

Agenda

Notice of Meeting

Polk City | City Council

\*\*\*\*\*

February 24, 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. Swear-In Ceremonies**

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

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

**6. Consent Items**

- a. City Council Meeting Minutes for February 10, 2020
- b. City Council Work Session Meeting Minutes for February 10, 2020
- c. Receive and file P&Z Commission Meeting Minutes for February 17, 2020
- d. Claims listing February 24, 2020
- e. Receive and file PCCEDC (Go Polk City) December 2019 Financial Reports
- f. Receive and file PCCEDC (Go Polk City) EOY 2019 Board Summary
- g. Receive and file Four Seasons Festival December 2019 Financial Reports
- h. Acknowledge the Library Board hiring Cindy Clefisch as a Library Page at \$9 per hour pending successful completion of background check
- i. Construction Observer job description
- j. Resolution 2020-18 setting the date for public hearing on proposal to enter into a General Obligation Street Improvement Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,600,000
- k. Receive and file the January 2020 Fire Department Report

**7. Business Items**

- a. Resolution 2020-19 approving Lakewoods Plat 2 preliminary plat
- b. Resolution 2020-21 granting financing authority to the Board of Metro Waste Authority

- c. Engagement agreement for Bond Counsel not to exceed \$12,500 with Dorsey & Whitney LLP for the City's proposed General Obligation borrowing to fund certain capital projects
- d. First Reading of Ordinance 2020-300 amending Sewer Rates
- e. Second Reading of Ordinance 2020-200 amending 165.21 to indicate Board of Adjustment shall consist of five (5) members
  - i. *Optional:* Waive the third and final reading
- f. Snyder & Associates invoices for services in December 2020 in the amount of \$13,434.50

**8. Reports & Particulars**

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

**9. Adjournment**

*--next meeting date March 9, 2020*

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., February 10, 2020**  
**City Hall**

Polk City, City Council held a meeting at 6:00 p.m., on February 10, 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 6:01 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 Walters to approve the meeting agenda as amended removing item #7

**MOTION CARRIED UNANIMOUSLY**

4. **Public Comments** | None

5. **Consent Items**

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

**MOTION CARRIED UNANIMOUSLY**

6. **Business Items**

a. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2020-15 accepting the public improvements in Big Creek Valley Plat 1

**MOTION CARRIED UNANIMOUSLY**

b. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Special Events application and applicable fees but waiving block parties and non-profit organizations from the application fee and street closure fees and authorizing the City Manager to make any other exceptions at her discretion

**MOTION CARRIED UNANIMOUSLY**

c. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve the First Reading of Ordinance 2020-200 amending 165.21 to indicate Board of Adjustment shall consist of five (5) members

**MOTION CARRIED UNANIMOUSLY**

- d. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates invoices for services in November 2019 in the amount of \$14,345.50
- e. **YES: Vogel, Dvorak, Anderson, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

**7. ~~Swear-In Ceremonies~~**

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

- Mayor Pro-Tem Dvorak congratulated Matt Aswegan for his promotion to Police Lieutenant.
- Police Chief Siepker shared his congratulations to Lt. Aswegan stating he scored very high on the assessment and believes he is hands down the right choice for the position.
- Council Member Sarchet thanked staff for the successful approach with the Parks & Rec Director application process bringing excellent candidates in for the final interviews. He said he is excited to bring on Jason Thraen and anxious for him to have conversations with various groups in town and bring his perspective to this position.
- Council Member Anderson attended the recent School Board Bond Referendum meeting in Alleman. He said it was good information and encourages others to attend the next meeting.
- Council Member Walters reminded the audience the Library Board still has an opening and encouraged anyone interested to contact the City. He congratulated both Chief Siepker and Lt. Aswegan on their recent promotions.
- Council Member Vogel suggested everyone review the Library's Strategic Plan that was included in the Council Packet as it is great information. She said it is nice to see Staff applying for grants and being as responsible as possible with City funds. Vogel shared her excitement for the Parks & Rec Director to come on board and get started and she said the Police Department appears to be in good hands with the recent staff changes.
- Council Member Dvorak thanked Police Department for the incident report summary and said it is telling that there is no bigger priority than the safety of the community. He said he likes the budget process this year and the intentional approach.

**9. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:33 p.m.  
**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday, February 24, 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**  
**Work Session**  
**4:30 p.m., Monday, February 10, 2020**  
**City Hall Council Chambers**

A Council Work Session was held on February 10, 2020 at 4:30 p.m. at City Hall in Polk City, Iowa.

**Minutes**

City Manager, Chelsea Huisman discussed the current status of FY 20/21 Budget and revisited the various topics Council was asked to review. Council directed staff to how they wanted to proceed with the updates to finalize the Budget

**Adjournment** – Meeting adjourned at 5.55 p.m.

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Dave Dvorak, Mayor Pro-Tem

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Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, February 17, 2020**  
**City Hall**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on February 17, 2020. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Chair Dietz called the meeting to order at 6:00 p.m.

2. **Roll Call** | Hankins, Triplett, Bowersox, Dietz, Ohlfest, Vogel | In attendance  
Sires | Absent

3. **Approval of Agenda**

**MOTION:** A motion was made by Bowersox and seconded by Ohlfest to approve the agenda.

**MOTION CARRIED UNANIMOUSLY**

4. **Audience – None**

5. **Approval of Meeting Minutes**

**MOTION:** A motion was made by Hankins and seconded by Ohlfest to approve the January 20, 2020 meeting minutes.

**MOTION CARRIED UNANIMOUSLY**

6.&7. Roger Silver, ASLA, Landscape Architect, with Nilles Associates, Inc., presented an updated concept plan for Snetselaar/Lilliskau property to address the comments of the Commission and Staff at the December P&Z Meeting. Kathleen Connor, City Engineering Representative, suggested the developer plat the entire property at one time in the future to address some of the comments that haven't been finalized. She said 250 foot hydrant coverage had been discussed with the developer and she suggested an option for a conservation easement regarding the pond and tree preservation in an effort to keep the southside of the property open space and the woodland area on the western edge. Connor said it may be wise for the developer to restrict the number and size of accessory buildings on the lots to ensure keeping the area more open. She said these suggestions would either need to be made part of the rezoning or could be left for discussion during the platting phase. Roger Silver stated in general his client agrees with Connor's comments and has a willingness to comply.

The following audience members spoke regarding concerns surrounding this property including the expense of paving Southside Dr. and sidewalks, increased traffic flow, buffers, drainage, requiring concrete paving and curb and gutter to plan for stormwater prior to construction of the project, and concerns regarding the pond/park area.

1. Doug and Marla Layton, 1420 E Southside Drive
2. Scott Cherry, 1412 E Southside Drive
3. Jim and Connie Johnson, 10398 NW 44<sup>th</sup> Street
4. Steve Moeckly, 11395 NW 44<sup>th</sup> Street

Commission said they appreciated the developer revising and making some changes to address some of the concerns and comments from the December P&Z meeting. Commission expressed concerns that the size for commercial use is still not large enough. Potential parking, traffic flow issues and lack of access to the commercial area were also discussed.

Andy Snetselaar, Owner/Developer and resident at 1920 E Southside drive discussed his desire to move forward so his 85-year-old mother (Lilliskau) can reap the benefits of starting this project. Roger Silver said the developer is looking for flexibility to develop the residential now so there are enough people to warrant more commercial and they can find a buyer. Ron Hankins explained why the Commission is desirous to preserve land for commercial use to support the projected future number of homes. At the

request of the Developer, Commission was asked to proceed with a vote on the project. Dietz said it dies due to lack of a motion. He encouraged the Developer to consider increasing the commercial size. Hankins suggested the commercial space be moved further south, even if it must become less wide. Triplett said she appreciated the effort and is looking for better connectivity.

**NO MOTION WAS MADE**

8. Caleb Smith, McClure Engineering, presented the preliminary plat for Lakewoods Plat 2. Kathleen Connor, City Engineering Representative stated all engineering comments had been addressed. She confirmed there will not be a sign for the subdivision, and if the developer decides to add a townhome sign it can be addressed during the final plat. Commission Member Hankins requested parking on the new section of Roosevelt be continued in the same matter as the existing street. Commission Member Dietz asked for clarification on the HOA regarding the private street, townhomes and villas. Caleb Smith confirmed the HOA would be responsible for the exterior of the homes and lots and the maintenance of the private street.

**MOTION:** A motion was made by Hankins and seconded by Triplett to recommend Council approve the Preliminary Plat for Lakewoods Plat 2

**MOTION CARRIED UNANIMOUSLY**

#### 9. Reports & Particulars

Council Liaison Ron Anderson said he went to the School Board meeting in Alleman a few weeks ago and plans to attend the meeting they are holding in Polk City on Thursday. He encouraged the Commission members to attend.

Commission Member Hankins provided an update on the Community Visioning Committee and said the next meeting is scheduled for February 29<sup>th</sup> with focus groups and Iowa State Extension to do a needs assessment for Polk City and the results will be reviewed and shared at the April P&Z meeting.

Commission Member Triplett said she will not be at the March P&Z meeting, Ohlfest and Vogel also said they will not be at the March Meeting and Dietz said Doug Sires is not available for the March meeting either. Dietz said he won't be available March 18<sup>th</sup> through the end of the month and Hankins said he will also be gone during that timeframe. Bowersox said she is not available until after March 9<sup>th</sup>. City Manager Huisman asked the Commission if any members could call in for the meeting and the consensus was only Ohlfest might be available.

#### 10. Adjournment

**MOTION:** A motion was made by Triplett and seconded by Bowersox to adjourn at 7:22 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday, March 16, 2020*

Attest

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Jenny Gibbons - City Clerk

# CLAIMS REPORT

The City of Polk City

For **2/24/2020**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
PD	GEN	GRANGER MOTORS	BRAKES	\$586.83
PD	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$376.20
PD	GEN	JEREMY SIEPKER	REIMBURSEMENT - CELL PHONE	\$40.00
PD	GEN	MATT ASWEGAN	REIMBURSEMENT - CELL PHONE	\$40.00
PD	GEN	PC Print Center	OFFICE SUPPLIES	\$129.90
PD	GEN	KELTEK	RETRO FIT #23 CHARGER	\$8,831.62
PD	GEN	MPH Industries	LIDAR	\$2,607.00
PD	GEN	P & M APPAREL	VEST PATCH	\$15.00
PD	GEN	Crystal Clear Water Co	PURCHASED WATER	\$16.00
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$104.38
FD	GEN	IOWA FIRE CHIEFS ASSOC.	ANNUAL DUES	\$25.00
FD	GEN	ZACH CLEAR	ADVANCE CARE LIFE SUPPORT	\$255.00
FD	GEN	DOORS INC	REPLACE DOOR CLOSER	\$379.00
FD	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$376.21
FD	GEN	JIM MITCHELL	REIMBURSEMENT - CELL PHONE	\$40.00
FD	GEN	440-PRAXAIR DISTR. INC.	OXYGEN	\$35.89
PW	GEN	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$6,098.54
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$3,942.51
PW	GEN	MIDLAND POWER CO-OP	STREET LIGHTING	\$230.90
LIB	GEN	CYBRARIAN CORPORATION	ANNUAL SUBSCRIPTION	\$967.70
LIB	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$443.10
LIB	GEN	JAMIE NOACK	REIMBURSEMENT - CELL PHONE	\$40.00
LIB	GEN	MICROMARKETING, LLC	BOOKS ON CD	\$77.98
LIB	GEN	OVERDRIVE INC	AUDIOBOOK	\$95.00
LIB	GEN	OVERDRIVE INC	EBOOKS	\$110.00
LIB	GEN	BAKER & TAYLOR	CHILDRENS BOOKS	\$107.69
LIB	GEN	BAKER & TAYLOR	YA BOOKS	\$80.80
LIB	GEN	BAKER & TAYLOR	JF BOOKS	\$144.69
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$115.16
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$58.57
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$38.35
PW	GEN	Smith's Sewer Service	OPEN DRAIN - COMMUNITY CENTER	\$111.95
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$57.76
CH	GEN	CHELSEA HUISMAN	REIMBURSEMENT - CELL PHONE	\$40.00
CH	GEN	JENNY GIBBONS	GCMOA LUNCH/MILAGE	\$39.04
CH	GEN	BUSINESS PUBLICATIONS CORP	CLAIMS REPORT 1/27/20	\$201.00
CH	GEN	AUREON TECHNOLOGY	MANAGED SERVICES - PROACTIVE	\$3,460.50
CH	GEN	GWORKS	TRAINING	\$1,889.75
CH	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$851.77
CH	GEN	MIDLAND POWER CO-OP	STREET LIGHTING	\$228.78
CH	GEN	CENTURY LINK	PHONE SERVICE	\$128.96
CH	GEN	LINDSEY HUBER	REIMBURSEMENT - CELL PHONE	\$40.00
CH	GEN	Crystal Clear Water Co	PURCHASED WATER	\$24.00
CH	GEN	MMIT BUSINESS SOLUTIONS GROUP	COPIER RENTAL	\$123.04
PW	RUT	NEW PIG	SPILL CONTAINMENT	\$1,321.97
PW	RUT	LITTLE FALLS MACHINE	RELIEF VALVES	\$175.86
PW	RUT	KIMBALL MIDWEST	BUSHING	\$108.36
PW	RUT	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$744.64
PW	RUT	CENTURY LINK	PHONE SERVICE	\$162.40
PW	RUT	Quick Supply Co	SILT SOCK	\$33.00
PW	RUT	KIMBALL MIDWEST	STOCK	\$651.59
PW	WATER	I.A.M.U.	WATER MEMBERSHP DUES 3/20-2/21	\$814.00
PW	WATER	MIKE SCHULTE	PARKING REIMBURSEMENT	\$30.00
PW	WATER	KIMBALL MIDWEST	RESTOCK	\$132.60
PW	WATER	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$1,440.49
PW	WATER	CENTURY LINK	PHONE SERVICE	\$129.64
PW	WATER	KEYSTONE LABORATORIES INC.	WATER TESTING	\$75.00
PW	WATER	KIMBALL MIDWEST	SUPPLIES	\$86.18
PW	WATER	KIMBALL MIDWEST	BALL VALVES WATER PLANT	\$503.68
PW	WATER	MARTIN MARIETTA AGGREGATES	SAND	\$356.18
PW	SEWER	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$1,788.75
PW	SEWER	CENTURY LINK	PHONE SERVICE	\$556.32
PW	SEWER	IOWA ONE CALL	UNDERGROUND LOCATIONS	\$68.40
PW	SEWER	ACCUJET LLC	TV LINES/CLEAN LINES	\$2,100.86



# CLAIMS REPORT

The City of Polk City

For

2/24/2020

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
<b>TOTAL</b>				<b>\$44,885.49</b>
		GENERAL		\$33,605.57
		ROAD USE		\$3,197.82
		WATER		\$3,567.77
		SEWER		\$4,514.33
		<b>TOTAL</b>		<b>\$44,885.49</b>

**POLK CITY CHAMBER AND ECONOMIC DEVELOPMENT CORPORATION**  
**STATEMENT OF ACTIVITIES FINANCIAL REPORT (DECEMBER 2019)**

	12/01/19-12/31/19	01/01/19-12/31/19	01/01/19-12/31/19	YTD BUDGET	
	CURRENT MONTH	CURRENT YTD	ANNUAL BUDGET	ESTIMATE	
DESCRIPTION	ACTUAL	ACTUAL	ESTIMATE	BALANCE	NOTES
<b>INCOME</b>					
City / County / Grants	75,000.00	155,500.00	80,500.00	75,000.00	75,000.00 (Recd for 2020)
Bank Interest	3.44	283.45	20.00	263.45	
Marketing / Advertising	0.00	1,060.00	1,000.00	60.00	Includes Square Newsletter
Membership Dues*	9,715.00	28,930.00	27,080.00	1,850.00	10,480.00 (Recd in 2018 for 2019) 13,120.00 (Recd for 2020)
Miscellaneous / Other	0.00	1,500.00	200.00	1,300.00	Foundation
Market Analysis Project	0.00	0.00	0.00	0.00	
RVTV Event	0.00	14,915.00	0.00	14,915.00	See Account Audit Detail (Budget)
Annual Event	0.00	1,775.00	3,200.00	-1,425.00	
Bike Ride	0.00	1,735.00	7,000.00	-5,265.00	
Educators Day	0.00	375.00	500.00	-125.00	
Farmers Market	0.00	1,595.00	1,500.00	95.00	
Golf Outing	0.00	7,475.00	7,500.00	-25.00	
Luncheon Meals	30.00	1,700.00	2,100.00	-400.00	
Sounds on Square	0.00	4,460.15	6,000.00	-1,539.85	
Square Lighting	500.00	2,150.00	1,000.00	1,150.00	
<b>TOTAL INCOME</b>	<b>85,248.44</b>	<b>223,453.60</b>	<b>137,600.00</b>	<b>85,853.60</b>	
<b>EXPENSES</b>					
Accounting Fees	503.50	6,547.00	6,880.00	333.00	400.00 12/18 ck cleared 1/19
Administrator Salary	1,934.00	23,610.81	24,000.00	389.19	
Bank Fees	0.00	53.01	200.00	146.99	
Conference / Meetings	0.00	2,711.08	4,000.00	1,288.92	
Director Salary	3,750.00	49,326.00	45,000.00	-4,326.00	3,750.00 12/18 ck cleared 1/19
Insurance	0.00	2,988.00	2,500.00	-488.00	
Legal Fees	0.00	265.00	1,000.00	735.00	
Luncheon Meals	160.50	1,218.90	2,070.00	851.10	
Marketing / Advertising	183.00	2,721.95	13,750.00	11,028.05	
Miscellaneous	0.00	0.00	1,000.00	1,000.00	
Membership Dues / Subscriptions	0.00	2,310.00	1,600.00	-710.00	
Mileage	0.00	673.96	1,000.00	326.04	
Postage	0.00	143.00	500.00	357.00	
Rent / Cleaning	730.00	9,370.00	7,000.00	-2,370.00	
Supplies / Equipment / Printing	0.00	4,175.80	1,000.00	-3,175.80	
Taxes	153.00	2,567.82	600.00	-1,967.82	
Training	0.00	0.00	500.00	500.00	
Travel	0.00	83.00	1,000.00	917.00	
Utilities	102.06	1,220.14	1,500.00	279.86	
Website	12.72	429.97	600.00	170.03	
Market Analysis Project	0.00	0.00	0.00	0.00	
RVTV Event	0.00	10,382.39	0.00	-10,382.39	See Account Audit Detail (Budget)
Annual Event	0.00	1,216.72	3,500.00	2,283.28	
Bike Ride	0.00	1,071.82	1,000.00	-71.82	
Educators Day	0.00	1,250.00	1,400.00	150.00	
Golf Outing	0.00	7,644.94	7,000.00	-644.94	
Scholarships	0.00	1,000.00	1,000.00	0.00	
Sounds on Square	0.00	5,809.70	6,000.00	190.30	
Square Lighting	180.00	2,012.04	1,000.00	-1,012.04	
PayPal / Sq Fees (Tracking Only)*	1.48	312.00	1,000.00	688.00	
<b>TOTAL EXPENSES</b>	<b>7,710.26</b>	<b>141,115.05</b>	<b>137,600.00</b>	<b>-3,515.05</b>	
<b>INC-EXP NET DIFFERENCE</b>	<b>77,538.18</b>	<b>82,338.55</b>	<b>0.00</b>	<b>82,338.55</b>	
<b>NOTES</b>					
*Membership Dues are gross income before PayPal Fees are taken out. Bank Reconciliation Report reflects only net amount deposited.					
(See Account Audit Detail Reports for Membership Dues income and PayPal Fees expense)					
Transfers between PCCEDC checking and savings accounts are represented on the Bank Reconciliation Report.					
Festival financial reports are represented on separate reports.					

**PCCEDC**  
**FINANCIAL SUMMARY (2019)**

**INCOME**

\$150,000			
\$100,000			
\$90,000			
\$80,000			
\$70,000			
\$60,000			
\$50,000			
\$40,000			
\$30,000			
\$20,000			
\$15,000			
\$10,000			
\$5,000			
\$2,500			
\$1,000			

	<b>Grants</b>	<b>Member Dues</b>	<b>Events</b>	<b>Other</b>	<b>Notes</b>
1st Quarter	75,000.00	14,645.00	4,506.24	620.85	
2nd Quarter YTD	87,500.00	15,525.00	34,061.39	1,654.29	
3rd Quarter YTD	87,500.00	15,525.00	81,858.39	1,890.65	
4th Quarter YTD	162,500.00	28,930.00	84,353.39	2,843.45	
YTD Budget Estimate Balance	75,000.00	1,850.00	-2,816.61	1,623.45	
Annual Budget Estimate	87,500.00	27,080.00	87,170.00	1,220.00	

**EXPENSES**

\$150,000			
\$100,000			
\$90,000			
\$80,000			
\$70,000			
\$60,000			
\$50,000			
\$40,000			
\$30,000			
\$20,000			
\$15,000			
\$10,000			
\$5,000			
\$2,500			
\$1,000			

	<b>HR/Support</b>	<b>Operating</b>	<b>Events</b>	<b>Other</b>	<b>Notes</b>
1st Quarter	20,647.23	6,880.53	9,769.97	2,247.48	
2nd Quarter YTD	46,090.31	10,746.86	32,794.57	3,777.55	
3rd Quarter YTD	65,534.49	13,297.52	91,953.26	4,409.80	
4th Quarter YTD	86,061.59	18,103.00	95,822.19	5,343.95	
YTD Budget Estimate Balance	-3,581.59	-3,303.00	-7,482.19	12,006.05	
Annual Budget Estimate	82,480.00	14,800.00	88,340.00	17,350.00	

HR/Support includes: Accounting Fees, Staff Salaries, Insurance, Legal Fees, Mileage, Taxes, Training, Travel

Operating includes: Bank Fees, Conference/Meetings, Postage, Rent/Cleaning, Supplies/Equipment/Printing, Utilities, Website

Events includes: Luncheon Meals, RVTV, Annual, Bike Ride, Educators Day, Farmers Market, Golf Outing, Scholarships, Sounds on Square, Square Lighting, Festival

Other includes: Bank Interest, Marketing/Advertising, Market Analysis Project, Miscellaneous, Membership Dues/Subscriptions, Square/PayPal Fees

**FOUR SEASONS FESTIVAL  
STATEMENT OF ACTIVITIES FINANCIAL REPORT (DECEMBER 2019)**

	<u>12/01/19-12/31/19</u>	<u>01/01/19-12/31/19</u>	<u>01/01/19-12/31/19</u>	<u>YTD BUDGET</u>	
	<u>CURRENT MONTH</u>	<u>CURRENT YTD</u>	<u>ANNUAL BUDGET</u>	<u>ESTIMATE</u>	
<u>DESCRIPTION</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>	<u>BALANCE</u>	<u>NOTES</u>
<b>INCOME</b>					
City / County	0.00	7,000.00	7,000.00	0.00	
Vendor Fees	0.00	1,825.00	900.00	925.00	
5-8K Run Fees	0.00	5,614.00	5,200.00	414.00	
Other	0.00	1,205.00	20.00	0.00	
<b>Sub-total Income</b>	<b>0.00</b>	<b>15,644.00</b>	<b>13,120.00</b>	<b>2,524.00</b>	
<b>Sales</b>					
Beer Garden	0.00	14,251.00	25,000.00	-10,749.00	
Beverages	0.00	1,382.24	1,200.00	182.24	926.24 Refund 2018
Ice	0.00	196.00	150.00	46.00	
Shirts	0.00	0.00	550.00	-550.00	
<b>Total Sales</b>	<b>0.00</b>	<b>15,829.24</b>	<b>26,900.00</b>	<b>-11,070.76</b>	
<b>Sponsors</b>					
5-8K Run	0.00	1,500.00	1,500.00	0.00	
Beer Garden	0.00	0.00	1,000.00	-1,000.00	
Bike Night	0.00	0.00	500.00	-500.00	
Bill Riley Talent Search	0.00	1,000.00	1,000.00	0.00	
Children's Crafts	0.00	600.00	500.00	100.00	
Classic Car Show	0.00	750.00	600.00	150.00	
Entertainment / Music	0.00	1,200.00	2,000.00	-800.00	
Face Painting	0.00	0.00	500.00	-500.00	
Horseshoe Tournament	0.00	0.00	250.00	-250.00	
Kids Games / Entertainment	0.00	1,000.00	1,500.00	-500.00	
Petting Zoo	0.00	900.00	750.00	150.00	
Stage	0.00	1,000.00	2,000.00	-1,000.00	
Train Rides	0.00	0.00	250.00	-250.00	
Wii Tournament	0.00	0.00	1,000.00	-1,000.00	
Other Sponsors	0.00	15,000.00	12,000.00	3,000.00	
Parade	0.00	750.00	0.00	750.00	
<b>Total Sponsors</b>	<b>0.00</b>	<b>23,700.00</b>	<b>25,350.00</b>	<b>-1,650.00</b>	
<b>TOTAL INCOME</b>	<b>0.00</b>	<b>55,173.24</b>	<b>65,370.00</b>	<b>-10,196.76</b>	
<b>EXPENSES</b>					
<b>Activities</b>					
5-8K Run / Shirts / Food	0.00	3,667.65	7,000.00	3,332.35	
Bill Riley Talent Search	0.00	1,020.00	1,025.00	5.00	
Children's Crafts	0.00	0.00	115.00	115.00	
Classic Car Show	0.00	134.66	150.00	15.34	
Face Painting	0.00	150.00	150.00	0.00	
Kid's Games / Entertainment	0.00	5,714.51	6,000.00	285.49	
Lincoln Street	0.00	750.00	750.00	0.00	
Parade	0.00	1,311.44	725.00	-586.44	
Petting Zoo	0.00	785.00	650.00	-135.00	
Stage	0.00	0.00	0.00	0.00	
Train Rides	0.00	425.00	425.00	0.00	
Wii Tournament	0.00	0.00	150.00	150.00	
<b>Total Activities</b>	<b>0.00</b>	<b>13,958.26</b>	<b>17,140.00</b>	<b>3,181.74</b>	
<b>Advertising</b>					
Signs / Marketing / Photos	0.00	11,436.28	7,550.00	-3,886.28	
Website	0.00	225.00	105.00	-120.00	
<b>Total Advertising</b>	<b>0.00</b>	<b>11,661.28</b>	<b>7,655.00</b>	<b>-4,006.28</b>	
<b>Beer Garden</b>					

**FOUR SEASONS FESTIVAL  
STATEMENT OF ACTIVITIES FINANCIAL REPORT (DECEMBER 2019)**

License	0.00	245.00	250.00	5.00	
Liquor / Services / Supplies	0.00	6,010.31	9,000.00	2,989.69	
<b>Total Beer Garden</b>	<b>0.00</b>	<b>6,255.31</b>	<b>9,250.00</b>	<b>2,994.69</b>	
	<b>12/01/19-12/31/19</b>	<b>01/01/19-12/31/19</b>	<b>01/01/19-12/31/19</b>	<b>YTD BUDGET</b>	
	<b>CURRENT MONTH</b>	<b>CURRENT YTD</b>	<b>ANNUAL BUDGET</b>	<b>ESTIMATE</b>	
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>BALANCE</b>	<b>NOTES</b>
<b>Beverages</b>					
Ice	0.00	1,800.00	275.00	-1,525.00	
Pop / Water	0.00	1,428.80	2,700.00	1,271.20	
<b>Total Beverages</b>	<b>0.00</b>	<b>3,228.80</b>	<b>2,975.00</b>	<b>-253.80</b>	
<b>Entertainment</b>					
Band / Music	0.00	5,400.00	6,000.00	600.00	
Sound	0.00	3,762.50	3,500.00	-262.50	
<b>Total Entertainment</b>	<b>0.00</b>	<b>9,162.50</b>	<b>9,500.00</b>	<b>337.50</b>	
<b>Miscellaneous</b>					
Meals/Meeting	0.00	680.30	500.00	-180.30	
Other	0.00	313.67	500.00	186.33	
<b>Total Miscellaneous</b>	<b>0.00</b>	<b>993.97</b>	<b>1,000.00</b>	<b>6.03</b>	
<b>Sanitary Services</b>					
Ankeny Sanitation	0.00	475.00	500.00	25.00	
Jim's Johns (Waste Solutions)	0.00	1,908.00	700.00	-1,208.00	
Trash Removal	0.00	500.00	500.00	0.00	
<b>Total Sanitary Services</b>	<b>0.00</b>	<b>2,883.00</b>	<b>1,700.00</b>	<b>-1,183.00</b>	
<b>Total Bank Charges</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>50.00</b>	
<b>Total Festival Shirts</b>	<b>0.00</b>	<b>2,233.09</b>	<b>2,500.00</b>	<b>266.91</b>	
<b>Total Insurance</b>	<b>0.00</b>	<b>3,293.70</b>	<b>3,500.00</b>	<b>206.30</b>	
<b>Total Rentals</b>	<b>187.25</b>	<b>10,088.18</b>	<b>9,700.00</b>	<b>-388.18</b>	
<b>Total Security</b>	<b>0.00</b>	<b>450.00</b>	<b>400.00</b>	<b>-50.00</b>	
<b>Total Pay Pal Fees</b>	<b>0.00</b>	<b>7.59</b>	<b>0.00</b>	<b>-7.59</b>	
<b>TOTAL EXPENSES</b>	<b>187.25</b>	<b>64,215.68</b>	<b>65,370.00</b>	<b>1,154.32</b>	
<b>INC-EXP NET DIFFERENCE</b>	<b>-187.25</b>	<b>-9,042.44</b>	<b>0.00</b>	<b>-9,042.44</b>	
<b>NOTES</b>					



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** 2/20/20  
**To:** Mayor & City Council  
**From:** Mike Schulte

**Subject:** Construction Observer Job Description

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**BACKGROUND:** With the addition of the Construction Observer Position in the 20/21 budget we need to get the process moving to fill that position. The first step in this process is to approve the job description on this agenda. This is a new position in the public works department and as discussed at budget time, this position will observe both city projects as well as new private plat construction. This person will also assist in public works day to day operations as needed.

**ALTERNATIVES:** Stay with all construction services with Snyder and Associates

**FINANCIAL CONSIDERATIONS:** We will take most of the construction observation duties performed by Snyder and Associates and bring them in house. By doing so we will fund most of this position with those savings. A cost analysis will be completed after the first year to see if the change is working as planned.

**RECOMMENDATION:** I recommend approval of the Construction Observer job description



## City of Polk City

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<b>Title:</b>	Construction Observer
<b>Department:</b>	Public Works
<b>Status:</b>	Regular Full-Time/Non-Exempt
<b>Reports to:</b>	Public Works Director
<b>Supervises:</b>	None

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### POSITION FUNCTION:

The Construction Observer shall provide construction observation for projects involving City property using site visits, rulers, tape measures, string line, GPS equipment, and review a variety of laboratory tests in order to ensure compliance with city specifications for quality and materials. The Construction Observer must exercise discretion and independent judgment in the day-to-day activities of the City infrastructure and development.

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### DUTIES AND RESPONSIBILITIES:

1. Observes construction projects including curbs and gutters, sidewalks, storm sewers, drainage ditches, asphalt and street construction materials using a city vehicle, various rulers/measurers, read and understand plans and plat maps in order to ensure projects meet specifications for quality workmanship and materials.
2. Schedules: Review the progress schedule, schedule of Shop Drawing submittals and schedule of values prepared by Contractor and consult with the City concerning acceptability.
3. Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, weekly progress meetings, job conferences and other project related meetings, and prepare and circulate copies of minutes thereof.
4. Liaison; Serve as a City liaison with Contractor, working principally with the Contractor's Superintendent and assist in understanding the intent of the Contract Documents; and assist engineer in serving as a City liaison with Contractor during construction; Assist in obtaining from the City additional detail or information, when required by Contractor for proper execution of the Work.
5. Shop Drawings and Samples: Record date of receipt of shop drawings and samples; receive samples, which are furnished at the site by Contractor, and notify the City and engineer of availability of samples and examination; Advise the City and Contractor of the commencement of any Work requiring shop drawings or sample if engineer has not approved the submittal.
6. Review of Work, Rejection of Defective Work, Inspection and Tests: Conduct on-site observation of the work in progress to assist the City in determining if the work is in general proceeding in accordance with the Contract Documents.
7. Modifications to Drawings or Specifications - Construction Observer shall gather, report and consider Contractor's suggestion for modifications and complete a report with recommendations to the City Engineer and Project Engineer. Transmit to Contractor decisions as issued by the City and Project Engineer.

8. Report to the City whenever the Construction Observer believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise the City and Project Engineer of work that the Construction Observer believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
9. Verify that test, equipment and systems start-ups and operating and maintenance training that are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to the City appropriate details relative to the test procedures and startups.
10. Accompany visiting inspectors representing public or other agencies having jurisdiction over the project, record the results of these inspections and report to the City Engineer.
11. Records: Maintain at the job site orderly files for correspondence, reports of job conferences, Shop drawings and samples, reproductions of original Contract Documents including all Work directive changes, addendums, Change Orders, Field Orders, additional drawings issued subsequent to the execution of the Contract, Engineers clarifications and interpretations of the Contract Documents, progress reports and other Project related documents.
12. Keep a diary or log book, recording Contractor hours on the job site, weather conditions, date relative to questions of Work Directive Changes, Change Orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to both the City and Project Engineer.
13. Reports: Furnish the City periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawings and sample submittals.
14. Consult with the City, Project Engineer and Contractor in advance of schedule major tests, inspections or start of important phase of the work.
15. Consult with Supervisor on recommendations for Engineer Change Orders, Work Directive Changes and Field Orders.
16. Review and certify quantity measurements for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to the Engineering Coordinator and Project Engineer, noting particularly the relationship of the payment requested to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.
17. Ensure Certificates, Maintenance and Operation manuals and other data required to be assembled and furnished by Contractor and applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Project Engineer for review and forwarding to the City prior to final payment for the Work.
18. Before completion of project submit to the Contractor a list of observed items requiring completion or correction before issuing a Certificate of Substantial Completion.
19. Conduct final inspection in the company of the Project Engineer and Supervisor and prepare a final list of items to be completed or corrected.
20. Observe that all items on final list have been completed or corrected and make recommendation to the City and Project Engineer concerning acceptance.
21. Shall not undertake any of the responsibilities of the Contractor, subcontractor or Contractor's Superintendent.
22. Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
23. Prior to acceptance of the project ensure that all areas have been swept clean of debris or plans and specifications are in compliance.



24. Assist other City departments and perform other duties as directed.
25. Drives trucks, operates spraying equipment, sweeps and paints streets.
26. Removes snow and applies salt/sand to City streets, sidewalks, and related areas.
27. Helps administer NPDES permitting process with periodic inspections and reports on drainage compliance according to the State of Iowa Department of Natural Resources MS4 permit.

### **Any duties assigned by the Public Works Director**

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the Public Works Director.

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### **SKILLS AND ABILITIES:**

Through the knowledge of the principles and practices of project observation with emphasis on construction quality control, compliance with plans and specifications, contract administration, plan review and providing constructability alternatives with the proficiency to manage administrative tasks associated with each project; ability to establish effective working relationships with City officials, employees, contractors and the general public; competency to communicate complete ideas effectively, orally and in writing.

Knowledge of:

- Statewide Urban Design and specifications-SUDAS
- Construction methods and procedures pertaining to street, utilities, drainage and earthwork.
- Various types of site work and utility construction equipment and operation.
- Different types of soil and soil compaction.
- Concrete, asphalt construction procedures and testing certificates.
- Safety issues related to work activities.
- Math skills to be able to calculate paving mileage and measure construction heights and check width of streets and keep related statistics.
- Ability to research and locate needed information concerning construction projects.
- Ability to make independent decisions and coordinate with contractors, engineers, the general public and others as need to expedite progress of construction projects and developments.
- Ability to read and interpret moderately complex civil engineering plans, maps and specifications.
- Ability to write neatly and concisely in order to fill out forms and write reports.
- Ability to establish and maintain effective working relationships with co-workers, contractors, contractor's employees and supervisors contacted in the performance work.
- Ability to display orderly and professional manner and conduct at all times.
- Ability to work with the general public.
- Ability to work independently.
- Ability to plan and coordinate work projects.
- Ability to work weekends and holidays as needed.
- Ability to understand and conform to City, State and Federal laws.
- Labor contract and Personnel Policies.

- Use of computers and related software applications.
- 

**TRAINING AND EXPERIENCE:**

Portland Cement Concrete Level 1 and 2 and Aggregate Inspection Level 1 and 2 Certification through the Iowa Department of Transportation or ability to become certified within six months.

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**OTHER NECESSARY REQUIREMENTS:**

1. Valid Iowa driver's license as a need to operate a city vehicle to travel to various work sites
2. CDL-class B with air brake endorsement-requirement within 6 months of hire
3. Pre-employment drug testing and criminal background history check



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 24, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Setting public hearing on the General Obligation Street Improvement loan agreement

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**BACKGROUND:** In your packet for Monday evening are proceedings to set a public hearing for March 9<sup>th</sup> on the General Obligation street improvement loan agreement. In order to levy for debt service for next fiscal year 2021, we need to have this public hearing take place on March 9<sup>th</sup>. The Council will then be asked to approve a resolution authorizing the loan agreement on March 9<sup>th</sup>. The public hearing would then be for the time and place for comments on this topic

**ALTERNATIVES:** Do not set the public hearing

**FINANCIAL CONSIDERATIONS:** This proceeding is just to set the public hearing, there are no financial considerations for the Council at this time.

**RECOMMENDATION:** It is my recommendation that the Council set the public hearing for March 9<sup>th</sup>.

MINUTES TO SET DATE FOR HEARING  
ON PROPOSAL TO ENTER INTO A  
GENERAL OBLIGATION LOAN  
AGREEMENT

511493-NEW

Polk City, Iowa

February 24, 2020

The City Council of the City of Polk City, Iowa, met on February 24, 2020, at \_\_\_\_\_  
o'clock \_\_\_\_m., at the \_\_\_\_\_, in Polk City,  
Iowa. The Mayor presided and the roll was called showing the following members of the City  
Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

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

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out:

•••••

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. \_\_\_\_\_

Resolution setting the date for public hearing on proposal to enter into a General Obligation Street Improvement Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,600,000

WHEREAS, the City of Polk City (the "City"), in Polk County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, proposes to enter into a General Obligation Street Improvement Loan Agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$2,600,000 for the purpose of paying the costs, to that extent, of constructing street and incidental sanitary sewer, water system and storm water drainage improvements; and acquiring and installing street lighting, signage and signalization (the "Projects"), and it is necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Loan Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The City Council shall meet on March 9, 2020 at the \_\_\_\_\_, Polk City, Iowa, at \_\_\_\_\_ o'clock \_\_.m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Loan Agreement described in the preamble hereof.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Loan Agreement setting forth the amount and purpose thereof, the time when and place where the meeting will be held by publication at least once, not less than four (4) and not more than twenty (20) days before the meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO  
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY  
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,600,000

(GENERAL OBLIGATION)

The City Council of the City of Polk City, Iowa, (the “City”) will meet on March 9, 2020, at the \_\_\_\_\_, Polk City, Iowa, at \_\_\_\_\_ o’clock \_\_\_\_\_.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$2,600,000, for the purpose of constructing street and incidental sanitary sewer, water system and storm water drainage improvements; and acquiring and installing street lighting, signage and signalization.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

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

Jenny Gibbons  
City Clerk

Section 3. Pursuant to Section 1.150-2 of the Income Tax Regulations (the “Regulations”) of the Internal Revenue Service, the City declares (a) that it intends to undertake the Projects which are reasonably estimated to cost approximately \$2,600,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the “Bonds”), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Projects have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved February 24, 2020.

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Mayor

Attest:

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City Clerk

**ATTESTATION CERTIFICATE**

STATE OF IOWA  
COUNTY OF POLK           SS:  
CITY OF POLK CITY

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

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk



**ORGANIZATION CERTIFICATE**

STATE OF IOWA  
COUNTY OF POLK           SS:  
CITY OF POLK CITY

I, the undersigned City Clerk, do hereby certify that the City is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that such City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

- \_\_\_\_\_, Mayor
- \_\_\_\_\_, City Manager
- \_\_\_\_\_, Assistant City Administrator/Finance Director
- \_\_\_\_\_, City Clerk
- \_\_\_\_\_, Council Member/Mayor Pro Tem
- \_\_\_\_\_, Council Member
- \_\_\_\_\_, Council Member
- \_\_\_\_\_, Council Member
- \_\_\_\_\_, Council Member

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk

**PUBLICATION CERTIFICATE**

**(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavit and have verified that the notice was published on the date indicated in the affidavit but please return all other completed pages to us as soon as they are available.)**

STATE OF IOWA  
COUNTY OF POLK           SS:  
CITY OF POLK CITY

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

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk

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

February 19, 2020

**VIA EMAIL**

Chelsea Huisman  
City Administrator/City Hall  
Polk City, Iowa

Re: General Obligation Street Improvement Loan Agreement  
Our File No. 511493-NEW

Dear Chelsea:

We have prepared and attach proceedings to be used at the February 24<sup>th</sup> City Council meeting to enable the City Council to set March 9<sup>th</sup> as the date for a hearing on the General Obligation Street Improvement Loan Agreement (the "Loan Agreement"). The documents attached include the following items:

1. Resolution fixing the date, time and place of the meeting at which it is proposed to hold the hearing and take action to enter into the Loan Agreement. The form of notice of hearing is set out in Section 2 of the resolution. Please print an extra copy for delivery to the publisher. Please insert the time and place of the hearing in both the resolution and the notice.
2. Attestation Certificate with respect to the validity of the transcript.
3. Organization Certificate.
4. Publication Certificate with respect to publication of the notice, to which must be attached the publisher's affidavit of publication with the clipping of the notice as published.

The notice of hearing on the Loan Agreement must be published at least once, not less than four (4) and not more than twenty (20) days before the March 9<sup>th</sup> meeting date set for the hearing, in a legal newspaper which has a general circulation in Polk City. **The last date on which this notice can be effectively published is March 5, 2020.** Please email a copy of the published notice to [ritter.cheryl@dorsey.com](mailto:ritter.cheryl@dorsey.com) or fax a copy to our office at (515) 283-1060 as soon as it appears in the newspaper.

As soon as possible after the City Council meeting, please return one fully executed copy of these proceedings. If you have any questions, please contact Amy Bjork, Cheryl Ritter or me.

Best regards,

John Danos

Attachments

cc: Jenny Gibbons  
Lindsey Huber  
Jon Burmeister

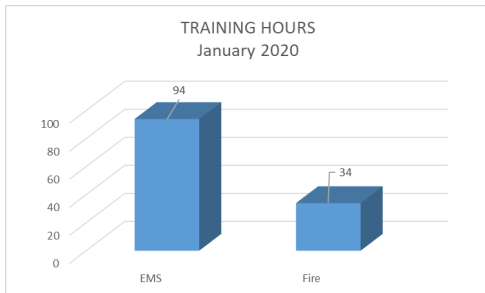


## City of Polk City, Iowa City Council Agenda Communication

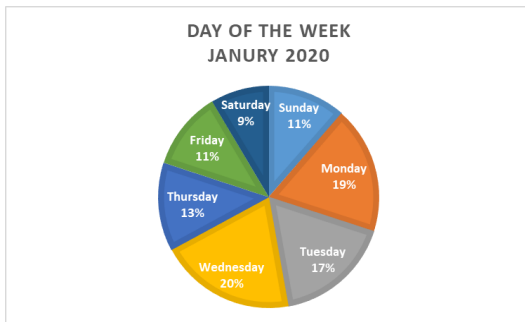
**Date:** February 24, 2020  
**To:** Mayor & City Council  
**From:** Jim Mitchell – Fire Chief  
**Subject:** January 2020 Monthly Report

**BACKGROUND:** January 2020 was extraordinarily busy compared to past January’s. PCFD had a total of 54 calls for service during January 2019 and 70 this year.

We focused on emergency medical training due to EMT and Paramedic recertification in April. Training topics included Ice Rescue classroom and practical application, Emergency Medical Skills and pre-plan walk-through of the Qube. We had a total of 94 EMS hours and 34 fire training hours.

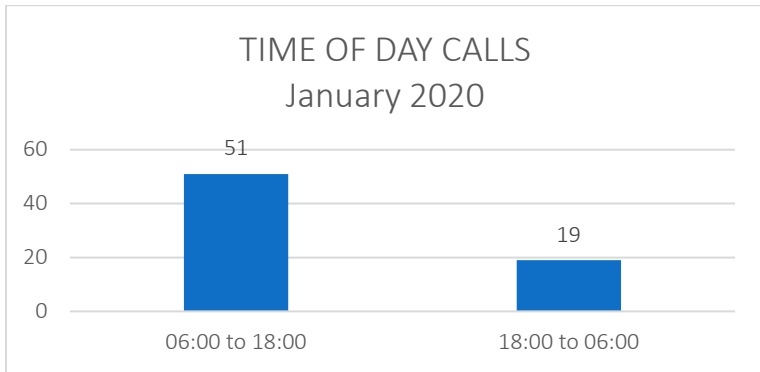


The call volume was busiest on Wednesday with 14 calls for service in January:

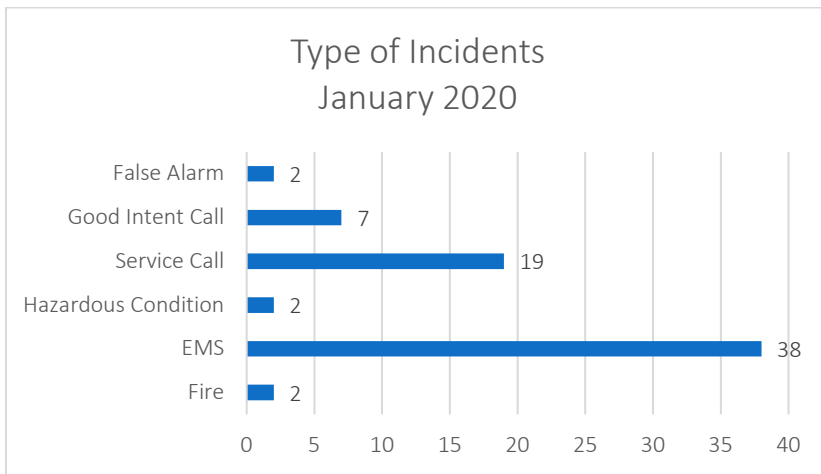


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
8	13	12	14	9	8	6	<b>70</b>

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



The “Incident Type” of calls was predominately EMS related with a total of 72 calls for service for the month:



We provided 2 station tours and made one visit during January 2020. The visit was during a birthday party after the investigation of an automatic fire alarm and a station tour was during a birthday party at the Community Center and a Cub Scout troop meeting.

## PRELIMINARY PLAT REVIEW

Date: February 18, 2020  
 Project: Lakewoods Plat 2

Prepared by: Kathleen Connor, Senior Planner  
 Project No.: 119.1107.01

### GENERAL INFORMATION:

<b>Applicant:</b>	Todd & Christine Drake
<b>Property Owner:</b>	Todd R. & Christine Drake
<b>Requested Action:</b>	Approval of Preliminary Plat
<b>Location</b>	North of Lakeside Fellowship Church
<b>Size:</b>	9.85 acres
<b>Zoning:</b>	R-1A ( <i>Abutting Edgewater Pointe Plat 2</i> ) and Planned Unit Development
<b>Proposed Use:</b>	9 R-1A single family lots; 11 Villa lots; and 30 bi-attached townhomes



### PROJECT BACKGROUND:

On April 24, 2006, City Council approved a Preliminary Plat for Lakewoods Plat 1, which included one large commercial lot fronting on W. Bridge Road and 32 R-1A lots on the north half of the parcel. On July 23, 2007, Council approved an amended Preliminary Plat following their decision eliminating the extension of Davis Street to Parker Blvd., therefore allowing for one additional R-1A lot to be developed by including the parcel previously intended for the Davis Street right-of-way.

The Final Plat for Lakewoods Plat 1 was approved by City Council on January 14, 2013. This plat included an 8.5 acre commercial lot, which was subsequently developed as Lakeside Fellowship Church. The residential area was platted as Outlot Y, reserving an 8.86-acre outlot for future development.

On December 12, 2016, City Council approved the rezoning of the west 7.62 acres of Outlot Y to P.U.D. including the associated P.U.D. Master Plan. This Master Plan includes the extension of Edgewater Drive and Roosevelt Street. Along Roosevelt Street, there are nine R-1A single family lots on the east and 11 smaller single family “Villa” lots on the west. The plan also includes thirty bi-attached townhome lots on a private cul-de-sac on the west half of property, abutting Parker Townhomes.

Todd and Christie Drake now intends to move forward with development of Lakewoods Plat 2 and request approval of the Preliminary Plat.

### **PROJECT DESCRIPTION:**

This Preliminary Plat is in conformance with the approved PUD Master Plan. Lots 1-9 are single-family lots meeting the R-1A district regulations. Lots 10-20 are the smaller Villa lots on the west side of Roosevelt Street. Lots 21-50 are bi-attached lots fronting on a private cul-de-sac, and include a Homeowners' Association-owned gazebo and six visitor parking stalls.

The developer proposes to construct the entire subdivision in one phase, however a Site Plan will need to be approved for Lots 21-50 prior to issuance of Building Permits. The site plan will include additional details for the bi-attached townhomes, including but not limited to building elevations and materials, gazebo elevations, sidewalks, paving, utilities, and landscaping plan.

The public improvements associated with this plat include the extension of Roosevelt Street and Edgewater Drive. Public water mains, sanitary sewers, and storm sewers will be extended to provide service to each lot. The detention basin will be located on Outlot Z, which will be owned by the HOA and the rear yard of Lots 42-50. A "Private Storm Water Management Facility Easement and Maintenance Agreement" will be required to clarify this is a private facility and will include a Petition & Waiver that, should the HOA fail to perform required maintenance, allows the City to complete the any required maintenance and assess the property owners for same. The storm sewer connections to Parker Townhomes, including the potential need for intakes on the street west of this development will be reviewed in more detail on the construction drawings. The storm sewer outlet and easement area will be reviewed in more detail on the construction drawings.

The park land dedication for this development will satisfied through a cash donation paid at the time of final platting, in an amount equal to the fair market value for 1.143 acres of park land.

We understand the developer does not intend to have a Subdivision Identification signs. If a sign is proposed for the townhomes, it will be detailed on the future Site Plan. An easement will need to be provided requiring the HOA to be responsible for maintenance of the sign, landscaping and lighting.

### **ISSUES:**

- Per prior Agreement with the Drakes, this property is subject to the requirements of a prior Fee Allocation Agreement for Parker Boulevard. The fee for Lot 1 of Lakewoods Plat 1 was paid prior to issuance of a Building Permit for Lakeside Fellowship Church. However, the fee for Outlot Y, in the amount of \$32,207, will need to be paid by this developer prior to approval of a Final Plat for Lakewoods Plat 2/ (Development Agr, Bk 14583, Pg 166)
- Per prior Agreement with 3100, LLC (Bruce Lefkow), the developer of Parker Townhomes is responsible for construction of Edgewater Drive on the south side of their subdivision, between Lakewoods Plat 2 and Parker Blvd. That developer has already installed the necessary sanitary sewer and water main, but remains responsible for grading, storm sewer, street paving, sidewalk, and street lights, subject to prior Council approval of the construction drawings for said improvements. (Development Agr, Bk 14997, Pg 619) The City plans to notify Mr. Lefkow that the Drake's intend to move forward with construction of Lakewoods Plat 1 so he can plan accordingly for construction of his own project.
- Per prior Agreement with Lakeside Fellowship Church, and in accordance with their Site Plan, the Church is responsible for paving the north end of their driveway once the Drake's have

constructed Edgewater Drive. The Church is also responsible for installing a 4' wide sidewalk along the south side of Edgewater Drive within 60 days of the paving of Edgewater Drive. (Development Agr, Bk 14583, Pg 166) The City plans to notify Lakeside Fellowship Church that the Drake's intend to move forward with the construction of Lakewoods Plat 1 next spring so they can plan for their paving project accordingly. No further Site Plan approval is needed for paving the remainder of their driveway or for sidewalk construction.

- The Drakes and 3100, LLC are responsible for obtaining the necessary Storm Sewer Easement from Nick Van Doorn for the storm sewer outlet and riprap that will need to be located on their property. This storm sewer pipe must be designed to accommodate all runoff from Lakewoods Plat 2, Parker Townhomes, and Edgewater Drive.
- Prior to approval of the construction drawings, McClure Engineering will need to coordinate their design with 3100, LLC's engineer to be sure the street profile grade, storm sewer pipes, riprap and easement are appropriately designed for both projects. These developers may want to consider using the same contractor to minimize coordination between the two projects and costs.
- Note the book and page for the recorded P.U.D. Master Plan as approved by the City. (The rezoning ordinance was recorded on Bk 16419 Pg 103, but not the Master Plan.)

### **REVIEW COMMENTS:**

Snyder & Associates has reviewed the Preliminary Plat for conformance with the P.U.D. Master Plan, Subdivision Regulations, SUDAS, and other applicable city codes. Pursuant to our review of Submittal #2, we offer the following comments:

1. Adjust the location of the north end of the private storm sewer on Lincoln Way or provide an easement on Lots 35-36 for this structure.

### **RECOMMENDATION:**

Based on the satisfactory resolution of the aforementioned review comments, we recommend approval of the Preliminary Plat for Lakewoods Plat 2, subject to:

1. Outstanding review comments, if any, shall be addressed prior to the item being placed on the Council agenda.
2. P&Z comments, if any, shall be addressed prior to this item being placed on the Council agenda.
3. All fees being paid in full to the City Clerk prior to Council approval.



**RESOLUTION NO. 2020-19**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR  
LAKEWOODS PLAT 2**

---

**WHEREAS**, McClure Engineering, on behalf of Todd & Christie Drake., submitted a Preliminary Plat for Lakewoods Plat 2; and

**WHEREAS**, on February 17, 2020 the Polk City Planning & Zoning Commission met and recommended approval of the Preliminary Plat for Lakewoods Plat 2, subject to completion of the City Engineer's review comments and recommendations being satisfactorily addressed; and

**WHEREAS**, the City Engineer has reviewed the Preliminary Plat and finds that all review comments have been satisfactorily addressed and therefore recommends approval of said Preliminary Plat.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission and the City Engineer and deems it appropriate to approve the Preliminary Plat for Lakewoods Plat 2.

**PASSED AND APPROVED** the 24<sup>th</sup> day February 2020.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk

# LAKEWOODS DEVELOPMENT PRELIMINARY PLAT POLK CITY, IOWA



building strong communities.

1360 NW 121ST. Street  
Clive, Iowa 50325  
515-964-1229  
fax 515-964-2370

NOTICE:  
McClure Engineering Company waives any and all responsibility and liability for problems which arise from failure to follow these Plans, Specifications, and the engineering intent they convey, or for problems which arise from failure to obtain and/or follow the engineers guidance with respect to any errors, omissions, inconsistencies, ambiguities, or conflicts which are alleged.

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Sheet List Table		
Sheet No.	Sheet Title	Sheet Description
01	GN-01	COVER PAGE
02	GN-02	GENERAL LAYOUT AND UTILITY PLAN
03	GN-03	PAVING AND UTILITY PLAN
04	GR-01	GRADING PLAN

**APPLICANT/OWNER**  
TODD AND CHRISTIE DRAKE  
1718 NW 120TH STREET  
CLIVE, IA 50325-8235

**ENGINEER/SURVEYOR**  
McCLURE  
1360 NW 121ST ST  
CLIVE, IOWA 50325  
515-964-1229  
ATTN: CALEB SMITH  
csmith@mcclure.com

**LEGAL DESCRIPTION**

ALL OF OUTLOT 'Y' OF LAKEWOODS PLAT 1 NOW IN AND FORMING A PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA.

SAID PARCEL CONTAINS 9.86 ACRES AND IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

**ZONING**

CURRENT ZONING: R-1A (LOTS 1 - 9) AND PUD (LOTS 10 - 50) BK:16419 PG:103

**PROPOSED SETBACK REQUIREMENTS**

LOTS 1 - 9 (ZONED R-1A)

FRONT: 30 FEET  
SIDE: 8 FEET / 8 FEET (16 FEET TOTAL)  
REAR: 20 FEET  
LOT WIDTH MINIMUM: 65'  
LOT AREA MINIMUM: 6,400'

LOTS 10 - 20 (ZONED PUD)

FRONT: 30 FEET  
SIDE: 8 FEET / 8 FEET (16 FEET TOTAL)  
REAR: 30 FEET  
LOT WIDTH MINIMUM: 50'

LOTS 21 - 50 (ZONED PUD)

FRONT: 30 FEET (FROM DRIVE OR SIDEWALK, WHICHEVER IS MORE RESTRICTIVE)  
SIDE: 7 FEET / 7 FEET (14 FEET TOTAL) (0' WHEN ATTACHED TO ADJACENT DWELLING)  
REAR: 30 FEET  
LOT WIDTH MINIMUM: 32'

**PARK REQUIREMENTS**

AREA = # LOTS X 995.95 SF PER LOT = 50 X 995.95 = 49797.5 SF (1.143 ACRES)

**UTILITY PROVIDERS**

SANITARY SEWER: PUBLIC - CITY OF POLK CITY  
WATER: PUBLIC - CITY OF POLK CITY  
STORM SEWER: PUBLIC - CITY OF POLK CITY (IN EDGEWATER AND ROOSEVELT)  
PRIVATE - LAKEWOODS HOA (IN LINCOLN STREET)

**DEVELOPMENT SCHEDULE**

DEVELOPMENT IS TO BE CONSTRUCTED IN 2020 IN ITS ENTIRETY WITH UNIT CONSTRUCTION AFTER PUBLIC IMPROVEMENTS ARE COMPLETED.

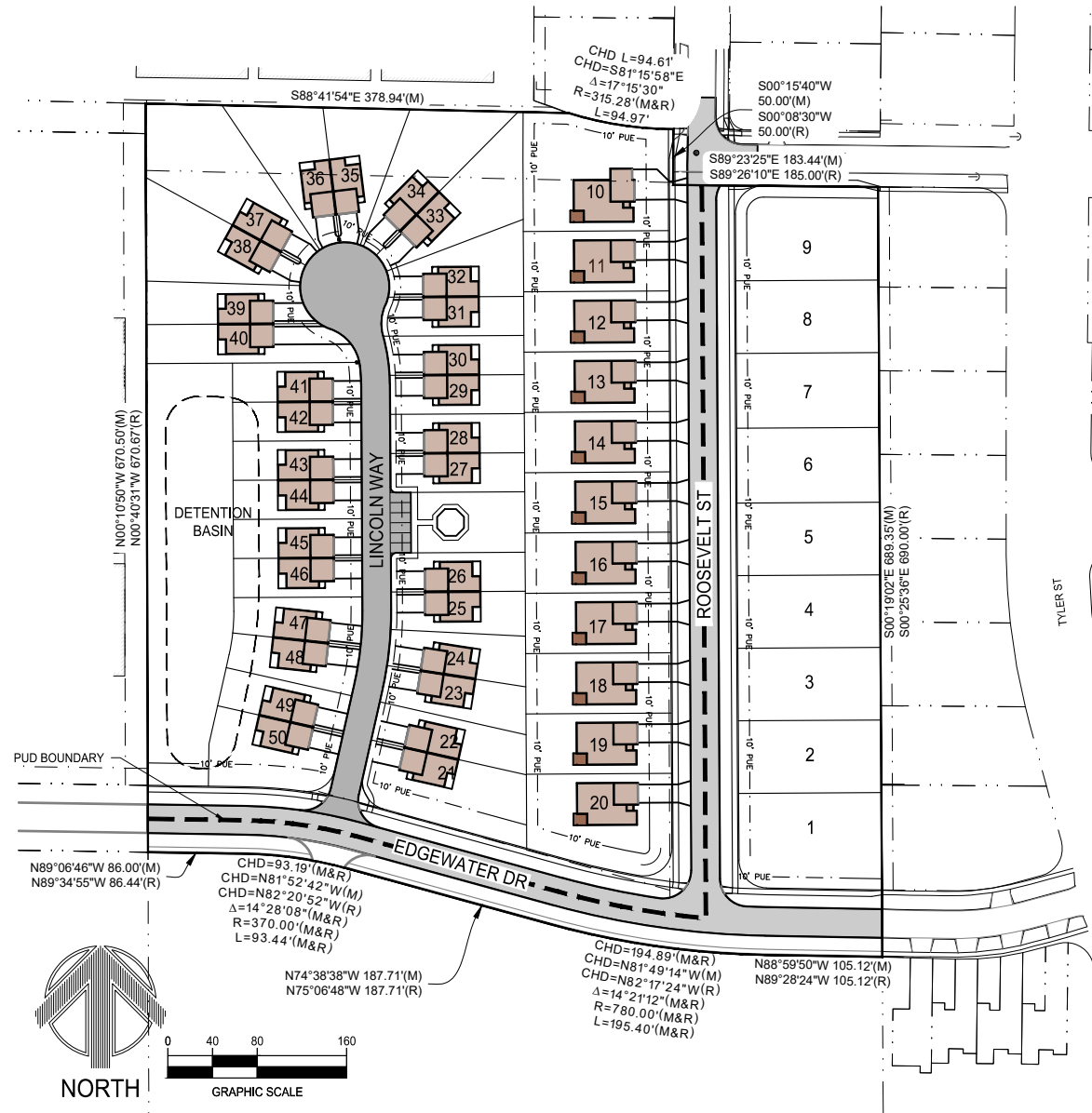
**GENERAL NOTES**

1) SITE PLAN APPROVAL FOR THE TOWNHOMES ON LOTS 21-50 IS REQUIRED PRIOR TO CONSTRUCTION OF ANY IMPROVEMENTS ON SAID LOTS, FINAL PLATTING OF SAID LOTS, OR ISSUANCE OF ANY BUILDING PERMITS FOR THE BIATTACHED TOWNHOMES. LOT LINES FOR LOTS 21-50, THE PRIVATE STREET AND INGRESS/EGRESS EASEMENT, AND THE PUBLIC UTILITIES AND ASSOCIATED EASEMENTS THAT SERVE SAID LOTS HAVE BEEN SHOWN FOR GENERAL REFERENCE ONLY, AND WILL BE APPROVED WITH THE FUTURE SITE PLAN.

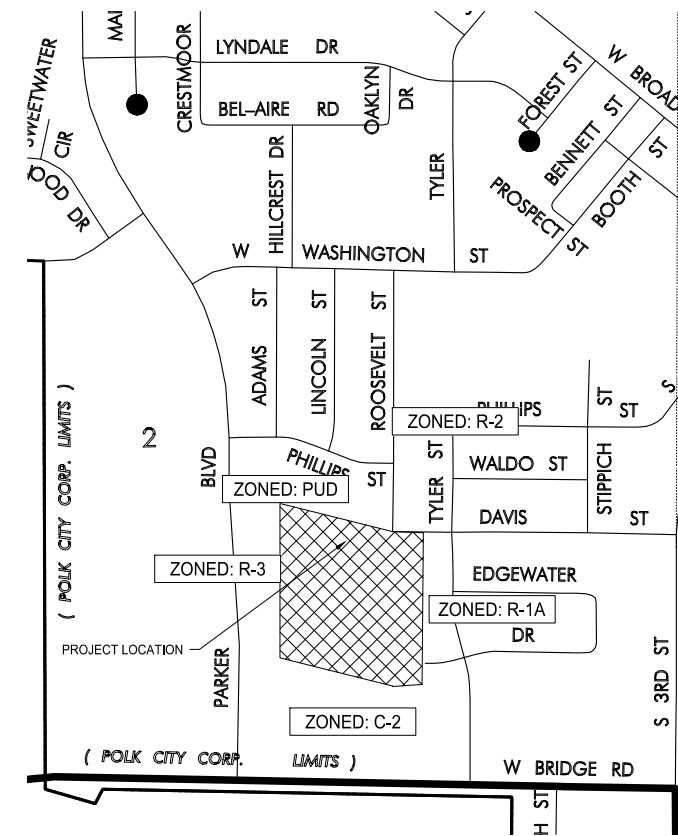
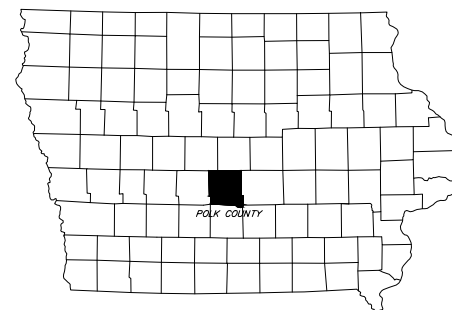
2) HOA (HOME OWNERS ASSOCIATION) REQUIRED TO INCLUDE LOTS 10-50.

**BENCHMARK**

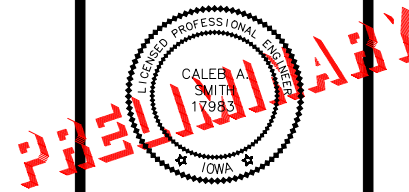
NGS BM DESIGNAION IKV B  
PID - DG6295  
SECONDARY AIRPORT CONTROL STATION  
DATUM OF NAVD88 - 884.2



1-800-292-8989  
www.iowaonecall.com



VICINITY SKETCH  
1" = 500'



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

DATE: CALEB A. SMITH, PE NO. 17983

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021  
PAGES OR SHEETS COVERED BY THIS SEAL:

1 - 4

**LAKEWOODS DEVELOPMENT  
PRELIMINARY PLAT**

POLK CITY, IOWA  
20216005-00  
JANUARY 2020

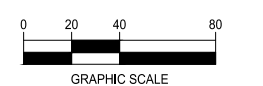
REVISIONS  
FEB. 12, 2020 (STAFF COMMENTS)

ENGINEER: C. SMITH  
DRAWN BY: C. SMITH  
CHECKED BY:  
FIELD BOOK NO.: 20216005-00

DRAWING NO.: GN-01  
SHEET NO.: 01 / 04

**PRELIMINARY**

**OVERALL LAYOUT AND UTILITY PLAN**



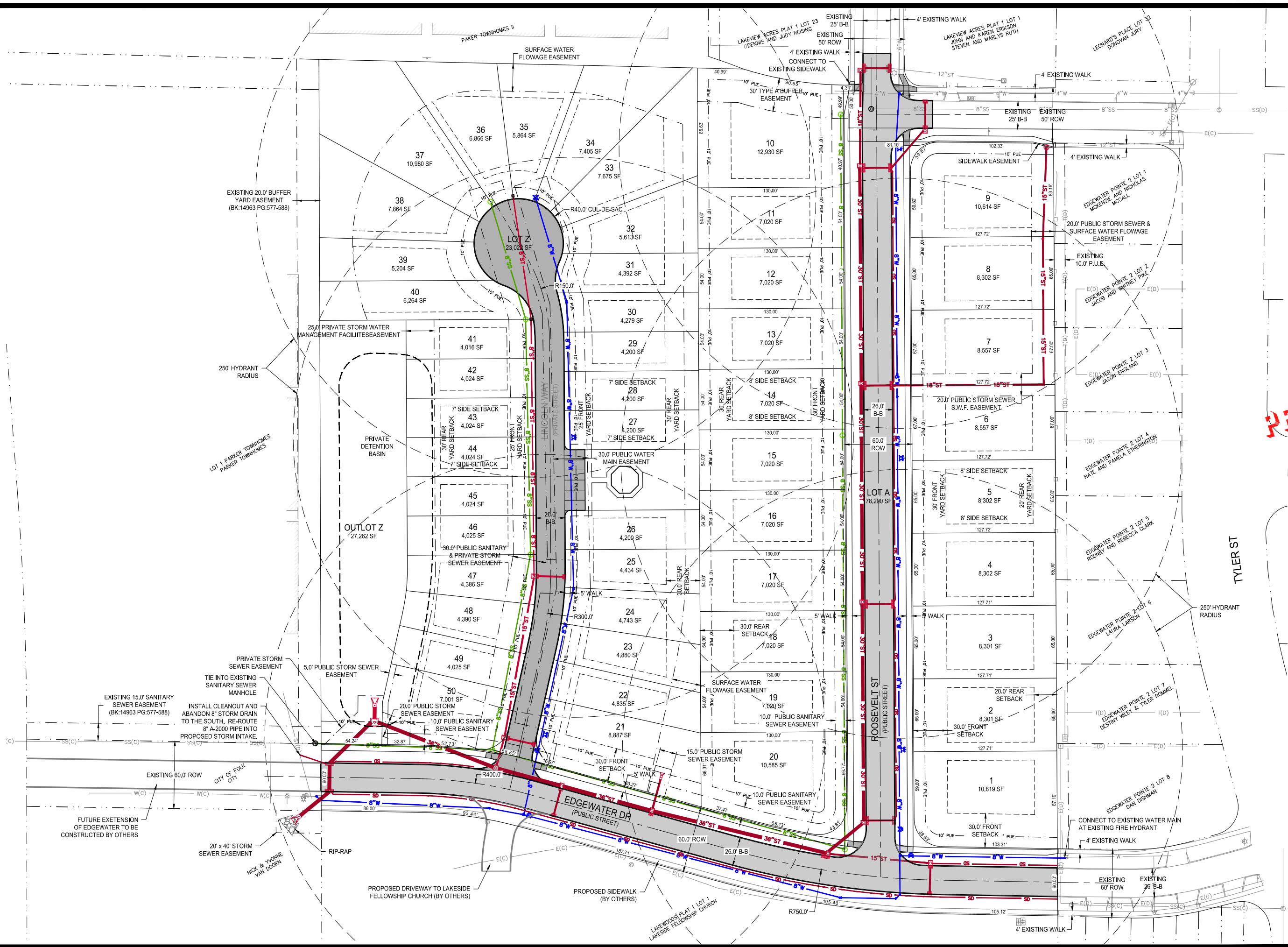
**LAKEWOODS DEVELOPMENT PRELIMINARY PLAT**

POLK CITY, IOWA  
20216005-00  
JANUARY 2020

**REVISIONS**  
FEB. 12, 2020 (STAFF COMMENTS)

ENGINEER: C. SMITH  
DRAWN BY: C. SMITH  
CHECKED BY: [blank]  
FIELD BOOK NO.: 20216005-00

DRAWING NO.: **GN-02**  
SHEET NO.: **02 / 04**



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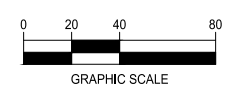
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**PRELIMINARY**

**STORM GRADING PLAN**



**NORTH**



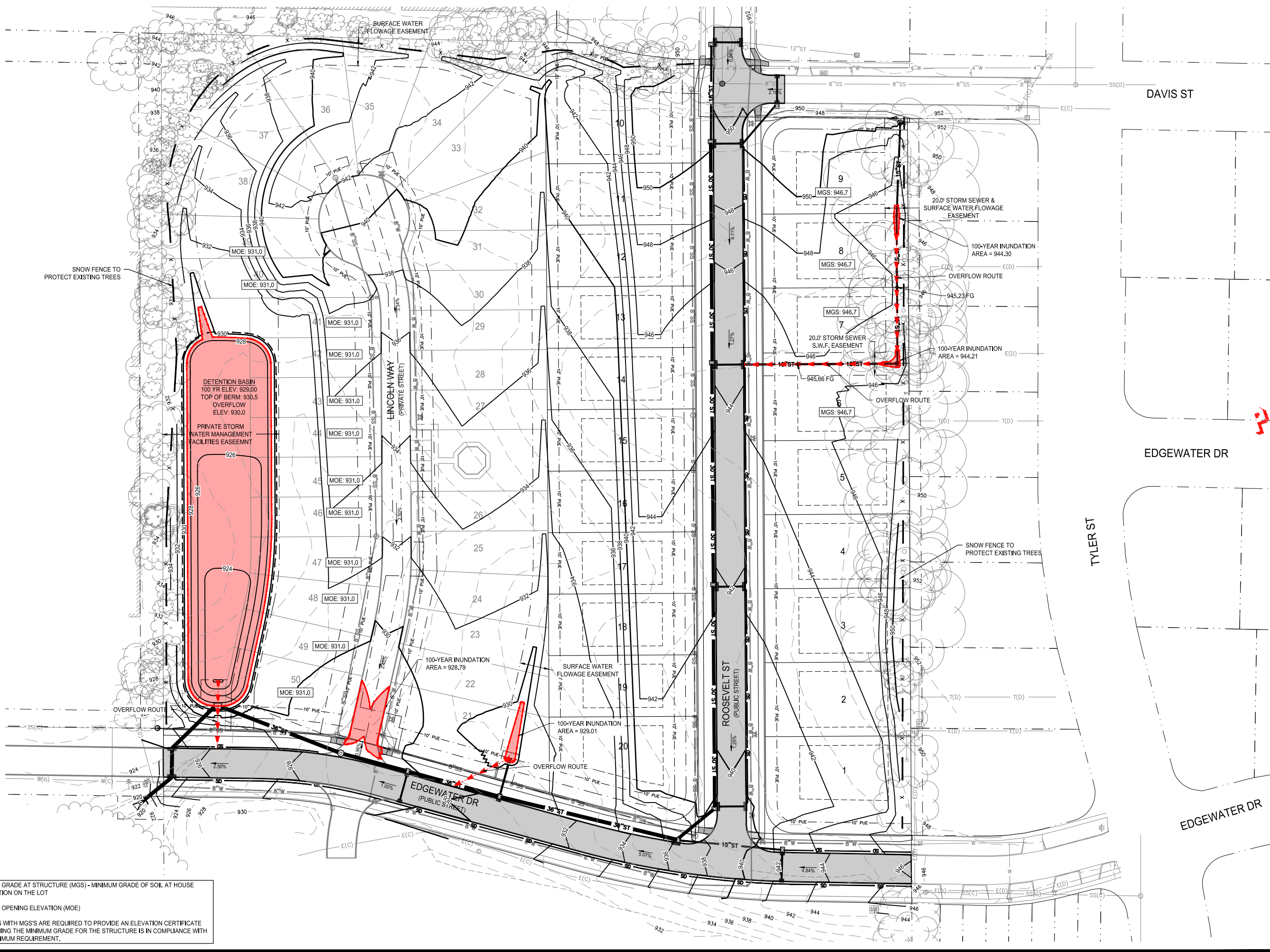
**LAKWOODS DEVELOPMENT  
PRELIMINARY PLAT**

POLK CITY, IOWA  
20216005-00  
JANUARY 2020

**REVISIONS**  
FEB. 12, 2020 (STAFF COMMENTS)

ENGINEER: C. SMITH  
DRAWN BY: C. SMITH  
CHECKED BY: [blank]  
FIELD BOOK NO.: 20216005-00

DRAWING NO.: GR-01  
SHEET NO.: 04 / 04



MINIMUM GRADE AT STRUCTURE (MGS) - MINIMUM GRADE OF SOIL AT HOUSE FOUNDATION ON THE LOT  
MINIMUM OPENING ELEVATION (MOE)  
ALL LOTS WITH MGS'S ARE REQUIRED TO PROVIDE AN ELEVATION CERTIFICATE CONFIRMING THE MINIMUM GRADE FOR THE STRUCTURE IS IN COMPLIANCE WITH THIS MINIMUM REQUIREMENT.

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## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 24, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Member resolution for financing authority

---

**BACKGROUND:** On Monday, the Council will need to take action on a resolution authorizing the Metro Waste Authority to borrow money for a material recovery facility. The MWA does have to get each member City to authorize the approval of borrowing money, and Polk City is a member. The MWA is requesting to borrow \$24.5 million for the purpose of a new recovery facility and refund \$8 million in notes. MWA is also requesting for authorization to issue additional indebtedness to not exceed \$50 million in aggregate principal amount at any time.

MWA does solely pay for these projects with user fees, and not through general obligation of its member cities.

**ALTERNATIVES:** Do not authorize the financing request by the MWA

**FINANCIAL CONSIDERATIONS:** None to the City

**RECOMMENDATION:** It is my recommendation that the Council authorize the financing for the construction of a material recovery facility.



## MEMORANDUM

To: Members of the Metro Waste Authority

From: Michael McCoy

Date: February 11, 2020

Re: Member resolution for financing authority granted to Board of the Metro Waste Authority

As previously discussed the Board of the Authority has begun the process of financing the construction of a material recovery facility and, in accordance with the Code of Iowa, each member of the Authority (a "Member") will be required to adopt a resolution that confirms the ability of the Board to complete the financing.

The attached resolution has been prepared by bond counsel in order for each Member of Metro Waste Authority to authorize the Board of the Metro Waste Authority to borrow money in three respects:

1. Granting to the Board the authority to borrow not to exceed \$24,500,000 for the purpose of funding a material recovery facility, and
2. Granting to the Board the authority for refunding now, or in the future, the outstanding approximate \$8,000,000 Taxable Note (Grimes Solid Waste Transfer Station Project), Series 2014, and
3. Granting to the Board the authority to issue additional indebtedness not to exceed an aggregate principal amount outstanding at any time of \$50,000,000.

The resolution confirms indebtedness of the Authority will be repaid solely from the net revenues of the Authority and is not a general obligation of any of the Members. In addition, each Member acknowledges the intent of the Authority to borrow on a federal tax-exempt basis and acknowledges the tax-exempt indebtedness will be apportioned amongst the Members and count against the annual \$10,000,000 bank-qualification of the Members.

Please present this resolution to your city council or board of supervisors as soon as possible, and return an executed copy of your resolution to the Authority office.

Please do not hesitate to contact Michael McCoy at 515.323.6535 or mmc@mwatoday.com to the extent you have any questions.

METRO WASTE AUTHORITY MEMBER RESOLUTION –CITY OF POLK CITY

RESOLUTION NO. 2020-21

Resolution authorizing and approving the Des Moines Metropolitan Area Solid Waste Agency d/b/a Metro Waste Authority to enter into a loan agreement and providing for the issuance and securing the payment of a Material Recovery Facility Solid Waste Disposal Revenue Note, Series 2020, in a principal amount not to exceed \$24,500,000, refund current outstanding indebtedness and maintain outstanding indebtedness in an aggregate principal amount not to exceed \$50,000,000

WHEREAS, the Metro Waste Authority (the “Authority”) has proposed to enter into a loan agreement (the “Loan Agreement”) in a principal amount not to exceed \$24,500,000 in accordance with the provisions of the Authority’s Intergovernmental Agreement pursuant to which the Authority was created (the “Intergovernmental Agreement”) for the purpose of financing a material recovery facility, related improvements, funding a debt service reserve fund, if necessary, and paying for costs of issuance of a note or bond (the “Series 2020 Note”) (collectively referred to as the “Project”); and

WHEREAS, the Authority currently has outstanding an approximately \$8,000,000 Taxable Revenue Note (Grimes Solid Waste Transfer Station Project), Series 2014 (the “Series 2014 Note”); and

WHEREAS, the Authority from time to time may find it necessary to fund additional indebtedness and/or to refund outstanding indebtedness for any lawful purpose and in accordance with the Authority’s Intergovernmental Agreement; and

WHEREAS, the City of POLK CITY (the “City”) is a Member of the Metro Waste Authority and it is necessary for each Member of the Authority to approve incurring indebtedness payable from the net revenues of the Authority;

NOW, THEREFORE, It Is Resolved by the City Council of the City of POLK CITY, Iowa as follows:

Section 1. It is hereby determined that the Authority may enter into a Loan Agreement and issue the Series 2020 Note in an aggregate principal amount not to exceed \$24,500,000 with such terms, reserves, provisions, covenants and requirements as shall be determined and approved by resolution of the Board of the Authority.

Section 2. It is hereby determined the Authority may revise, restructure, amend, refund and defease the Series 2014 Note with such terms, reserves, provisions, covenants and requirements as shall be determined and approved by resolution of the Board of the Authority.

Section 3. It is hereby determined the Authority shall be granted the authority to incur indebtedness in any form, in one or more series, and from time to time as shall be determined necessary to carry out the purposes of the Authority with such terms, reserves, provisions, covenants and requirements as shall be determined and approved by resolution of the Board of the Authority. Indebtedness may be issued by the Authority for any lawful purpose as set forth in the Code of Iowa and in accordance with the Intergovernmental Agreement in an aggregate principal amount not to be outstanding at any given time in excess of \$50,000,000.

Section 4. Repayment of any indebtedness, incurred pursuant to the authority granted by this Resolution, including the Series 2020 Note, shall be payable solely from net revenues of the Authority. Any indebtedness issued pursuant to this resolution shall not be an obligation of any Member of the Authority and shall not be payable from or constitute a lien against the general fund of any of the Members. No Member shall be in any manner liable by reason of the failure of the net revenues of the Authority to be sufficient for the payment in whole or in part of the indebtedness issued pursuant hereto and the interest thereon.



Indebtedness issued pursuant to the grant of authority provided hereto shall not be a general obligation of the Authority but, together with any additional obligations as may be hereafter issued by the Authority and outstanding from time to time ranking on a parity therewith is payable solely and only from net revenues of the Authority, a sufficient portion of which will be ordered set aside and pledged for that purpose by the Authority.

Section 5. It is the intention of the Authority, when possible, that interest on the Authority's indebtedness, including the Series 2020 Note, be and remain excluded from gross income for federal income tax purposes pursuant to the appropriate provisions of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations in effect with respect thereto (all of the foregoing herein referred to as the "Internal Revenue Code"). In furtherance thereof the Authority, and this Member, covenants to comply with the provisions of the Internal Revenue Code as they may from time to time be in effect or amended and further covenants to comply with applicable future laws, regulations, published rulings and court decisions as may be necessary to insure that the interest on the indebtedness of the Authority will remain excluded from gross income for federal income tax purposes. Any and all of the officers of the Authority are hereby authorized and directed to take any and all actions as may be necessary to comply with the covenants herein contained.

Section 6. The City further certifies when indebtedness of the Authority will be issued as a tax-exempt obligation the City shall recognize a percentage portion of the indebtedness incurred equal to the benefit provided to the City with respect to the indebtedness, to be determined by the Authority upon closing, and will be counted against the City with respect to the City's determination of its compliance with section 265 of the Internal Revenue Code for the calendar year in which the indebtedness is incurred, and to the extent the City plans to issue tax-exempt obligations for its own purposes the City's share of the percentage portion of the Authority's indebtedness will be included for the City's calculation of the City's requirements for compliance with section 265 of the Internal Revenue Code. The City further certifies it shall be the responsibility of the City to maintain compliance with the City's indebtedness regarding compliance with section 265 of the Internal Revenue Code.

Section 7. The City understands and agrees with respect to this resolution that Dorsey & Whitney LLP ("Dorsey") represents the Authority in connection with the purposes of this Resolution and pursuant to the Authority documents, and, the City hereby consents to such representation to the extent such a representation may be a conflict of interest with Dorsey's representation of the City with respect to other matters, and the City hereby waives any such conflict and consents to Dorsey's representation of the Authority with respect to the aforementioned matters.

Section 8. If any section, paragraph, clause or provision of this resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this resolution.

Section 9. All resolutions and orders or parts thereof in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed.

Section 10. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved this 24 day of FEBRUARY, 2020.

---

Mayor - JASON MORSE

ATTEST:

---

City Clerk - JENNY GIBBONS



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

**Date:** February 24, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** General Obligation bonds engagement letter

---

**BACKGROUND:** In your packet for Monday evening is an engagement letter from Dorsey and Whitney to serve as bond counsel for issuing of general obligation bonds for the street project. The dollar amount for bond counsel will not exceed \$12,500, and we will incorporate this cost into the cost of the project.

The estimated cost of the project is \$2.8 million. The Council wishes to utilize \$250,000 cash and to borrow for \$2,550,000. The engagement letter states we would issue an amount of \$2,400,000 in principal and the reason bond counsel has this in the engagement letter is because the actual principal amounts often come in lower due to scaling of principal and interest.

**ALTERNATIVES:** Do not approve the engagement letter.

**FINANCIAL CONSIDERATIONS:** \$12,500

**RECOMMENDATION:** It is my recommendation that the Council approve the engagement letter so that we can proceed with the 2020 street overlay project.

February 19, 2020

**VIA E-MAIL**

Chelsea Huisman  
City Administrator/City Hall  
Polk City, Iowa

Re: Polk City, Iowa  
General Obligation Corporate Purpose Bonds, Series 2020

Dear Chelsea:

I am writing to explain our role as bond counsel for the City's proposed General Obligation borrowing to fund certain capital projects. It is our understanding that the City will issue General Obligation bonds (the "Bonds") in the approximate principal amount of \$2,400,000 into the municipal bond market through a competitive sale to be facilitated by PFM Financial Advisors, LLC, the City's municipal financial advisor (the "Financial Advisor").

As bond counsel, it is our responsibility to provide legal representation to the City with respect to the authorization of the issuance of the Bonds. In serving the City as bond counsel, we will prepare appropriate resolutions, notices, agreements, filings and closing certificates, consult with the Financial Advisor and undertake such additional duties as we deem necessary to help the City through this transaction. At closing of the Bond issue, assuming the proper conditions are in place, we will deliver our bond counsel opinion that (1) the Bonds are valid and binding general obligations of the City, and (2) the interest paid on the Bonds will be excluded from gross income for federal income tax purposes.

In performing our services as bond counsel, our sole client in this matter will be the City of Polk City. We will not represent any other party in this financing and it is mutually understood that the services to be provided by us as described herein are solely for the benefit of the City.

It is important to note that we have not been engaged to serve as "disclosure counsel" to the City, which would cover in-depth legal work with respect to securities law regulations related to the Bonds and the official statement which will be drafted to facilitate their sale. This means that while we will review and comment on the portions of the official statement that are pertinent to our role as bond counsel (particularly tax related matters, state law authority related matters and collateralization related matters), we will not engage in a due diligence process to (i) investigate the accuracy of financial data contained therein, or (ii) to discover any bond holder risks that are unknown to us. Furthermore, we will not be giving a legal opinion with respect to any aspects of the official statement. **Please be aware that we are available to provide these**

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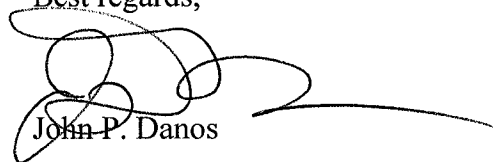
**additional services should the City desire to expand the scope of our representation.** Please let me know if you would like to discuss this.

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing, (ii) the duties we will undertake, (iii) the time we anticipate devoting to the projects, and (iv) the responsibilities we assume, we estimate that our fees and expenses for serving as bond counsel will not exceed \$12,500.

After this arrangement is approved on behalf of the City, please have this letter executed in the space below and either fax an executed copy of this letter to our office at (515) 283-1060 or scan and email an executed copy to [ritter.cheryl@dorsey.com](mailto:ritter.cheryl@dorsey.com). If you have questions, please call me.

We look forward to working with you. Thank you for the opportunity to serve the City.

Best regards,

  
John P. Danos

JPD/sl

I understand and agree to the arrangements stated above.

**CITY OF POLK CITY, IOWA**

**BY:** \_\_\_\_\_  
Mayor

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

**ATTEST:** \_\_\_\_\_  
City Clerk

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



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** February 24, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Sanitary Sewer Rate Ordinance

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**BACKGROUND:** On Monday, the Council will have the first reading of the sewer rate Ordinance with the new proposed rates which will go into effect for the July utility bills. Listed below are the changes the Council agreed to during the budget process:

CURRENT STRUCTURE		PROPOSED STRUCTURE COUNCIL SELECTED	
Availability Fee:	\$15.63	Availability Fee:	\$17.30
Per Kgal:	\$5.90	Per Kgal:	\$6.05
Rock Creek:	\$15.00	Rock Creek:	\$5.30

For the purpose of simplifying the bills, and because I think it would be better to just have one set fee, and then usage in addition to the fee, I am recommending to the Council that we consolidate the Rock Creek Fee and the Availability Fee. This will make the new availability fee \$22.60. I think this will be a simple communication to the residents, and from a utility billing perspective make it easier for the staff. Therefore, the proposed ordinance in front of you for Monday evening shows the following rates.

CURRENT STRUCTURE		PROPOSED STRUCTURE COUNCIL SELECTED	
Availability Fee:	\$15.63	Availability Fee:	\$22.60
Per Kgal:	\$5.90	Per Kgal:	\$6.05
Rock Creek:	\$15.00		

**ALTERNATIVES:** Do not approve the sanitary sewer rate increases.

**FINANCIAL CONSIDERATIONS:** If the City does not increase the sewer rates, we will be operating negatively in the sewer fund next Fiscal Year. The City hired a consultant last year, PFM, to evaluate both the water and the sewer funds. After evaluation of both of those funds, PFM gave 5 options to the City Council for consideration on how to increase the sanitary sewer funds. The Council wanted to have the least impact on the lower end users, and the larger impact on higher end users, so they selected option 2. Since selecting that option, I

have done some review and am recommending to the Council that we consolidate the rock creek charge into the availability fee.

**RECOMMENDATION:** It is my recommendation that the Council approve the first reading of the Sewer rate Ordinance. This Ordinance will not take effect until July 1<sup>st</sup>, therefore there is no need to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of the Ordinance and the Council can just have each reading occur at the March meetings.

**CITY OF POLK CITY, IOWA**

**Ordinance No. 2020-300**

**AN ORDINANCE AMENDING CHAPTER 99, SECTION 99.02, SEWER SERVICE CHARGES**

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

**Section 1.** The Polk City Code, Chapter 99, Section 99.02, Sewer Service Charges, is hereby amended by deleting the section and inserting the following:

**99.02 SEWER SERVICE.** Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system as follows:

1. Service Availability Charge. A service availability charge of \$22.60 per month (minimum bill).
2. Usage Charge. A usage charge of \$6.05 per each 1,000 gallons of water used.

**Section 2.** The new Sanitary Sewer rates will start with meter reads in the month of June 2020, payable in July 2020.

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 4.** This ordinance shall be in full force and effect after passage, approval and publication as provided by law.

**PASSED AND ADOPTED** by the City Council of Polk City, Iowa, on this \_\_\_\_\_ day of February 2020.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

First reading:  
Second reading:  
Third reading:  
Publication Date by posting:





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

**Date:** February 24, 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:** On Monday, the Council will have the 2<sup>nd</sup> reading regarding the BOA change in composition Ordinance. If the Council wishes to suspend the rules and waive the 3<sup>rd</sup> hearing, that has been placed on the agenda as well.

We currently have a 7-member board, which requires a quorum of 4. I believe that we should change the make-up to a 5-member board, which requires a quorum of 3. Note that the BOA typically only meets 2-3 times annually as it is a board that generally doesn't need to meet on a monthly basis. Because of this, and the fact that it is difficult to find volunteers for the Boards and Commissions in town, making the change makes sense.

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

**ALTERNATIVES:** Do not approve the 2<sup>nd</sup> reading and continue to operate with a 7 member board

**FINANCIAL CONSIDERATIONS:** None

**RECOMMENDATION:** It is my recommendation that the Council approve the second reading of the Ordinance change at the February 24<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** February 19, 2020

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

**INVOICE SUMMARY - DECEMBER SERVICES**

Services from December 1, 2019 through December 31, 2019

**GENERAL ENGINEERING**

<u>2019 General Engineering</u>	119.0001	\$ 1,528.00
<i>Council Meetings, P&amp;Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i>		
<u>Building and Development issues:</u>	119.0001	\$ 3,151.50
<i>Meetings and coordination with developers, engineers, and staff regarding various potential and ongoing projects including required public improvements and over-and-above improvements.</i>		
<u>Water Dept:</u>	119.0001	\$ 191.00
<i>Discussions re: NW Hugg Drive water main extension and as-builts.</i>		
<u>Sanitary Sewer Dept:</u>	119.0001	\$ -
-		
<u>Miscellaneous Projects:</u>	119.0001	\$ 2,281.00
<i>STBG application, including exhibits and cost opinions for N. 3rd Street reconstruction project; hard surfacing of NW 110th Street; access requirements at new school; and potential HMA project.</i>		

**SUBTOTAL** \$ 7,151.50

**CAPITAL IMPROVEMENT PROJECTS**

2019 Street Repair Project	119.0449	\$ 1,500.00
<b>SUBTOTAL</b>		<u><u>\$ 1,500.00</u></u>

**REIMBURSABLE DEVELOPMENT REVIEW PROJECTS**

Big Creek Valley: walk-thru, punchlist	118.0975	\$ 200.00
Bridgeview Plat 2: Construction Drawings and SWMP	119.0294	\$ 250.00
Crossroads Plat 2: Construction Observation; Punchlist Updates	117.1163	\$ 200.00
Lakewoods Plat 2: Preliminary Plat	119.1107	\$ 1,150.00
Snetselaar/Lillskau: Rezoning and Concept Plan	119.1106	\$ 1,576.00
TCI Pod K PUD Master Plan Amendment	119.1030	\$ 886.50
Twelve Oaks Plat 3: Construction Observation	115.0170	\$ 520.50
<b>SUBTOTAL</b>		<u><u>\$ 4,783.00</u></u>

**TOTAL** \$ 13,434.50