b>Total percentage withdrawn (FY19 + FY18 + FY17)</b>	<b>39.5%</b>
31e.	Average of three years (Total percentage withdrawn divided by 3) <i>This amount needs to be 3% or greater to meet standard #31</i>	13.2%
32.	(Tier 3) (FY19, FY18, FY17) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials.	Yes
Report percentage of collection added:		
32a.	FY19 (LINE E30 ÷ LINE E29)	9.8%
32b.	FY18 (LINE E30 ÷ LINE E29)	8.2%
32c.	FY17 (LINE E30 ÷ LINE E29)	7.2%
32d.	<b>Total percentage added (FY19 + FY18 + FY17)</b>	<b>25.2%</b>
32e.	Average of three years (Total percentage added divided by 3) <i>This amount needs to be 3% or greater to meet standard #32</i>	8.4%
33.	The library provides materials in formats appropriate to the needs of special population groups found in the community. Check one or more of the suggestions below to meet this standard.	Yes
a.	Adult basic education materials	Yes
b.	Audio books and/or captioned video	Yes
c.	Braille materials	No
d.	Children's and young adult materials	Yes
e.	Large print books	Yes
f.	Materials for English language learners	Yes
33g.	Other ( List no more than one )	
34.	The library provides non-traditional physical collections for check out. Check one or more of the suggestions below to meet this standard.	Yes
a.	Cake pans	Yes
b.	Art prints	No
c.	Tablets	No
d.	Wireless hotspots	Yes
34e.	Other ( List no more than one )	STEM Backpack kits



## SECTION 5: LIBRARY ACCESS

### VIRTUAL SPACES #35 - 46

35. (Tier 1) (FY19) The library offers public access Internet-enabled devices and staff trained in their use. Yes
- 35a. Report the number of Internet-enabled devices (LINE G11). 6
36. (Tier 1) (FY19, FY18, FY17) The library counts the total public use of Internet-enabled devices in the library. Yes
- Report the annual public use of Internet-enabled devices
- 36a. FY19 (LINE G12) 1,065
- 36b. FY18 (LINE G16) 1,100
- 36c. FY17 (LINE I05) 990
37. (Tier 1) The library provides a printer for public use. The printer may be a shared staff/public device. Yes
- Enter make and model of printer
- 37a. Printer Make & Model Kyocera TaskAlfa 3051
38. (Tier 2) The library provides wireless Internet access for its customers. Yes
39. (Tier 3) The library maintains a current website. A social media page on a site such as Facebook does NOT meet this standard. Yes
- To meet this standard, the website MUST include:
- a. Access to the library's online catalog Yes
- b. Information about the library Yes
- c. Links to local, state, or national resources Yes
- 39url Enter the URL of the library's website: www.polkcitlibrary.org
40. The library budgets for computer replacement on a regular basis. Yes
41. The library sets aside a separate computer location for use by children and/or young adults. No
42. The library provides computer and/or Internet training for its customers. No
43. The library has access to broadband Internet access. Broadband Internet is defined by the FCC as 25 Megabits per second (Mbps) download speed and 3 Mbps upload. Yes
- 43a. Library's download speed ( Must be at least 25 Mbps to meet standard ) 70.8 Mbps
- 43b. Library's upload speed ( Must be at least 3 Mbps to meet standard ) 27.3 Mbps
44. The library provides access to and promotes online database products. Yes

- 44a. List one of the library's online database products: Gale
45. The library provides access to and promotes a downloadable materials collection. Yes
- 45a. List one of the library's downloadable materials collections: Bridges
46. The library provides access to digitized local collections. To meet the standard, the library can either digitize the collection or contract with another entity that has digitized the collection. No
- 46a. List one of the library's digitized local collections:

## SECTION 6: LIBRARY ACCESS

### PHYSICAL SPACES #47 - 66

47. (Tier 1) The library has a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures. Yes
48. (Tier 1) The library has an email address. Yes
49. (Tier 1) Library hours are posted and fixed based on users' and potential users' available time. Yes

To satisfy this standard the library must be open:

- a. A minimum of 10 hours per week and at least one hour during each of the following times: Yes
- b. At least one morning (12am to 12pm) Yes
- c. At least one afternoon (12pm to 5pm) Yes
- d. At least one evening (until 6pm) Yes
- e. Saturday and/or Sunday Yes
50. (Tier 1) The library provides reference and reader's advisory service to residents of all ages. The role of reference services is to connect people with the information they need when they need it.

Reference staff assists users by:

- Helping them find a good book
  - Answering their questions
  - Helping them find and evaluate information
  - Providing instruction on the use of library resources
- Yes

The role of readers' advisory services is to help users select materials for reading, viewing, and listening.

51. (Tier 1) The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title

- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog and provide the corresponding supporting documentation. Choose no more than one from the list below:

- 51a. Catalog is offline only (card catalog, etc.). Provide a picture of the catalog. 0
- 51b. Catalog is online but not accessible on the web. Provide vendor and product name: 0  
Vendor and product name.
- 51c. Catalog is available on the web. Provide the link: 1  
Link: <https://polkcity.biblionix.com/catalog/>

52. (Tier 2) The library has a current and maintained ONLINE catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog. Vendor name or link will be taken from your answer to Standard #51. Choose no more than one from the list below:

- 52a. Catalog is online but not accessible on the web. 0
- 52b. Catalog is available on the web. 1
53. (Tier 2) The library provides interlibrary loan services to customers of all ages. Yes
54. (Tier 2) Minimum days and hours of service are in compliance with chart contained in Help. Click on the question mark to access the chart. Yes
- 54a. Enter number of days open per typical week: 6
- 54b. Enter number of hours open per typical week: 54
55. (Tier 2) The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use. Yes
56. (Tier 3) The library's ONLINE catalog is REMOTELY available to users. Access to the SILO Locator does not meet this standard. Libraries that meet this standard also meet standards #51 and #52. The catalog link must be on the library's web page. The catalog link will be taken from your answer to Standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below: Yes

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

- |  |   |  |
|--|---|--|
| 57.  | (Tier 3) All the library's services are available when the library is open.   | Yes  |
| 58.  | Residents of the community have free access to tax-supported public library services.   | Yes  |
| 59.  | The library provides the necessary equipment to use any audiovisual materials in the library's collection.  | No   |
| 60.  | The library provides inside directional signs. The library provides outdoor signs that identify the building as a public library including the library's service hours.                               | Yes  |
| 61.  | The library provides trained staff who are knowledgeable about reference and readers' advisory print and electronic resources and who are able to assist customers of all ages during all open hours. | Yes  |
| <p>Note: The library does not need to have reference librarians to meet this standard, but existing staff are trained in the use of reference resources.</p> |   |  |
| 62.  | The building has public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard.                     | Yes  |
| 63.  | The library allocates space and furniture for young adults with all materials readily available.  | Yes  |
| 64.  | The library has a makerspace.   | Yes  |
| 64a.   | To meet this standard, describe the makerspace services provided by the library:  | For children: craft supplies, games;<br>For Teens: Craft supplies, games |
| 65.  | The library provides self-service or other kinds of automated equipment used to increase efficiency.  | No   |
| 65a.   | To meet this standard, describe the self-service and/or automated services provided by the library:   |  |
| 66.  | The library allows patrons to make payments using debit or credit cards.  | Yes  |

## **SECTION 7: LIBRARY PROGRAMMING AND COMMUNITY RELATIONS #67 - 77**

- |     |  |     |
|-----|--|-----|
| 67. | (Tier 1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. | Yes |
| 68. | (Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming.                     | Yes |

69. (Tier 2) The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard check at least four items. Yes
- a. Annual reports attractively packaged and made available to the public Yes
  - b. Attractive and frequently changed exhibits, displays, and bulletin boards Yes
  - c. Newspaper articles, columns, or ads Yes
  - d. Posters, flyers, brochures, and bookmarks advertising library services Yes
  - e. Social networking presence (Facebook, Pinterest, Twitter, blogs, etc.) Yes
  - f. TV and/or radio exposure No
  - g. Visually appealing printed materials and graphics Yes
  - h. Website Yes
  - i. Walk-throughs in the library to assess the image it projects Yes
- 69j. Others (list)
70. (Tier 2) The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations. Yes
- To meet this standard check at least two items.
- a. Attend city council meetings other than when making a budget request Yes
  - b. Give presentations to community groups and organizations Yes
  - c. Invite city council to meet in the library No
  - d. Participate in community organizations and activities Yes
  - e. Serve as a bridge to bring different types of people together No
  - f. Regularly assess community assets and needs No
  - g. Include local leaders in library planning Yes
  - h. Participate in city planning Yes
- 70i. Other
71. The library offers outreach services. Outreach service includes collections and programming provided at other community locations. Yes
- 71a. Describe the outreach services provided by the library. We do a storytime at each of the 3 day cares each month and do a storytime at the local nursing home once a month.
72. The library provides children's programming free of charge or cooperates with other agencies to provide the programming. Yes
73. The library provides young adult programming free of charge or cooperates with other agencies to

provide the programming.

74. The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Yes
75. The library collaborates with other organizations, including agencies that serve special populations, to improve library service. Yes
- 75a. Describe at least one of the library collaborations to meet this standard. SHIIP
76. The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail). Yes
77. The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities. Yes
- To meet this standard at least four items must be checked.
- a. Accessible meeting rooms Yes
- b. Braille materials No
- c. Enhanced computer display for visually impaired No
- d. Hearing augmentation system in meeting room No
- e. Home delivery of materials No
- f. Interpreters for the hearing impaired No
- g. Large Print materials Yes
- h. Minimum space between shelving stacks of 36" Yes
- i. Story times and programs in accessible meeting rooms or outside the library Yes
- 77j. Others (list)

## SECTION 8: LIBRARY FACILITY #78 - 85

78. (Tier 1) The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant. Yes
79. (Tier 1) (FY19, FY18, FY17) The library determines the number of people who come into the library each year. (Also known as door count) Yes
- Report Annual Library Visits:
- 79a. FY19 (LINE G09) 31,048
- 79b. FY18 (LINE G13) 29,189
- 79c. FY17 (LINE G14) 25,993
80. The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years. To meet this standard: Yes

- The library board must review at least one of the four priority checklists
- The board review date of at least one of the four priority checklists must be February 1, 2017 or later
- The library must submit a completed a completed copy of at least one of the four priority checklists to the State Library

\*Please do not submit photos. We only need a copy of the checklist.

The checklist can be found at: [ADA Checklist page](#)

- |     |   |     |
|-----|---|-----|
| 81. | The library provides adequate and convenient parking to the library's customers on or adjacent to the library's site. One parking space is available for every 500 square feet of building. | Yes |
| 82. | The library provides adequate handicapped accessible parking spaces in compliance with table in Help. Click on the question mark in the circle to view the table.                           | Yes |
| 83. | The library provides adequate public reader seating space based on the chart in Help. Click on the question mark in the circle to view the table.   | Yes |
| 84. | The library provides adequate space for the staff to work in a non-public area.   | Yes |
| 85. | The library director completes and shares a written space needs assessment with the board.  | No  |

To meet this standard, the assessment should be dated no older than February 1, 2015.

## Request for Supporting Documentation (FY21)

Due 2/28/2020

Libraries filing an application for accreditation and Direct State Aid Tier Level must submit the following documentation to the State Library for review. The list below shows if we have the appropriate documentation on file. NOTE: The dates below are only accurate as of December 2, 2019. They will not be updated as you submit your documentation.

If the dates for Standards 5 & 7 are dated February 1, 2017 or later you don't need to send us anything. If the date for Standard 17 is February 1, 2015 or later you don't need to send us anything. If the date for Standard 80 is February 1, 2017 or later you don't need to send us anything. "Not on File" indicates that we don't have a document on file for that standard.

For Standards 1 and 2 we need the most recent copy of the library's ordinance. Libraries will need to send in current copies of their ordinance each time they apply for accreditation.

For Standards 25 and 26 we need to have some form of documentation on file to meet the Standard. In each case the box below will say "On File" or "Not on File" depending on the library's situation.

For Standard 78 we need to have photos on file to show that you meet the standard. The box below will say "On File" or "Not on File" depending on the library's situation.

Supporting documentation should be sent in as electronic files to Toni Blair at [toni.blair@iowa.gov](mailto:toni.blair@iowa.gov). Printed items can be mailed to State Library of Iowa; 1112 E. Grand Ave., Des Moines, IA 50319 or faxed to 515-281-6191. Keep in mind that you only need to send in the documentation if you meet the appropriate standard.

All libraries must provide a copy of the Signature Page in order to certify your application.

1. Standards 1 and 2 (Tier 1) - One copy of the most current library ordinance.

Ordinance on file: Not on File

2. Standard 5 (Tier 1) - One copy of the library board's bylaws.

Bylaws on file must be dated February 1, 2017 or later: 11/10/2015

3. Standard 7 (Tier 1) - One copy of each of the policies listed below.

- Circulation Policy must be dated February 1, 2017 or later:
- Collection Development Policy must be dated February 1, 2017 or later:
- Personnel Policy must be dated February 1, 2017 or later:
- Internet Use Policy must be dated February 1, 2017 or later:

Circulation Policy must be dated February 1, 2017 or later: 5/1/2013

Collection Development Policy must be dated February 1, 2017 or later: 5/1/2013

Personnel Policy must be dated February 1, 2017 or later: 5/1/2013

Internet Use Policy must be dated February 1, 2017 or later: 11/1/2015

4. Standard 17 (Tier 2) - One copy of the library's plan.

Library Plan on file must be dated February 1, 2015 or later: 4/1/2012

5. Standard 25 (Tier 3) - A checklist or other documentation used for employee orientation program.

Checklist or other orientation: Not on File

6. Standard 26 - One blank copy of one staff evaluation form.

Staff evaluation form: Not on File

7. Standard 78 (Tier 1) - A photograph of the library book return

Photo of library book return: On File

8. Standard 80 (Tier 1) - One copy of the ADA Checklist for Existing Facilities filled out and approved by the board of trustees. Completion of at least one priority is required to meet the standard.

The checklist can be found at: [ADA Checklist page](#)

Dated February 1, 2017 or later: Not on File

9. One copy of the Signature Page signed by the director and board president.

The Signature Page can be found at: [Signature Page](#)

Signature Page: Not on File

**Please check this box to indicate that you either have** Yes



all records on file at the State Library of Iowa or intend to send updated versions of required files. This box needs to be checked in order to submit the application form. All supporting documentation is due at the State Library by February 28, 2020.

## Survey Completion

Number of standards met at each Tier level.

Tier 1 (29 Standards)	29
Tier 2 (12 Standards)	12
Tier 3 (6 Standards)	6
Non-Tier (must meet 20 of 38 to be considered Tier 3 accredited)	32

Date of application: 02/05/2020

Name of person completing this application. Jamie Noack

# Polk City Police Department

Annual Report 2019

Chief Jeremy Siepker



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**The Polk City Police Department will work in partnership with the community to reduce the fear and incidence of crime, to enhance the quality of life, and to render the highest standards and ethics of professional law enforcement.**



***SERVICE, INTEGRITY, RESPECT, QUALITY***

# Chief Jeremy Siepker

I would like to take this time to personally thank the Polk City community for the generous support they have shown the police department throughout the year. 2019 was an eventful year! I am proud to say that the men and women of the Polk City Police Department did an



outstanding job serving the Polk City community. Each day our staff worked diligently to provide the best service possible and proactively reduce the fear and incidence of crime in our community.

This report is a mere summary of what our organization has done this past year, highlighting community involvement, some of our larger cases, and providing statistics of the type of crime and number of incidents that are reported in our community.

I am excited to see what 2020 brings and am truly proud to be leading this agency as the Chief of Police.

# Officer and Staff Biographies

## Officer Ron Lamfers

- Patrol Officer
- Field Training Officer- Iowa National Association of Field Training Officers
- Smith and Wesson M&P Pistol Armorer & Glock Armorer
- Iowa Law Enforcement Emergency Care Provider
- 2002 Graduate of Iowa Law Enforcement Academy, Johnston, Iowa



## Officer Matthew Untrauer

- Patrol Officer
- Evidence and Property Technician
- Vehicle Crash Investigator
- 2005 Graduate of Iowa Law Enforcement Academy, Johnston, Iowa



## Officer Matthew Aicher

- Patrol Officer
- Canine Handler
- Basic Life Support CPR Instructor
- Standardized Field Sobriety Instructor
- 2008 Graduate of Iowa Law Enforcement Academy- Hawkeye Community College



# Officer and Staff Biographies

## Officer Gabriel Wilson

- Patrol Officer
- GTSB Coordinator
- Defensive Tactics Instructor
- Taser CEW Instructor
- 2014 Graduate of Iowa Law Enforcement Academy, Johnston, Iowa



## Officer Matt Aswegan

- Patrol Officer
- Drug Recognition Expert
- Firearms Instructor
- Training Coordinator
- ASP Baton Instructor
- OC Instructor
- Glock Armorer
- 2006 Graduate of Iowa Law Enforcement Academy, Johnston, Iowa



## Support Clerk Jane Jacobson

- Police Support Clerk
- NCIC Certified
- TAC Coordinator
- Polk County Attorney Office Liaison





# Community Outreach

## 2019 Highlights

- In July, the Police Department was granted a new Patrol Officer for the first time in 16 years. In August, the Officer Aswegan was hired to fill the opening. Officer Aswegan had been a Part-Time Officer with PCPD for 3 years and was working for Perry PD Full-Time prior to taking the position. Officer Aswegan brings has been a certified Police Officer for 13 years and brings a great wealth of experience and knowledge to the department.
- National Night Out, Safety Citations and Neighborhood Movie Night were included in the Police Department's Community Outreach Program.
- Acquired a new Patrol Vehicle in leasing a Dodge Durango through KELTEK Incorporated.



# **Community Outreach**

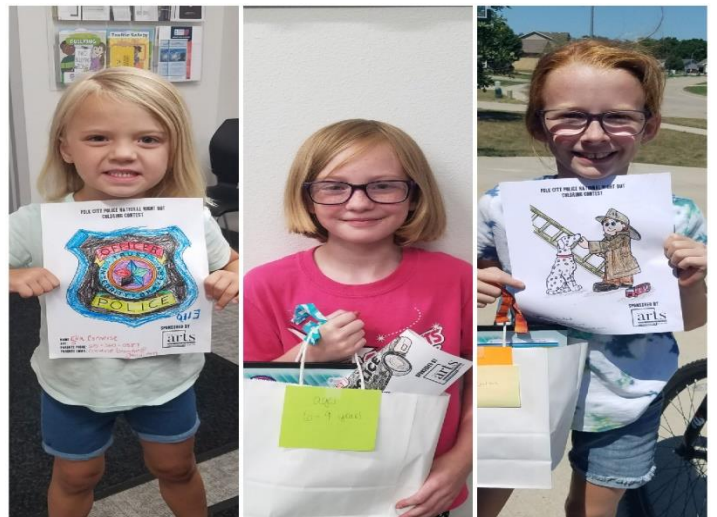
## **2019 Community Outreach Initiatives**

- DMACC Criminal Justice Career Fair
- Girl Scout and Boy Scout Meeting and tours
- Canine Demonstrations
- RVTV
- Beautiful Beginnings PD tours
- Polk City's 27<sup>th</sup> Annual Big Creek Bike Ride
- Participation at the Farmers Market
- Safety Citation Program
- North Polk Pep Rally
- Neighborhood Movie Nights
- Summer Scavenger Hunt
- National Night Out
- Four Seasons Festival Parade
- Halloween Safety at West Elementary School
- 2019 Monster Dash
- Kiwanis Club Membership
- Annual Square Lighting

# Community Outreach



# Community Outreach



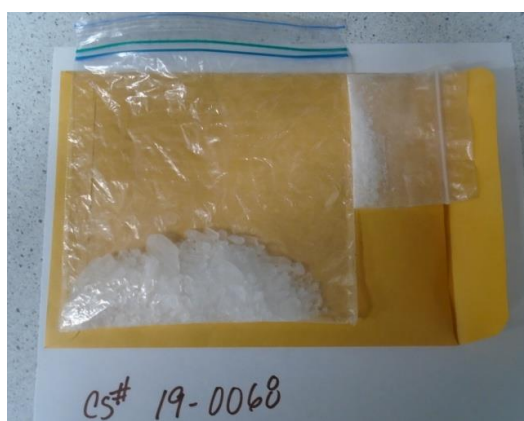
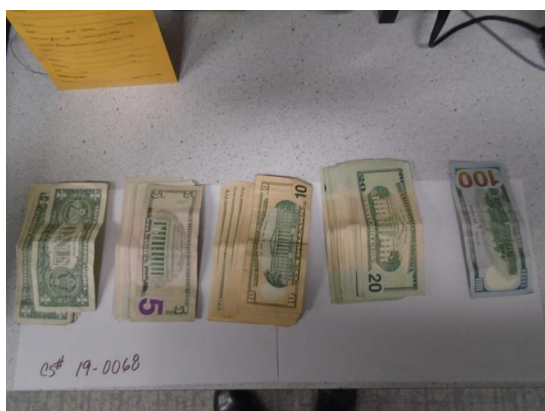
## Notable Cases

### Case 19-0035

On February 19<sup>th</sup>, a Polk City Officer observed a male, he knew had a warrant for Domestic Assault, walking north on Tyler St. The male ran from the officer and barricaded himself in a residence in the 800 block of Phillips St. The occupants at the residence were initially uncooperative with officers. Metro STAR was requested to respond, and a search warrant was being sought to make entry and search the residence. After approximately an hour standoff, officers made entry into the house and took the suspect into custody. The man was arrested on the warrant, and additionally charged with providing false information and interference with official acts.

### Case 19-0068

On March 21<sup>st</sup> at approximately 5:15am, a Polk City Officer observed a suspicious vehicle beside the storage units in the 200 block of N 3<sup>rd</sup> St. The officer made contact with the occupants where he determined the female was wanted on several charges. When the officer took the female into custody, 31 grams of methamphetamine and \$699 in cash were located on her person. The female was charged with possession with intent to deliver (Meth) and forfeiture of the cash was granted to the Polk City Police Department.



## Notable Cases

### Case 19-0104

On May 7<sup>th</sup>, a Polk City Officer was called to Kum and Go to check on a suspicious male sleeping in a vehicle in the parking lot. On arrival, the officer found out that the vehicle was stolen from Eagle Grove. The occupant was tested for drug related OWI. When officers searched the vehicle, they found syringes and veterinarian medications. The male was arrested for theft of a motor vehicle and drug related OWI.



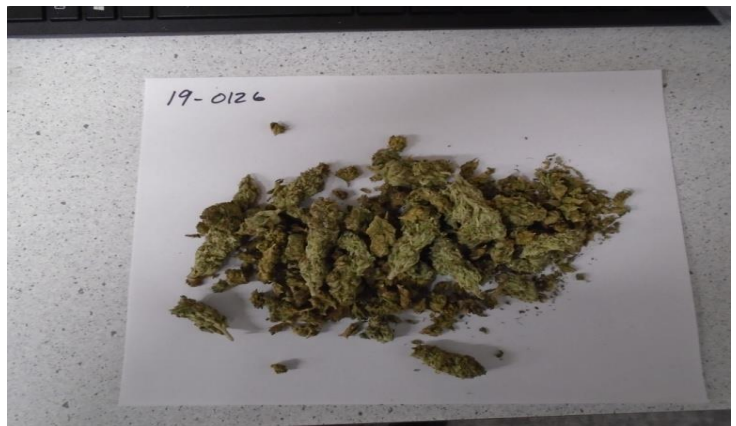
### Case 19-0265

On October 16<sup>th</sup>, multiple vehicle burglaries were reported in the Marina Cove neighborhood. Polk City Officers quickly identified 3 potential suspects and in less than 48 hours Polk City Officers with the assistance of Des Moines Police Department executed a search warrant at a suspects' residence in Des Moines. A felony amounts of narcotics were in the home and a large amount of stolen property. Admissions during an interview of one suspect at the residence resulted in the arrest of two of the suspects and an arrest warrant was obtained for the third offender. Evidence located at the residence was found to be from additional burglaries in the area. All three suspects were charged with 4 counts of burglary 3<sup>rd</sup> and the third suspect was also charged with interference with official acts. Pending lab results, the suspects will also be charged with possession of a controlled substance.

## Notable Cases

### Case 19-0126

On June 1<sup>st</sup>, a Polk City Officer made a stop on a vehicle at NW Big Creek Dr. and Hugg Dr. for a traffic infraction. The officer observed the male driver and the female passenger change seats in the vehicle. As the officer was detaining the original driver he began to fight with the officer and was attempting to retrieve something from under the seat of the car. The male was ordered out at gunpoint and taken into custody. 28.2 grams of marijuana and \$4,726 in cash were located in the vehicle. The male was arrested for possession of marijuana with the intent to deliver, interference with official acts and traffic related charges. The cash was seized, and forfeiture proceedings are still pending.



### Case 18-0147

A vehicle was reported stolen in 2018. When the vehicle was located several months later, Polk City Police Department was able to collect DNA evidence from the vehicle to be tested at the Iowa DCI Lab. In 2019 the DCI Lab was able to match the DNA to an individual, who was in jail on a similar charge. The suspect was interviewed and charged with Theft of a Motor Vehicle, closing the case.

# Forfeitures

Property which is illegally possessed; property which has been used or is intended to be used to facilitate the commission of a criminal offense or to avoid detection or apprehension; and property which is acquired from the proceeds of a criminal offense may be subject to forfeiture.

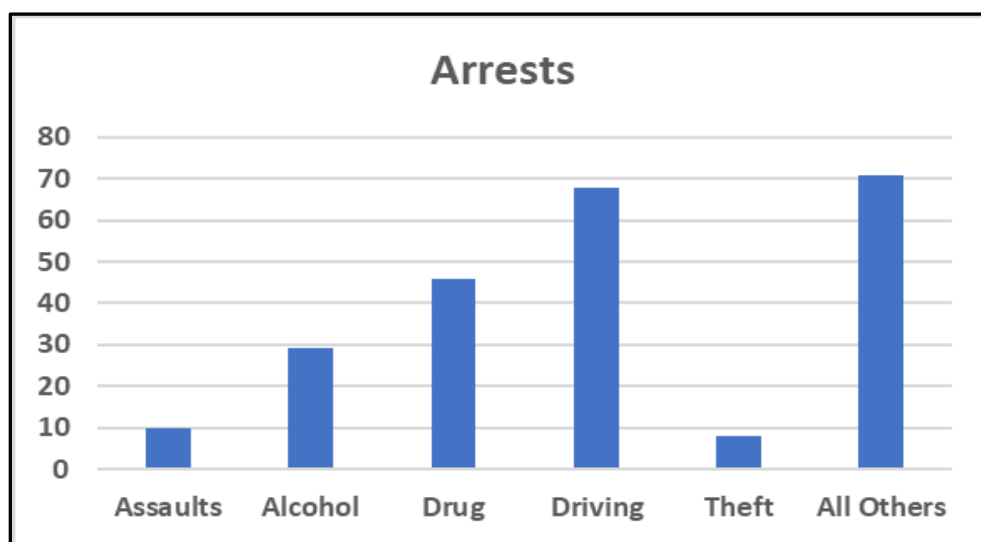
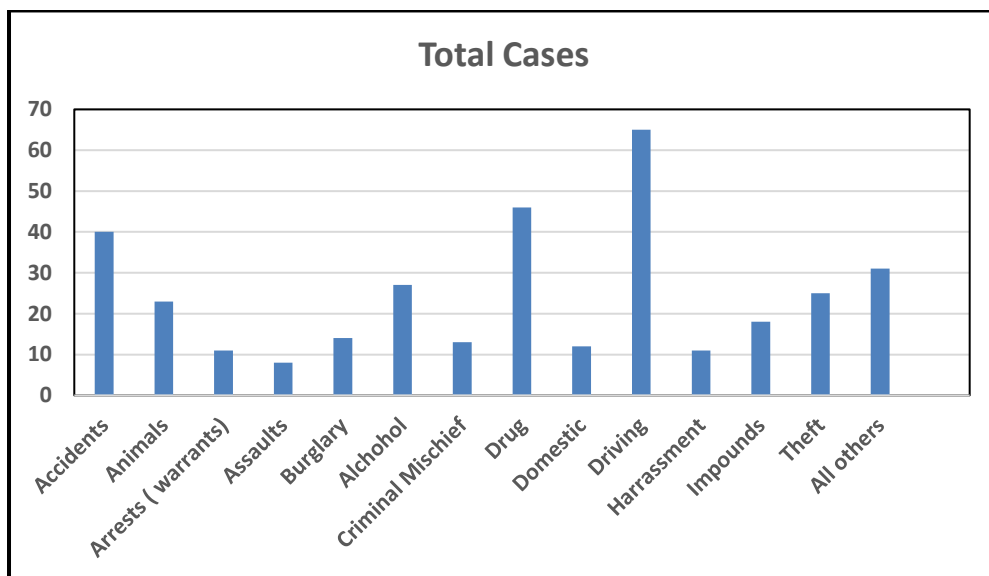
In 2019 the Polk City Police Department had two seizures related to narcotics trafficking.

<b>Case</b>	<b>Type of seizure</b>	<b>Item Seized</b>	<b>Status</b>
19-0068	Cash	\$699	Awarded to PD
19-0126	Cash	\$4,726	Pending



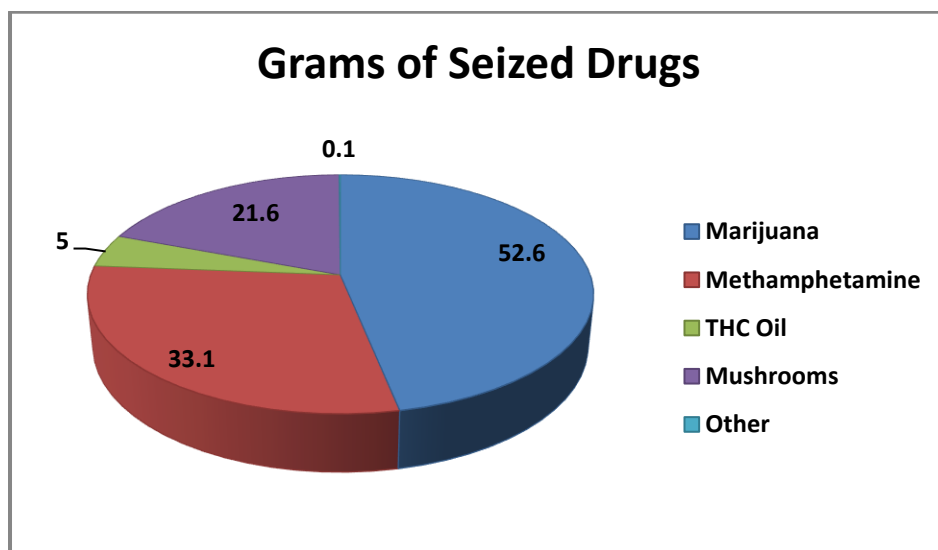
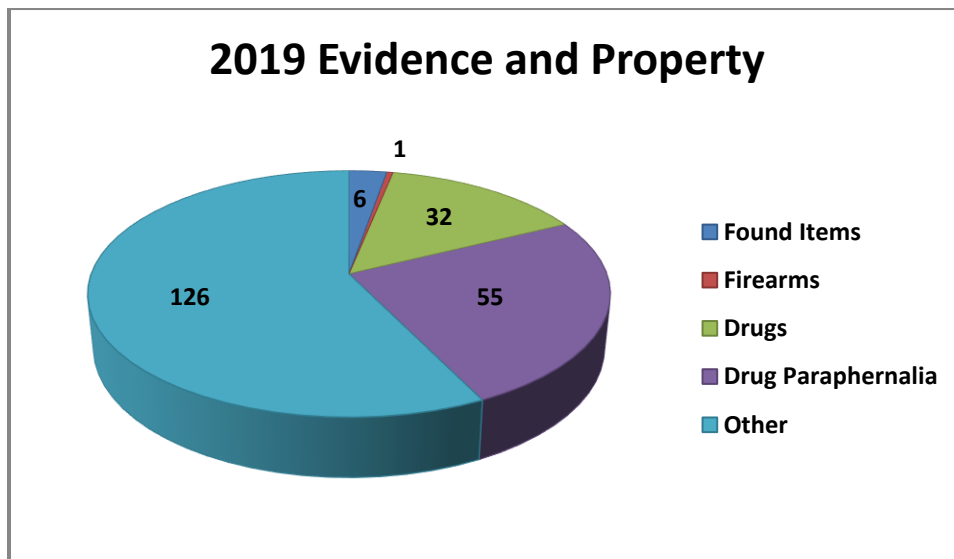
# Patrol Statistics

The Polk City Police Department received **4519** calls for service in 2019. This number includes citizen reports/complaints, traffic stops, and other self-initiated activity. Officers took **344** cases in 2019 and responded to **40** accidents. Officers also made **232** arrests, issued **527** traffic citations and issued **1051** traffic warnings.



# Evidence and Property

The Evidence Custodian oversees evidence and property that the department takes in. After property is taken into the department either for safekeeping or as evidence it is tracked and categorized by the Evidence Custodian utilizing an evidence management system known as SAFE. This program helps maintain a chain of custody for every piece of property that we handle- from the scene where it was seized, to and from the DCI crime lab and finally to be destroyed or returned after a case is completed and the court signs off on a destruction disposition notice. Below is a breakdown of the type of property we have seized this past year and a further explanation of what types of drugs were seized in 2019



# Training Summary

The Polk City Police Department has continued to develop their training program in 2019. The program is intended to keep officers prepared for situations they may encounter on the job and in maintaining a healthy work environment and lifestyle.

The Law Enforcement profession is constantly changing, it is important that our officers receive continual training to meet those changes.

Over this past year we have really excelled our training program. We continually build on our training and skills development through monthly in-service training, specialty schools, conferences and on-line training.



## In-Service Topics Include:

- Officer Wellness
- Firearms- handgun, rifle and shotgun
- OWI Update, SFST, and Warrant Writing
- Defensive Tactics
- Officer Safety and Tactics
- Officer Driving Training
- Law Updates
- Scenario-based training
- Force on Force- Simunitions
- Domestic Violence Investigation
- Hazardous Materials
- Mandatory Reporting
- Child and Dependent Adult Abuse
- Developmental Disabilities and Dementia
- Fair and Impartial Policing

# Training Summary

## Specialty Schools Include:

- Firearms Instructor
- Defensive Tactics Instructor
- Taser CEW Instructor
- OC Instructor
- Glock Armorer's certification
- Northwestern Univ. Traffic Crash Investigation
- Canine Handler Training and Certification
- School Shield Security Assessment Training
- ASP Baton Instructor
- Police Records Management



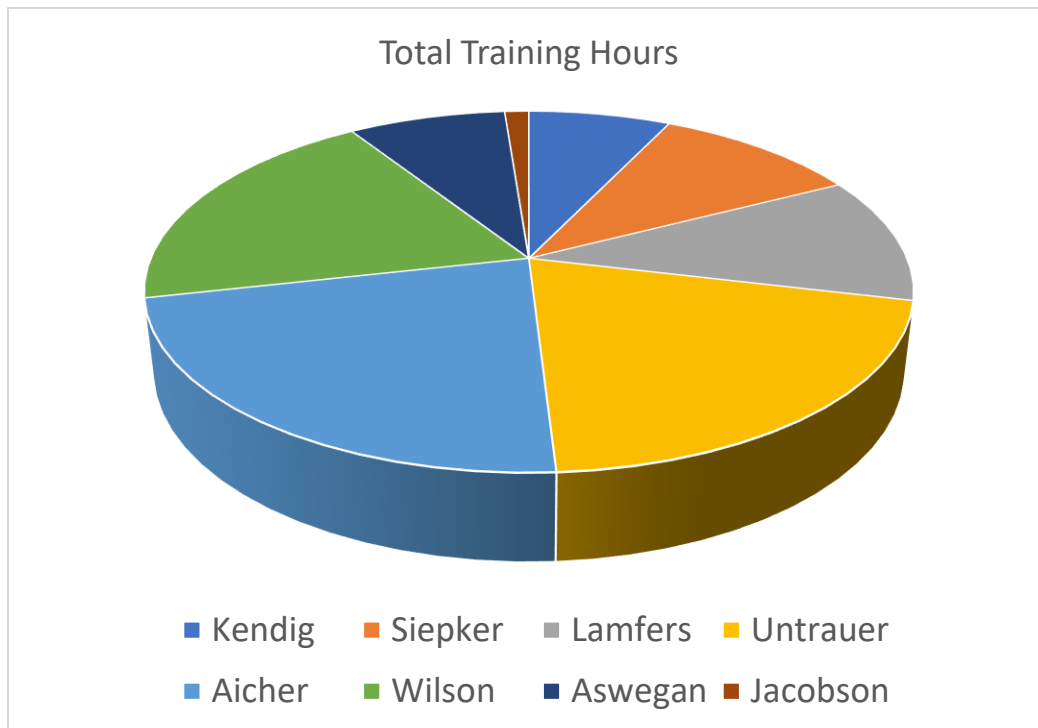
# Training Summary

## Conferences Attended in 2019 Include:

- Lifesavers Traffic Conference
- National COPS Conference
- International Association of Chiefs of Police Conference

In 2019 the police department received a combined 659.5 hours of training. Individual Officer Training:

Chief Kendig:	47 Hours
Lt. Siepker:	68 Hours
Officer Lamfers:	74.5 Hours
Officer Untrauer:	134 Hours (96 hours for Traffic Crash Investigation 1)
Officer Aicher:	148 Hours (112 Hours Out of City K-9)
Officer Wilson:	128 Hours
Officer Aswegan:	52 Hours
Admin Jacobson:	8 hours



# K-9 Training Summary

## Canine Unit Development



### Certifications and Training

In March Officer Aicher and Eudoris certified in narcotics detection in the USPCA Detector Trials in Fort Madison, Iowa. Officer Aicher and Eudoris teamed up with three canine teams from the Waterloo Police Department and placed second overall.

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In December Officer Aicher and Eudoris completed a Second Layer Certification in Chariton, Iowa. This certification consisted of narcotic detection, a 1200-yard track, blank gunfire, a building search (with K9 engagement) and K9 tactical medicine.

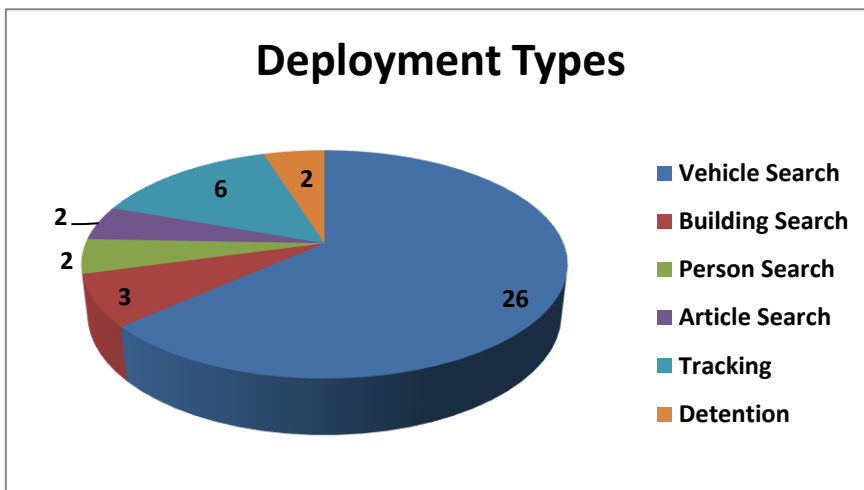
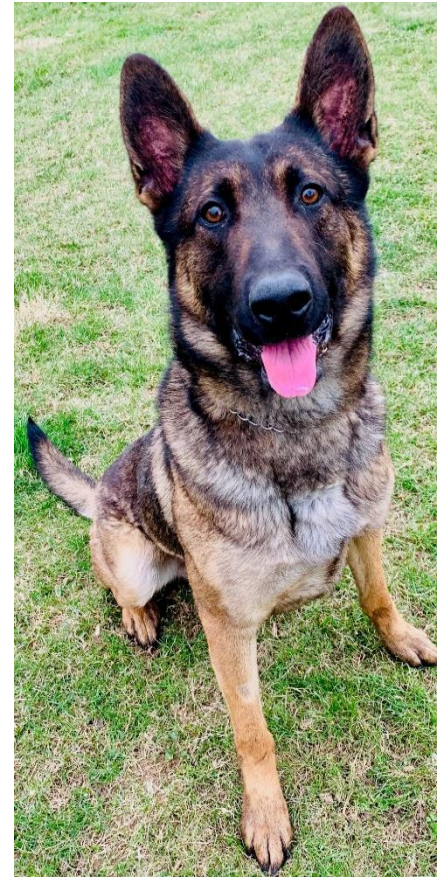


# K-9 Duty Statistics

## Deployments

Officer Aicher and Eudoris were deployed **41** times in 2019. Of these deployments, **30** were for the Polk City Police Department. On occasion, area agencies request a K-9 unit to assist them. Officer Aicher and Eudoris were deployed to assist other agencies **11** times in 2019.

Eudoris assisted in 10 arrests, 14 drug items and the forfeiture of \$699 for the Polk City Police Department. He also assisted in multiple arrests, drug seizures for area agencies including assisting the Polk County Sheriff's Office in the arrest of 4 suspects and the recovery of \$2,145 just outside of the city limits of Polk City.



## Highlighted Deployment (Case 19-0258)

In October Officer Aicher and Eudoris were dispatched to assist the Urbandale Police Department on a burglary in progress and the subject fled the area. Officer Aicher and Eudoris tracked the suspect. During the tracking another officer observed the suspect and the team was re-deployed from that area. Our canine team soon located the suspect and Eudoris engaged the suspect in order to gain compliance. The suspect was taken into custody on multiple charges.



# **2019 Complaints**

## **Complaints Received by PCPD in 2019**

The Chief's office tracks and investigates all complaints made on PCPD staff in accordance with PCPD Policy. The content of these investigations is confidential, but the number of complaints will be compiled and listed in this section of the annual report.

In 2019 there was one complaint reported on a member of the Polk City Police Department staff.





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 10, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Parks & Recreation Director

---

**BACKGROUND:** We received 26 applicants for the Parks and Recreation Director position. After narrowing it down to 4 finalists, I have offered the position to Jason Thraen contingent upon a successful background check. Jason brings a wide array of recreational experience with him, and I am excited to have him join our team.

I am asking for the City Council to set Jason's hourly pay rate at Monday night's meeting.

**ALTERNATIVES:** Do not approve the hourly pay rate.

**FINANCIAL CONSIDERATIONS:** This is a newly created position, which a budget amendment was completed for, and the position has been worked into next year's fiscal budget.

**RECOMMENDATION:** It is my recommendation that the Council approve setting the pay rate.



February 6, 2020

Honorable Mayor and City Council  
City of Polk City  
112 S. 3<sup>rd</sup> Street  
Polk City, Iowa

RE: BIG CREEK VALLEY PLAT 1 ACCEPTANCE OF PUBLIC IMPROVEMENTS  
PROJECT. 118.0975.01

Dear Honorable Mayor and City Council:

The public improvements associated with the above referenced plat have been completed in substantial conformance with the approved construction documents, including being subject to a rideability test as conducted by the Polk City Police Department to ensure smoothness in all directions of travel. The developer has provided the as-built record drawings, certified by Shive-Hattery, Inc., including as-built elevations along swale flow lines in conformance with the City requirements. In addition, the developer's land surveyor has certified that the pins have been set at all property corners.

Keller Excavating has provided a 4-year maintenance bond in the amount of \$766,455.20 for public storm sewer, the public sanitary sewer, and the public water main, services and appurtenances. Alliance Construction Group, LLC. has provided a 4-year maintenance bond for reinforced PCC pavement, sidewalk ramps, detectable warning panels, and sidewalks in the amount of \$355,327.00. The date of Council acceptance, anticipated to be February 10, 2020, will be the start date for these bonds, which are retained in the City Clerk's files.

At this time, we recommend acceptance of the public improvements associated with Big Creek Valley Plat 1. Further, we recommend the City Manager be authorized to return the developer's check in the amount of \$7,000.00 after grass has been established and all tree and brush piles have been cleared from the plat.

Please contact me should you have any questions. We will be in attendance at the February 10, 2020, City Council meeting to answer any questions regarding the acceptance of these public improvements.

Sincerely,  
SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'John W. Haldeman'.

John W. Haldeman, P.E.

Enclosure

cc: Chelsea Huisman, City of Polk City  
Mike Schulte, City of Polk City  
Kathleen Connor, Snyder & Associates  
Jarrod Ruckle, MJR Development, LLC.

**RESOLUTION NO. 2020-15**

**A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR BIG CREEK VALLEY PLAT 1**

---

**WHEREAS**, the Developer MJR Development has completed the Public Improvements, including punchlist items, installed in connection therewith Big Creek Valley Plat 1 except for seeding; and

**WHEREAS**, the Developer has provided a Certified Check in the amount of \$7,000.00 to cover the cost of establishing of seeding, said check to be returned by the City Manager once grass is established and all fees are paid; and

**WHEREAS**, Keller Excavating, Inc. has provided a 4-year maintenance bond in the amount of \$766,455.20 for the public improvements; and

**WHEREAS**, Alliance Construction Group, LLC. has provided a 4-year maintenance bond in the amount of \$355,327.00 for the paving improvements; and

**WHEREAS**, the start date for the maintenance period for each of the aforementioned bonds will begin on the date of Council approval of this Resolution; and

**WHEREAS**, Shive-Hattery has provided Record Drawings showing the as-built location of all improvements and certification of a Land Surveyor that all property corner monuments are in place as indicated on the final plat; and

**WHEREAS**, Shive-Hattery has certified the plans are in compliance of Polk City's Subdivision Regulations and the Statewide Urban Design and Specifications; and

**WHEREAS**, the City Engineer has reviewed said public improvements and finds them to be satisfactorily completed and recommends acceptance of said public improvements.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa that the Public Improvements completed by the Developer MJR Development and certified by the Engineer Shive-Hattery in connection with Big Creek Valley Plat 1 are hereby accepted.

**BE IT FURTHER RESOLVED**, that, the City Manager is authorized to return the Developer's security check in the amount of \$8,700 for the completed punchlist items.

**PASSED AND APPROVED** the 10 day February 2020.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 7, 2020  
**To:** Mayor & City Council  
**From:** Jenny Gibbons, City Clerk  
**Subject:** Update to Special Events Application

---

**BACKGROUND:** During the Goal-Setting Session with City Council, Council requested revisions to the way the City handles applications for special events. I have worked with the department heads directly involved in events of this nature in the past and have worked with them to create a new application form to be used for Special Events going forward. This would include parades, sports events, outdoor concerts, festivals, fundraisers, farmers markets and other outdoor events using our public parks or streets.

This new process includes an application fee of \$50 that would be waived for all nonprofit organizations with a 501(c)(3) status, however there would still be applicable fees associated with the actual costs of services by City Staff as outlined on the form.

**ALTERNATIVES:** Do not approve the new form because Council requests some revisions prior to approval.

**FINANCIAL CONSIDERATIONS:** Generate funds to cover the actual costs of services the City provides during special events.

**RECOMMENDATION:** It is my recommendation that the Council approve the Special Events application form effective immediately for future events.



**APPLICATION FORM  
FOR  
Special Events  
City of Polk City, Iowa**

Permit # \_\_\_\_\_

Application Fee\* **\$50**

*\*application fee waived for 501(c)(3)*

***Thank you for your interest in the City of Polk City!***

A special event would be classified as a parade, run/walk/bike, fundraiser, farmers market, fair/festival, outdoor concert OR temporary structure including but not limited to tents over 200sf, canopy, stage, inflatables. The City of Polk City must approve your application prior to advertising your event on City's property or public right-of-way for a special event. Application process must begin at least a minimum of 45 days prior to the requested date of the event.

**Please check the following type of event:**

<input type="radio"/> Parade	<input type="radio"/> Farmers market
<input type="radio"/> Run/Walk/Bike	<input type="radio"/> Fair/Festival
<input type="radio"/> Outdoor Concert	<input type="radio"/> Temporary Structure(s)
<input type="radio"/> Fundraiser	<input type="radio"/> Other (please specify) _____

**Contact Information:**

Contact Name & Title: <small>*(contact must be onsite for setup &amp; teardown of event)</small>	
Contact Mailing Address:	
Contact Phone number:	
Contact Email Address:	
Sponsor Organization: <small>*(if applicable)</small>	

**Event Information:**

Name of Event:		Requested event location:	
Event Date(s) & Time(s):		Event Setup & Teardown: (dates & times)	
Estimated Attendance:		Number of Vehicles:	
Will Event Fee Be Charged?	<b>Y or N</b>	Event Fee Amount: (if applicable)	
Product Sales on Site:	<b>Y or N</b>	Amplified sounds: (a noise waiver may be required)	<b>Y or N</b>
Tent and/or canopy:	<b>Y or N</b> Qty. _____	Inflatables: (valid State of Iowa permit required)	<b>Y or N</b> Qty. _____
Access to water:	<b>Y or N</b>	Access to electricity:	<b>Y or N</b>
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services &amp; area of alcohol must be fenced off)</small>	<b>Y or N</b>	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<b>Y or N</b> Qty. _____
Street Closure:	<b>Y or N</b> Qty. _____	On Street Parking Closure:	<b>Y or N</b> Qty. _____

Event Description: (describe activities)

Information about temporary structures: (stage, tables, inflatables, etc.; include location(s) on the site plan illustration)

Barricades Required:	Qty. _____	Security on site:	Y or N
Traffic Control:	Y or N	Emergency Services:	Y or N

**Street or parking closures** require barricades/setup & removal by maintenance staff. Applicant will be billed at a rate of \$115/hour per staff person/equipment.

**Security Services** are available if the need is anticipated during the event.  
 Events serving alcohol will require Law Enforcement Officers to be on-site at each entrance/exit during said event and events interfering with non-participating vehicle traffic will require crowd/traffic control by a Law Enforcement Officer at each location. Applicant will be billed at a rate of \$40/hour per officer.

**Emergency Services** are available if the need is anticipated during the event.  
 Events requesting first aid stations will require a gator & stand-by staff at each location. Applicant will be billed at a rate of \$50/hour per staff personnel/equipment

Events requesting ambulance on site will require stand-by staff with equipment. Applicant will be billed at a rate of \$75/hour per for ambulance and \$23.22/hour per staff personnel

Events requesting firetruck protection on site will require stand-by staff with equipment. Applicant will be billed at a rate of \$300/hour for 4 personnel/equipment.

Additional Remarks:

Applicant understands and agrees that by submitting this application to the City, applicant certifies the information provided is true and correct, and that false information may be grounds for denial of this application. In addition to the City's approval, applicant is responsible to obtain any additional permits or approvals required by State or Federal regulations applicable to the Special Event. Further, it is understood, that the activities at all times during the event shall comply with all City, State and Federal laws, ordinances and regulations. The City reserves the right to impose special guidelines and restrictions based on the nature of the proposed event and its attendant circumstances.

**Signature and Title of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

✓ If Provided

	Site Plan Illustration
	Certificate of Insurance with City of Polk City named as certificate holder; general liability in the amount of \$2,000,000 per incident/\$3,000,000 aggregate
	Application fee plus any other applicable fees

**OFFICIAL USE ONLY:**  
 Department approvals:  
 Fire Chief: \_\_\_\_\_ Police Chief: \_\_\_\_\_  
 Public Works Director: \_\_\_\_\_ City Manager: \_\_\_\_\_



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

**Date:** February 10, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Change in composition of Board of Adjustment

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**BACKGROUND:** At the last City Council meeting, the Council held a public hearing regarding the changes to the BOA makeup. The Public hearing was opened, and closed, however no action was taken to approve the 1<sup>st</sup> reading of the Ordinance.

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.

At Monday evening's Council meeting, the Council will have the first reading of the Ordinance. I would recommend that the Council have all 3 readings occur at separate meetings, as there is no rush to make this change.

**ALTERNATIVES:** Do not approve the 1<sup>st</sup> reading and continue to operate with a 7 member board

**FINANCIAL CONSIDERATIONS:** None

**RECOMMENDATION:** It is my recommendation that the Council approve the first reading of the Ordinance change at the February 10<sup>th</sup> City Council meeting.

**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.**

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**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





**Date** January 29, 2020

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

**INVOICE SUMMARY - NOVEMBER SERVICES**

Services from Nopvember 1, 2019 through November 30, 2019

**GENERAL ENGINEERING**

<u>2019 General Engineering</u>	119.0001	\$ 1,719.00
<i>Council Meetings, P&amp;Z meeting, and coordination with staff re: grading permits, agendas, resolutions, minutes.</i>		
<u>Building and Development issues:</u>	119.0001	\$ 3,680.50
<i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including site plans, subdivisions, floodplain regulations, and building permits.</i>		
<u>Water Dept:</u>	119.0001	\$ 150.00
<i>Proposed 12" water main looping near NW Hugg Drive at N. 3rd Street.</i>		
<u>Sanitary Sewer Dept:</u>	119.0001	\$ -
-		
<u>Miscellaneous Projects:</u>	119.0001	\$ 2,848.50
<i>Coordinate with staff re: TIF policy, over-and-above subdivision improvements. Begin work on N. 3rd St overlay, reconstruction, and trail for STBG funding application through MPO.</i>		

**SUBTOTAL** \$ 8,398.00

**CAPITAL IMPROVEMENT PROJECTS**

2019 Street Repair Project	119.0449	\$ 1,632.00
<b>SUBTOTAL</b>		<u><u>\$ 1,632.00</u></u>

**REIMBURSABLE DEVELOPMENT REVIEW PROJECTS**

Big Creek Valley: walk-thru, punchlists, repairs	118.0975	\$ 1,311.50
Bridgeview Plat 2: Construction Drawings and SWMP	19.0294	\$ 250.00
Crossroads Plat 2: Construction Observation	117.1163	\$ 1,559.50
Twelve Oaks Plat 3: Construction Observation	115.0170	\$ 1,194.50
<b>SUBTOTAL</b>		<u><u>\$ 4,315.50</u></u>

**TOTAL** \$ 14,345.50