

Agenda
Notice of Meeting
Polk City | City Council

March 9, 2020 | 6:00 pm
City Hall | Council Chambers
Broadcast live at <https://polkcityia.gov/page/LiveStream>

Jason Morse | Mayor
David Dvorak | Pro Tem
City Council Members: Jeff Walters | Mandy Vogel | Ron Anderson | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearings

- a. Maximum Proposed Property Tax Levy Rate
 - i. Public Hearing for the maximum proposed property tax levy rate
 - ii. Resolution 2020-22 approving maximum property tax levy rate
- b. General Obligation Loan Agreement
 - i. Public Hearing on proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,600,000
 - ii. Resolution 2020-23 authorizing General Obligation Loan Agreement, approving the future issuance of General Obligation bonds and providing for the levy of taxes to pay the same

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 24, 2020
- b. Claims listing March 9, 2020
- c. Receive and file the February 2020 Water Report
- d. Approve hiring Dani Scott as GIS/Public Works effective March 10, 2020, pay rate of \$22.12 per hour
- e. Approve hiring Nick Furness as Permanent Part-Time Public Works effective March 10, 2020, pay rate of \$14 per hour
- f. Receive and file February 3, 2020 Library Board Meeting Minutes
- g. Receive and file the February 2020 Library Stats
- h. Receive and file the February 2020 Library Director Report
- i. January 2020 Finance Report
- j. Finance Director job description
- k. Teamsters Union Contract-July 1, 2020 through June 30, 2021
- l. Legal services agreement not to exceed \$8,500 with Dorsey & Whitney LLP for 2020 Urban Renewal Amendment and TIF Agreement
- m. Resolution 2020-24 setting date for Public Hearing on Urban Renewal Plan Amendment

- n. Resolution 2020-25 amending the corporate limits for Polk City to include recent annexations of Whitetail Ridge, Sally Jensen property, Berggren Farms and the Miller property
- o. Approve Carol Thornburg pay increase to \$21.91 effective 2/13/20

7. Business Items

- a. First Reading of Ordinance 2020-300 amending Sewer Rates
- b. Snyder & Associates invoice for January 2020 services in the amount of \$18,879.50

8. Reports & Particulars

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

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

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

11. Adjournment

--next meeting date March 23, 2020



City of Polk City, Iowa City Council Agenda Communication

Date: March 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing for Maximum Proposed Property Tax Levy

BACKGROUND: On Monday, the City Council will have a public hearing for the Maximum Proposed Property tax levy, as required by Senate File 634 approved last year. Once the public hearing is closed, the City Council will take action on a resolution approving the maximum property tax levy in the amount of \$8.74781 per \$1,000 assessed, which is a change of 12.53% from last year. A City's debt service levy is not included in the maximum property tax levy, so this is why this levy rate is used (City's overall levy-debt service levy).

If a City is expected to exceed 2% on an annual basis, the public hearing and resolution approval is required. Growth is not a factor that is considered in the equation, and Polk City is a growing community, with growing valuations, therefore an increase of that size along with the statewide property assessments completed last year are not surprising.

This notice was sent to the newspaper prior to the Council deciding we would like to issue new debt for the street project. We wanted to keep the street project tax increase at \$.48, which required us to make some reductions to other levies-Other employee benefits levy. The maximum % increase needed to be approved by the City Council is \$8.74781, but the actual proposed budget has a proposed maximum levy rate of \$8.62840, or a 10.93% increase after we reduced the employee benefits levy.

ALTERNATIVES: Do not approve the maximum proposed property tax levy.

FINANCIAL CONSIDERATIONS: None; the Council is simply authorizing the maximum property tax levy. The actual City budget must still be approved (March 23, 2020 meeting).

RECOMMENDATION: It is my recommendation that the Council approve the maximum property tax levy at a rate of \$8.74781 per \$1,000 assessed.

MAX LEVY RESOLUTION NO. 2020 - 22

| | | |
|-------------------------------|---|----------------------------|
| CITY NAME Polk City | NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY Fiscal Year July 1, 2020 - June 30, 2021 | CITY CODE 77-723 |
|-------------------------------|---|----------------------------|

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

| | | |
|----------------------------------|--------------------------------|--|
| Meeting Date: 3/9/2020 | Meeting Time: 6:00pm | Meeting Location: City Hall, 112 3rd St. Polk City |
|----------------------------------|--------------------------------|--|

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy.

After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

| | |
|--|---|
| City Web Site (if available): www.polkcityia.gov | City Telephone Number: 515-984-6233 |
|--|---|

| Iowa Department of Management | Current Year Certified Property Tax 2019/2020 | Budget Year Effective Property Tax 2020/2021** | Budget Year Proposed Maximum Property Tax 2020/2021 | Annual % CHG |
|---|--|---|--|---------------|
| Regular Taxable Valuation 1 | 246,267,603 | 272,165,630 | 272,165,630 | |
| Tax Levies: | | | | |
| Regular General 2 | \$1,994,768 | \$1,994,768 | \$2,204,542 | \$8.10000 |
| Contract for Use of Bridge 3 | \$0 | \$0 | | \$0.00000 |
| Opr & Maint Publicly Owned Transit 4 | \$0 | \$0 | | \$0.00000 |
| Rent, Ins. Maint. Of Non-Owned Civ. Ctr. 5 | \$0 | \$0 | | \$0.00000 |
| Opr & Maint of City-Owned Civic Center 6 | \$0 | \$0 | | \$0.00000 |
| Planning a Sanitary Disposal Project 7 | \$0 | \$0 | | \$0.00000 |
| Liability, Property & Self-Insurance Costs 8 | \$121,000 | \$121,000 | \$38,550 | \$0.14164 |
| Support of Local Emer. Mgmt. Commission 9 | \$0 | \$0 | | \$0.00000 |
| Emergency 10 | \$0 | \$0 | | \$0.00000 |
| Police & Fire Retirement 11 | \$0 | \$0 | | \$0.00000 |
| FICA & IPERS 12 | \$0 | \$0 | | \$0.00000 |
| Other Employee Benefits 13 | \$0 | \$0 | \$137,763 | \$0.50617 |
| *Total 384.15A Maximum Tax Levy 14 | \$2,115,768 | \$2,115,768 | \$2,380,855 | 12.53% |
| Calculated 384.15A Maximum Tax Rate 15 | \$8.59134 | \$7.77383 | \$8.74781 | |

Explanation of significant increases in the budget:

The only significant increase is due to the increase in taxable valuations.

If applicable, the above notice also available online at:

Polk City Website and Polk City Facebook page

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

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

Passed this 9th day of March 2020

Signature
City Clerk/Finance Officer

Signature
Mayor



City of Polk City, Iowa

City Council Agenda Communication

Date: March 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing for General Obligation Loan Agreement

BACKGROUND: On Monday, the City Council will have a public hearing regarding issuing new general obligation debt not to exceed \$2,600,000. The issuing of this debt is to pay for the overlay street project in the original part of Polk City. The overall tax impact is \$.48 per \$1,000 assessed, also utilizing a cash payment of \$250,000.

Once the public hearing has been closed, the City Council will be asked to vote on a resolution authorizing the General Obligation loan agreement. Once the agreement has been approved, we will need to levy taxes to pay for the loan for 15 years.

ALTERNATIVES: Do not approve the loan agreement, and do not complete the street project.

FINANCIAL CONSIDERATIONS: \$2,800,000-total cost of the project

RECOMMENDATION: It is my recommendation that the Council approve the authorization of the loan agreement. The City Council has been in full consensus that they would like to complete this project as this has been a high priority project of the Council. Completing this project will alleviate needed repairs on these streets in the community.

MINUTES TO HOLD HEARING ON
LOAN AGREEMENT AND AUTHORIZE
PRELEVY

511493-NEW

Polk City, Iowa

March 9, 2020

The City Council of the City of Polk City, Iowa, met on March 9, 2020, at _____ o'clock
____.m., in the _____, in the City.

The meeting was called to order by the Mayor, and the roll being called, the following
named Council Members were present and absent:

Present: _____

Absent: _____.

This being the time and place specified for taking action on the proposal to enter into a
Loan Agreement, as defined in the attached resolution, in a principal amount not to exceed
\$2,600,000, the City Clerk announced that no written objections had been placed on file.
Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor
closed the public hearing.

After due consideration and discussion, Council Member _____
introduced the resolution next hereinafter set out and moved its adoption, seconded by Council
Member _____. The Mayor put the question upon the adoption
of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

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

• • • •

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

RESOLUTION NO. _____

Resolution taking additional action on proposal to enter into a General Obligation Street Improvement Loan Agreement and providing for the levy of taxes to pay General Obligation Street Improvement Bonds

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, heretofore proposed 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, and has published notice of the proposed action and has held a hearing thereon on March 9, 2020; and

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue General Obligation Street Improvement Bonds (the “Bonds”) in evidence of its obligations thereunder and anticipates that principal and interest will come due on the Bonds before July 1, 2021; and

WHEREAS, it is now necessary to make provision for the levy of a debt service property tax in the 2020-2021 fiscal year for the payment of such anticipated principal and interest;

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

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” contemplated under Section 384.25 of the Code of Iowa.

Section 2. For the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the principal of and interest on the Bonds as the same become due, there is hereby ordered levied on all the taxable property in the City the following direct annual tax:

For collection in the fiscal year beginning July 1, 2020,
sufficient to produce the net annual sum of \$186,240.

provided, however, that at the time the Bonds are issued, the actual tax levy amounts required to pay the principal of and interest on the Bonds in each year shall be determined based upon the interest rate or rates at which the Bonds are issued, and this resolution shall be supplemented by a resolution of the City Council to provide for such actual and necessary tax levy amounts.

Section 3. A certified copy of this resolution shall be filed with the Polk County Auditor and said Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside

therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever.

Section 4. All resolutions or parts thereof 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 March 9, 2020.

Mayor

Attest:

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 as such I have in my possession or have access to the complete corporate records of the City and of its City Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records relating to a public hearing and additional action on the proposal to enter into a certain Loan Agreement, and the authorization of a debt service property tax levy for the payment of principal and interest on certain General Obligation Street Improvement Bonds and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this _____ day of _____, 2020.

City Clerk

COUNTY FILING CERTIFICATE

STATE OF IOWA

SS:

COUNTY OF POLK

I, the undersigned, County Auditor of Polk County, in the State of Iowa, do hereby certify that on the _____ day of _____, 2020, the City Clerk of the City of Polk City filed in my office a certified copy of a resolution of such City shown to have been adopted by the City Council on March 9, 2020, entitled: "Resolution taking additional action on proposal to enter into a General Obligation Loan Agreement and providing for the levy of taxes to pay General Obligation Street Improvement Bonds," and that I have duly placed the copy of the resolution on file in my records.

I further certify that the taxes provided for in that resolution will in due time, manner and season be entered on the State and County tax lists of this County for collection in the fiscal year beginning July 1, 2020, as provided in the resolution.

WITNESS MY HAND this _____ day of _____, 2020.

County Auditor

March 4, 2020

Via Email

Chelsea Huisman
City Administrator/City Hall
Polk City, Iowa

Re: General Obligation Street Improvement Loan Agreement – Prelevy Resolution
Our File No. 511493-New

Dear Chelsea:

We have prepared and attach the necessary proceedings covering the public hearing on the Loan Agreement and providing for the adoption of a resolution taking additional action with respect to the General Obligation Street Improvement Bonds (the “Bonds”) at the March 9th City Council meeting. The resolution also authorizes a property tax levy for the fiscal year beginning on July 1, 2020, in the amount of \$186,240 for the payment of debt service on the Bonds.

After it is adopted, a certified copy of the attached resolution must be filed with the Polk County Auditor by **no later than close of business on March 31, 2020**. Please print an extra copy of the resolution for this purpose.

The proceedings attached include the following items:

1. Minutes of the meeting covering the hearing, followed by the resolution taking additional action in connection with the Loan Agreement. This resolution simply sets forth the City Council’s determination to enter into the Loan Agreement in the future, and its adoption constitutes the “additional action” required by the Iowa Code. The resolution also authorizes the debt service property tax levy in the next fiscal year.
2. Attestation Certificate with respect to the validity of the transcript.
3. County Filing Certificate of the Polk County Auditor relating to the filing of a certified copy of the resolution in that office.

As these proceedings are completed, please return one fully executed copy to our office.

If you have any questions, please contact Amy Bjork, Cheryl Ritter or me.

Best regards,

John P. Danos

Attachments

cc: Jenny Gibbons
Lindsey Huber
Jon Burmeister

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., February 24, 2020
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on February 24, 2020. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Vogel, Dvorak, Anderson, Sarchet | In attendance
3. **Approval of Agenda**
MOTION: A motion was made by Anderson and seconded by Sarchet to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Swear In Ceremonies** | Mayor Morse conducted Oaths of Office for Police Chief Jeremy Siepker and Police Lieutenant Matt Aswegan
5. **Public Comments** | None
6. **Consent Items**
MOTION: A motion was made by Sarchet and seconded by Dvorak to approve the consent agenda 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**MOTION CARRIED UNANIMOUSLY**
7. **Business Items**
 - a. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2020-19 approving Lakewoods Plat 2 preliminary plat
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2020-21 granting financing authority to the Board of metro Waste Authority
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve an 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
MOTION CARRIED UNANIMOUSLY
 - d. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve the First Reading of Ordinance 2020-300 amending Sewer Rates
MOTION CARRIED UNANIMOUSLY
 - e. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the Second Reading of Ordinance 2020-200 amending 165.21 to indicate Board of Adjustment shall consist of five (5) members
MOTION CARRIED UNANIMOUSLY

i. **MOTION:** A motion was made by Sarchet and seconded by Walters to waive the Third and Final Reading of Ordinance 2020-200 amending 165.21 to indicate Board of Adjustment shall consist of five (5) members
MOTION CARRIED UNANIMOUSLY

f. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Snyder & Associates invoices for services in December 2019 in the amount of \$13,434.50

YES: Anderson, Sarchet, Vogel, Dvorak

ABSTAIN: Walters

MOTION CARRIED

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

- Council Member Dvorak official congratulated newly appoint Police Chief and Police Lieutenant.
- Council Member Sarchet mentioned Capital Crossroads is working on a Storm Water Utility report to be presented at the next MAC meeting.
- City Manager Huisman informed Council the March P&Z Meeting will likely be canceled due to a lack of quorum. She also informed Council the next Neighborhood Citizen Group meeting is scheduled for April and at that time expired terms, neighborhoods lacking representation and the future of the group.
- Mayor Morse thanked Dvorak for filling in as Mayor Pro Tem the previous two meetings.

9. Adjournment

MOTION: A motion was made by Anderson and seconded by Sarchet to adjourn at 6:22 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, March 9, 2020

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

CLAIMS REPORT

The City of Polk City

For **3/9/2020**

| DEPARTMENT | FUND | VENDOR | EXPENSE TYPE | AMOUNT |
|------------|-------|------------------------------|--------------------------------|-------------|
| ALL | ALL | FIRST BANKCARD | CITY CREDIT CARD | \$4,835.29 |
| PD | GEN | GALL'S INC. | BADGES | \$289.79 |
| PD | GEN | 911 CUSTOM | ROUNDS | \$124.60 |
| PD | GEN | AXON ENTERPRISE INC | PPM | \$71.34 |
| PD | GEN | EMSLRC | AICHERS CPR CERTIFICATION | \$8.00 |
| PD | GEN | GRANGER MOTORS | BRAKES | \$1,022.68 |
| PD | GEN | NELSON AUTOMOTIVE | REPAIR PARTS | \$31.11 |
| PD | GEN | AUREON TECHNOLOGY | MONTHLY INTERNET/CIRCUIT | \$642.19 |
| PD | GEN | BRICK LAW FIRM | POLICE/TEAMSTERS 238 | \$3,465.00 |
| PD | GEN | MIDWEST OFFICE TECHNOLOGY | COPIER RENTAL | \$48.67 |
| PD | GEN | POLK COUNTY TREASURER | OWI BLOOD DRAW | \$150.00 |
| PD | GEN | AMAZON BUSINESS | KEYBOARD | \$39.96 |
| PD | GEN | Crystal Clear Water Co | PURCHASED WATER | \$8.50 |
| FD | GEN | WEX | FUEL | \$686.67 |
| FD | GEN | VERIZON WIRELESS | PHONE AND DATA PLAN | \$320.66 |
| FD | GEN | DES MOINES AREA COMM.COLLEGE | CONTINUING ED | \$45.00 |
| FD | GEN | BASCOM TRUCK & AUTOMOTIVE | AIR BRAKE | \$1,248.32 |
| FD | GEN | Toyne Inc | CABINET DOOR SENSOR | \$55.97 |
| FD | GEN | RACOM | EDACS ACCESS | \$671.16 |
| FD | GEN | VERIZON WIRELESS | PHONE AND DATA PLAN | \$17.04 |
| FD | GEN | AUREON TECHNOLOGY | MONTHLY INTERNET/CIRCUIT | \$346.06 |
| FD | GEN | Bound Tree Medical | MEDICAL SUPPLIES | \$1,527.63 |
| FD | GEN | VENDNOVATION | ANNUAL SOFTWARE FOR MEDICATION | \$1,200.00 |
| PW | GEN | Safe Building Comp. & Tech | BUILDING INSPECTIONS | \$4,627.84 |
| PW | GEN | POLK COUNTY TREASURER | ANIMAL CONTROL FEES 1/2020 | \$226.12 |
| LIB | GEN | AMAZON | BOOKS AND SUPPLIES | \$1,420.20 |
| LIB | GEN | RICHARD TAYLOR | TECH SUPPORT | \$450.00 |
| LIB | GEN | JAMIE NOACK | PROGRAM SUPPLIES | \$118.80 |
| LIB | GEN | DARCY MAULSBY | SPEAKER - CULINARY HISTORY | \$250.00 |
| LIB | GEN | COPY SYSTEMS INC. | COPIER CONTRACT - QUARTERLY | \$259.56 |
| LIB | GEN | BAKER & TAYLOR | BOOKS | \$14.37 |
| LIB | GEN | CENTER POINT LARGE PRINT | LARGE PRINT BOOKS | \$42.54 |
| LIB | GEN | BAKER & TAYLOR | BOOKS | \$27.35 |
| LIB | GEN | BAKER & TAYLOR | BOOKS | \$15.19 |
| LIB | GEN | BANLEACO | PRINTER LEASE | \$67.80 |
| LIB | GEN | DELL, INC. | DELL LATITUDE 3500 LAPTOP | \$784.39 |
| PW | GEN | PORTABLE PRO, INC. | PORTABLE SERVICE | \$75.00 |
| PW | GEN | Gurnsey Electric Co | REPAIR TIMER | \$369.09 |
| PW | GEN | PORTABLE PRO, INC. | PORTABLE SERVICE | \$75.00 |
| PW | GEN | RELIABLE MAINTENANCE CO | JANITORIAL SERVICES | \$60.00 |
| PW | GEN | PORTABLE PRO, INC. | PORTABLE SERVICE | \$75.00 |
| PW | GEN | PORTABLE PRO, INC. | PORTABLE SERVICE | \$75.00 |
| PW | GEN | RELIABLE MAINTENANCE CO | JANITORIAL SERVICES | \$120.00 |
| CH | GEN | BUSINESS PUBLICATIONS CORP | PROPERTY TAX LEVY | \$313.56 |
| CH | GEN | AUREON TECHNOLOGY | MONTHLY INTERNET/CIRCUIT | \$376.07 |
| CH | GEN | MEDIACOM | INTERNET SERVICE | \$267.40 |
| CH | GEN | Ahlers & Cooney | CREEKVIEW ESTATES | \$76.00 |
| CH | GEN | BRICK LAW FIRM | GENERAL | \$2,795.00 |
| CH | GEN | ARNOLD MOTOR SUPPLY | PAINT SUPPLY | \$237.71 |
| CH | GEN | RELIABLE MAINTENANCE CO | JANITORIAL SERVICES | \$160.00 |
| CH | GEN | Gurnsey Electric Co | INSTALL OUTLETS | \$312.65 |
| CH | GEN | Crystal Clear Water Co | PURCHASED WATER | \$17.00 |
| CH | GEN | STOREY KENWORTHY | CHECKS | \$284.61 |
| CH | GEN | FALLER, KINCHELOE & CO. CPAS | AUDIT COMPLETION | \$5,250.00 |
| PW | RUT | P & M APPAREL | CLOTHING | \$915.90 |
| PW | RUT | Gurnsey Electric Co | REPLACE OUTLETS | \$724.06 |
| PW | RUT | CHR TIRE AND AUTO | REPAIR AND PARTS | \$379.03 |
| PW | RUT | ANKENY SANITATION | TRASH SERVICE | \$764.18 |
| PW | RUT | KIMBALL MIDWEST | RESTOCK | \$757.34 |
| PW | WATER | RELIABLE MAINTENANCE CO | JANITORIAL SERVICES | \$140.00 |
| PW | WATER | Des Moines Water Works | PURCHASED WATER | \$15,586.56 |
| PW | WATER | PFM FINANCIAL ADVISORS | WATER RATE STUDY | \$6,580.04 |
| PW | WATER | ARNOLD MOTOR SUPPLY | VEHICLE PARTS & SUPPLIES | \$170.71 |
| PW | SEWER | INTERSTATE POWERSYSTEMS | REPAIR FUEL LEAK | \$588.66 |
| PW | SEWER | MIDWEST OFFICE TECHNOLOGY | COPIER RENTAL | \$38.90 |

CLAIMS REPORT

The City of Polk City

For **3/9/2020**

| DEPARTMENT | FUND | VENDOR | EXPENSE TYPE | AMOUNT |
|--------------|-------|--------------------------|--------------------------|--------------------|
| PW | SEWER | PFM FINANCIAL ADVISORS | SEWER RATE STUDY | \$6,581.20 |
| PW | SEWER | ARNOLD MOTOR SUPPLY | VEHICLE PARTS & SUPPLIES | \$355.66 |
| PW | SEWER | LOGAN CONTRACTORS SUPPLY | OPERATING SUPPLIES | \$94.95 |
| PW | SEWER | CITY OF DES MOINES | WRA | \$25,677.30 |
| PW | SEWER | Central Pump & Motor | BIG CREEK LIFT STATION | \$353.50 |
| PW | SEWER | CIT SEWER SOLUTIONS | SEWER BACKUP | \$2,700.00 |
| PW | SEWER | VERIZON WIRELESS | PHONE AND DATA PLAN | \$454.02 |
| TOTAL | | | | \$98,960.90 |
| | | GENERAL | | \$36,098.89 |
| | | ROAD USE | | \$3,540.51 |
| | | WATER | | \$22,477.31 |
| | | SEWER | | \$36,844.19 |
| | | TOTAL | | \$98,960.90 |

Polk City Water Department

Monthly Report

Month Feb

Year 2020

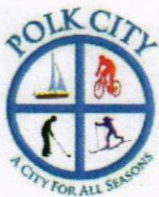
Total Water Pumped 12,399,588 Gallons
Monthly Daily Avg 427,572 Gallons

Testing Results

- SDWA Bacteriological Coliform Analysis absent University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- Fluoride Analysis .9 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .93 mg/l Polk City Lab.
Fluoride in System- Monthly Average .80 mg/l Polk City Lab.
- Chlorine Free At Plant- Monthly Average 1.13 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.71 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .68 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.18 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- Iron Raw Water- Monthly Average 6.02 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .04 mg/l Polk City Lab.
Iron System Water- Monthly Average .04 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- Manganese Raw Water- Monthly Average .28 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .20 mg/l Polk City Lab.
Manganese System Water- Monthly Average .08 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- pH Raw Water Monthly Average 8.4 mg/l Polk City Lab.
pH Finish Water-Monthly Average 8.4 mg/l Polk City Lab.
pH System Water- Monthly Average 8.9 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa
City Council Agenda Communication

Date: 3/2/20
To: Mayor & City Council
From: Mike Schulte

Subject: Hiring For the G.I.S / Public Works Position

BACKGROUND: Tommy Howard vacated this position in February and accepted a position at Polk County.

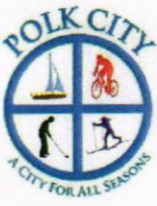
We posted and interviewed for this position and we will be recommending Dani Scott to fill this position. As you may know Dani worked for us as the year around part time employee. She left about a month ago to work for the Urbandale water department full time. When the G.I.S position was vacated she thought the position would be a good fit for her.

Dani lives in Polk City and was a good fit in our team as the year around part time employee. She also has her grade one water and wastewater licenses.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: \$46,000 starting salary
\$3,000 raise when she shows proficiency in the G.I.S program. Evaluated in 6 months and 1 year.

RECOMMENDATION: I recommend hiring Dani Scott to fill the G.I.S – Maintenance Position



City of Polk City, Iowa
City Council Agenda Communication

Date: 3/2/20
To: Mayor & City Council
From: Mike Schulte

Subject: Hiring for the Year-Round Part-Time Position

BACKGROUND: Dani Scott vacated this position. We posted the position and interviewed Nick Furness. Nick has worked in the wastewater field for the City Madrid in the past. Nick also has plumbing and equipment operation skills which will be helpful for us. He should be able to step right in and help us immediately. Nick resides in Madrid and is very active in his kids sports activities.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: \$14 per hour

RECOMMENDATION: I recommend hiring Nick Furness to fill the vacant Year-Round Part-Time Position.

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room, 1500 W. Broadway
Tuesday, February 4, 2020 at 6:30 pm

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

II. Approval of the agenda

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

MOTION PASSED UNANIMOUSLY.

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

III. Consent Items

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

MOTION PASSED UNANIMOUSLY.

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

IV. Communication from the Public - None

V. Director's report

Library Statistics:

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

What's New:

- Youth Services Librarian, Brittany Burk, has resigned to take a position as a Youth Library Assistant at the Johnston Public Library. Her last day is Friday, February 7, 2020.
- IPI will have shelves and book drop delivered sometime early to mid-March.
- We had a winter reading program for both children and adults during the month of January. 44 adults and 41 youth participated.
- Cybrarian has been installed on our patron computers and is working as hoped.
- The next staff/council budget workshop will be Monday, February 10 at 4:30.
- The Polk County Library Association will meet with representatives from the Polk County Board of Supervisors at 1:00 pm on February 12 for budget negotiations. I believe the plan is to recommend another 3-year contract with incremental budget increases each year.
- The Library has inquired about becoming a U.S. Passport Acceptance Facility. We believe this would be a useful service to provide the community and would generate revenue (\$35/per application).

- Our Raising Readers Program (a collaboration with the ISU Extension Service) has 10 families enrolled.
- Apollo, our circulation software, has a new Reader's Advisory feature that we are excited about. We will start promoting the feature to patrons soon.
- Circulation Policy is up for review next month. The library would like the Board to consider some changes in how people obtain a library card. This will also be an opportunity to make any changes to fines or ILL fees.

Highlighted Events:

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

| LIBRARY -JANUARY 2020 STATS SNAPSHOT | January 2019 | January 2020 | December 2019 |
|--|---------------------|---------------------|----------------------|
| Total Visitors | 2,088 | 2,252 | 1,911 |
| People Checking Out | 409 | 399 | 387 |
| Polk City Cardholders | 365 | 350 | 335 |
| Polk City Checkouts | 4,253 | 3,484 | 3,084 |
| Open Access Cardholders | 16 | 27 | 27 |
| Open Access Checkouts | 140 | 241 | 258 |
| Rural Cardholders | 28 | 22 | 25 |
| Rural Checkouts | 253 | 232 | 204 |
| Bridges E-book/Audiobook Checkouts | 565 | 702 | 561 |
| Outgoing ILL Books | 34 | 43 | 32 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 5,245 | 4,702 | 4,139 |
| Auto Renewals (began in September 2018) | 872 | 701 | 814 |
| Total Checkouts (adjusted for auto-renewal) | 4,373 | 4,001 | 3,325 |
| Incoming ILL Books | 53 | 29 | 28 |
| Reserves Placed | 237 | 251 | 223 |
| Materials Added | 245 | 179 | 177 |
| Materials Withdrawn | 697 | 187 | 48 |
| New Cards Issued | 16 | 17 | 15 |
| Computer Users | 65 | 69 | 59 |

| | | | |
|---|-----------------|-----------------|-----------------|
| WiFi Users (on site)-Whofi counter started end of 10/19 | 45 | 285 | 240 |
| Reference Questions | 145 | 12 | 69 |
| AWE Station Usage | 104 | 127 | 122 |
| AWE Games Played | 308 | 413 | 295 |
| Adult Programs | 22 | 29 | 21 |
| Adult Program Attendance | 188 | 213 | 178 |
| Youth Programs | 11 | 16 | 12 |
| Youth Program Attendance | 303 | 279 | 304 |
| Tutoring | 15 | 24 | 22 |
| No. of Meeting Room Uses by Outside Groups | 8 | 6 | 1 |
| Patron Savings (physical materials only) | \$53,645 | \$51,697 | \$42,884 |
| Blank Park Zoo Adventure Pass (\$44) | 0 | 0 | 2 |
| Science Center of Iowa Adventure Pass (\$44) | 6 | 3 | 2 |
| Living History Farms Adventure Pass (\$51) | NA | NA | NA |
| Botanical Gardens Adventure Pass (\$34) | 2 | 2 | 1 |
| Brenton Skating Plaza (\$46.50) | 6 | 3 | 5 |
| Des Moines Children's Museum (\$36) | NA | 1 | 0 |
| TOTAL ADVENTURE PASS SAVINGS | \$587.00 | \$375.50 | \$442.50 |
| Summer Reading Signups (0-11) | | | |
| Summer Reading Signups (12-18) | | | |
| Adult Reading Participation | | | |
| Facebook Page Views (Jan 6-Feb 2) | | 285 | |
| Facebook Post Reach (Jan 6-Feb 2) | | 2,689 | |
| New Facebook Page Followers (Jan 6-Feb 2) | | 18 | |
| New Facebook Page Likes (Jan 6-Feb 2) | | 18 | |
| Website Views | | 3,130 | 2,030 |

VI. Liaison report – Jeff Walters – budget work sessions at the Council

VII. Board Education – None

VIII. Agenda Items

1. Discuss appointing Reconsideration Committee members.
2. Allocate Trust Fund monies to FY21 budget – nothing in mind at this point to use Trust Fund monies for; no allocation necessary at this time.
3. Approve [2020 Strategic Plan](#) & [Accreditation documents](#) for submission

MOTION: A motion was made by Corey Hoodjer and seconded by Angie Conley to approve 2020 Strategic Plan & Accreditation documents.
MOTION PASSED UNANYMOSLY.

4. Approve hiring Cindy Clefisch as a Library Page at the rate of \$9/hour pending successful completion of background check.
MOTION: A motion was made by Angie Conley and seconded by Corey Hoodjer to approve hiring Cindy Clefisch as a Library Page at the rate of \$9/hour pending background check.
MOTION PASSED UNANYMOSLY.
5. Create interview panel for Youth Services Librarian position – discussed that 2 people should interview. Best case would be if Jamie and Pam could both speak with the interviewees.
6. Set salary schedule and interview dates for Youth Services Librarian position – per Jamie’s recommendation.
7. Discuss closing of the library from 1:00-2:00 on Friday, February 7 for city reception in honor of departing employees. Plan is to come back after the reception, will be probably shortly before 2pm.
MOTION: A motion was made by Corey Hoodjer and seconded by Angie Conley to approve library closure from approximately 1-2pm on Friday February 7, 2020.
MOTION PASSED UNANYMOSLY.
8. Set Board education for March meeting – Corey will prepare for March.

IX. Adjourn – Meeting adjourned at 7:03 pm.

MOTION: A motion was made by Angie Conley and seconded by Corey Hoodjer to adjourn meeting.
MOTION PASSED UNANYMOSLY.

Next Meeting March 2, 2020 at 6:30 PM

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

| LIBRARY -FEBRUARY 2020 STATS SNAPSHOT | February 2019 | February 2020 | January 2020 |
|---|----------------------|----------------------|---------------------|
| Total Visitors | 1,706 | 2,031 | 2,252 |
| People Checking Out | 382 | 387 | 399 |
| Polk City Cardholders | 338 | 345 | 350 |
| Polk City Checkouts | 3,316 | 3,103 | 3,484 |
| Open Access Cardholders | 14 | 18 | 27 |
| Open Access Checkouts | 128 | 161 | 241 |
| Rural Cardholders | 30 | 24 | 22 |
| Rural Checkouts | 238 | 218 | 232 |
| Bridges E-book/Audiobook Checkouts | 440 | 633 | 702 |
| Outgoing ILL Books | 38 | 34 | 43 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,160 | 4,149 | 4,702 |
| Auto Renewals (began in September 2018) | 811 | 700 | 701 |
| Total Checkouts (adjusted for auto-renewal) | 3,349 | 3,449 | 4,001 |
| Incoming ILL Books | 43 | 42 | 29 |
| Reserves Placed | 173 | 197 | 251 |
| Materials Added | 196 | 142 | 179 |
| Materials Withdrawn | 261 | 10 | 187 |
| New Cards Issued | 24 | 20 | 17 |
| Computer Users | 71 | 59 | 69 |
| WiFi Users (on site)-Whofi counter started end of 10/19 | 28 | 325 | 285 |
| Reference Questions | 158 | 20 | 12 |
| AWE Station Usage | 95 | 68 | 127 |
| AWE Games Played | 224 | 182 | 413 |
| Adult Programs | 19 | 39 | 29 |
| Adult Program Attendance | 97 | 248 | 213 |
| Youth Programs | 12 | 15 | 16 |
| Youth Program Attendance | 235 | 305 | 279 |
| Tutoring | 21 | 22 | 24 |
| No. of Meeting Room Uses by Outside Groups | 1 | 6 | 6 |
| Patron Savings (physical materials only) | \$43,709 | \$42,936 | \$51,697 |
| Blank Park Zoo Adventure Pass (\$44) | 0 | | 0 |
| Science Center of Iowa Adventure Pass (\$44) | 0 | | 3 |
| Living History Farms Adventure Pass (\$51) | 0 | | NA |
| Botanical Gardens Adventure Pass (\$34) | 1 | | 2 |
| Brenton Skating Plaza (\$46.50) | 4 | | 3 |
| Des Moines Children's Museum (\$36) | NA | | 1 |
| TOTAL ADVENTURE PASS SAVINGS | \$220.00 | | \$375.50 |
| Summer Reading Signups (0-11) | | | |
| Summer Reading Signups (12-18) | | | |
| Adult Reading Participation | | | |
| Facebook Page Views (Feb.2-Feb 29) | | 218 | 285 |
| Facebook Post Reach (Feb.2-Feb 29) | | 3,455 | 2,689 |
| New Facebook Page Followers(Feb.2-Feb 29) | | 14 | 18 |
| New Facebook Page Likes (Feb 2-Feb 29) | | 13 | 18 |
| Website Views (Feb. 1-Feb. 29) | | 1,939 by 466 | 3,130 by 727 |

Library Director's Report

March 2020

Library Statistics:

- Circulation and library usage.
 - February 2020 circulation increased by 100 checkouts compared to February 2019.
 - The number of patrons visiting the library increased by 325 people from February 2019.
 - Adventure Pass stats were not available yet.
 - Library Patrons saved \$42,936 in February by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - Key 2nd Quarter Stats for FY20 vs FY19
 - Library Attendance up 715
 - Circulation up 289 (Bridges up 345)
 - Adult Program attendance up 137
 - Youth Program attendance down 69 (no Trunk or Treat)
 - Patron Saving up \$884

What's New:

- We received 16 applications for the Youth Services Librarian position. I interviewed 8 applicants via telephone and chose 4 for in-person interviews. Lindsey Huber and I interviewed finalists March 2.
- The Polk County Library Association met with representatives from the Polk County Board of Supervisors at 1:00 pm on February 12 for budget negotiations. They asked for a 3 year contract with an increase of \$50,000/year. No response has been received to date.
- I reached out to suggested individuals regarding serving on the Reconsideration Committee. The committee members are:
 - Maureen McGuire
 - Mike A. Miller
 - Sarah Koth
 - Kathy LePage
- Director Noack will be out of town March 10-14
- Director Noack is planning to attend the Space Planning Workshop in Lawrence, KS on April 27, 2020. This workshop is held in various places around the country annually, but is rarely within driving distance of Iowa.
- We have activities planned M-Th at 10:00 am for the week of Spring Break.

Highlighted Events:

- March 5 Cribbage 1:00
- March 5 DIY: Flower Pot Bunny 6:00
- March 7 Paw Patrol Party 10:00
- March 10 Euchre
- March 12 Sing and Shake 10:00
- March 12 Crafting with Beeswax 6:30
- March 16-19 Kids Spring Break Activities daily at 10:00
- March 19 Playdates & Perks 9:00
- March 24-April 28 Kids in the Kitchen w/ ISU Extension 4:00
- March 26 Spanish Storytime
- March 26 Family Movie Night (Frozen 2) 6:00
- March 30 DIY Card Crafting 6:00



POLK CITY - A City For All Seasons -

Monthly Finance Report January 31, 2020

Prepared By: Lindsey M. Huber

City of Polk City
Cash and Investment Reconciliation
All Funds
01/31/2020

| | |
|--|-------------------------------|
| Cash Basis Fund Balances | <u>\$ 9,812,782.83</u> |
| Investments | \$ 4,688,475.56 |
| Grinnell State Bank Business Checking- 0.60% | 5,187,195.52 |
| Outstanding Transactions | <u>(62,888.25)</u> |
| Total | <u>\$9,812,782.83</u> |

Summary of Investments

| | |
|---|-------------------------------|
| Luana Savings Bank Money Market- 1.81% | \$ 1,630,332.78 |
| Luana Savings Bank Certificate of Deposit- 1.85% | \$ 1,545,683.36 |
| Grinnell State Bank Certificate of Deposit- 2.25% | 1,062,358.10 |
| Grinnell State Bank Business Money Market- 1.46% | 450,097.32 |
| IPAIT Investment Account | <u>4.00</u> |
| | <u>\$ 4,688,475.56</u> |

City of Polk City
Cash Balance Summary
01/31/2020

| Fund | Cash Balance December 31, 2019 | Revenues | Expenditures | Cash Balance January 31, 2020 |
|--------------------------------|---|-------------------------------|-------------------------------|--|
| General Fund | \$ 4,582,931.93 | \$ 116,992.29 | \$ 663,688.82 | \$ 4,036,235.40 |
| Road Use Tax | 83,802.34 | 46,471.57 | 27,557.99 | \$ 102,715.92 |
| Tax Increment Financing | 205,036.31 | 279.90 | 12,643.00 | \$ 192,673.21 |
| Low Moderate Income | 1,574,403.22 | 18,261.87 | - | \$ 1,592,665.09 |
| PC Comm. Lib Trust | 14,413.83 | - | - | \$ 14,413.83 |
| Asset Forfeiture | 5,682.50 | - | 174.75 | \$ 5,507.75 |
| Debt Service | 138,752.06 | 2,696.85 | - | \$ 141,448.91 |
| Capital Improvements | (858,949.39) | 999,793.00 | - | \$ 140,843.61 |
| Capital Projects Water Project | 2,238,460.40 | - | - | \$ 2,238,460.40 |
| Water Utility | 824,088.55 | 71,826.90 | 67,794.59 | \$ 828,120.86 |
| Sewer Utility | 1,036,935.44 | 104,157.16 | 621,398.75 | \$ 519,693.85 |
| Total | <u>\$ 9,845,557.19</u> | <u>\$ 1,360,479.54</u> | <u>\$ 1,393,257.90</u> | <u>\$ 9,812,782.83</u> |

**City of Polk City
Revenue Summary by Fund
01/31/2020**

| Fund | 2015-16 Actual | 2016-17 Actual | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | As of Jan 31, 2020 | Variance | Percent ⁽¹⁾ |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-------------------------------|-----------------------|-------------------------------|
| General Total | 5,669,696.18 | 5,335,202.89 | 4,650,658.30 | 5,113,862.08 | 3,669,338.00 | 2,244,265.44 | (1,425,072.56) | 61% |
| Road Use Total | 422,393.91 | 425,317.38 | 436,103.13 | 455,806.80 | 440,000.00 | 287,323.44 | (152,676.56) | 65% |
| TIF Total | 361,874.17 | 205,235.86 | 300,221.00 | 342,324.53 | 336,600.00 | 219,705.08 | (116,894.92) | 65% |
| L.M.I Total | 15,431.41 | 55,242.83 | 70,839.08 | 90,698.75 | 85,651.00 | 24,197.75 | (61,453.25) | 28% |
| PC Comm. Library Trust | - | 0.00 | 20,000.00 | 0.00 | 0.00 | 0.00 | - | 0% |
| Asset Forfeiture Total | 0.00 | 610.00 | 0.00 | 4,726.00 | 0.00 | 699.00 | 699.00 | 0% |
| Debt Service Total | 271,892.45 | 137,160.00 | 136,215.00 | 321,958.32 | 357,587.00 | 185,707.16 | (171,879.84) | 52% |
| Capital Improvements Total | 2,334,810.55 | 908,704.56 | 1,128,651.95 | 1,470,705.00 | 1,162,515.00 | 1,094,950.30 | (67,564.70) | 94% |
| Capital Water Project | - | 0.00 | 60,000.00 | 2,961,568.80 | 0.00 | 0.00 | - | 0% |
| Water Total | 611,146.22 | 788,088.93 | 954,955.00 | 1,044,825.56 | 1,040,000.00 | 738,969.26 | (301,030.74) | 71% |
| Sewer Total | 639,078.61 | 761,007.40 | 870,631.50 | 1,329,223.39 | 1,224,000.00 | 797,969.53 | (426,030.47) | 65% |
| Total Of All Revenues | 10,326,323.50 | 8,616,569.85 | 8,628,274.96 | 13,135,699.23 | 8,315,691.00 | 5,593,786.96 | (2,721,904.04) | 67% |

(1) January is 58.3% of the fiscal year

**City of Polk City
Expenditures Report
01/31/20**

| Account Title | 2015-16 Actual | 2016-17 Actual | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | As of January 31, 2020 | Variance | Percent ⁽¹⁾ |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------------|---------------------|------------------------|
| Police Total | 643,613.46 | 728,089.33 | 751,430.58 | 788,543.47 | 917,722.00 | 589,016.66 | 328,705.34 | 74.70% |
| Civil Defense Total | 6,435.51 | 7,180.70 | 4,009.83 | 4,547.16 | 15,400.00 | 4,419.79 | 10,980.21 | 97.20% |
| Fire Total | 465,724.29 | 456,504.44 | 479,940.15 | 759,900.23 | 701,080.00 | 348,044.57 | 353,035.43 | 45.80% |
| Building/Housing Total | 327,498.79 | 461,270.52 | 423,623.74 | 389,606.92 | 394,892.00 | 254,820.52 | 140,071.48 | 65.40% |
| Dog Control Total | 312.48 | 603.70 | 1,438.29 | 1,133.84 | 2,000.00 | 1,065.20 | 934.80 | 93.95% |
| Road Use Total | 149,997.73 | 154,726.93 | 102,308.96 | 104,196.78 | 164,584.00 | 69,904.81 | 94,679.19 | 67.09% |
| Street Lighting Total | 60,371.53 | 55,632.71 | 52,756.68 | 49,599.49 | 60,000.00 | 34,092.48 | 25,907.52 | 68.74% |
| Other Public Works (Theft) | 16,455.60 | - | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00% |
| Env.Health Services Total | 111.40 | 3,627.80 | 246.25 | 4,433.30 | 15,000.00 | 0.00 | 15,000.00 | 0.00% |
| Library Total | 265,792.84 | 240,329.49 | 273,480.58 | 277,882.31 | 320,550.00 | 177,623.99 | 142,926.01 | 63.92% |
| Parks Total | 223,617.65 | 316,853.97 | 366,446.16 | 510,507.92 | 275,968.00 | 189,174.43 | 86,793.57 | 37.06% |
| Community Center Total | 12,302.68 | 9,948.52 | 10,034.75 | 9,938.38 | 11,000.00 | 7,525.87 | 3,474.13 | 75.73% |
| Economic Development Total | 125,000.00 | - | 0.00 | | 0.00 | | 0.00 | 0.00% |
| Mayor Council Total | 203,903.88 | 206,759.19 | 218,058.58 | 281,953.87 | 98,636.00 | 63,461.75 | 35,174.25 | 22.51% |
| Policy Administration | 413,582.81 | 449,960.55 | 383,042.40 | 364,360.76 | 233,012.00 | 164,954.09 | 68,057.91 | 45.27% |
| Elections | 1,601.70 | - | 0.00 | 0.00 | 2,000.00 | 65.21 | 1,934.79 | 0.00% |
| City Attorney Total | 60,882.41 | 58,341.69 | 42,445.52 | 74,120.21 | 51,000.00 | 36,286.05 | 14,713.95 | 48.96% |
| City Hall Total | 107,208.09 | 145,468.76 | 120,905.77 | 220,165.77 | 128,300.00 | 46,119.25 | 82,180.75 | 20.95% |
| Other City Government Total | 60,858.86 | 69,790.51 | 195,182.76 | 179,202.99 | 192,000.00 | 112,755.46 | 79,244.54 | 62.92% |
| Capital Improvements | - | - | 500,000.00 | | 0.00 | | 0.00 | 0.00% |
| Transfer Total | 2,606,703.00 | 1,032,160.00 | 1,260,230.68 | 910,912.00 | 527,722.00 | 395,000.00 | 132,722.00 | 43.36% |
| General Total | 5,751,974.71 | 4,397,248.81 | 5,185,581.68 | 4,931,005.40 | 4,110,866.00 | 2,494,330.13 | 1,616,535.87 | 44.45% |
| Road Use Total | 347,488.01 | 294,350.76 | 674,279.15 | 480,083.12 | 517,793.00 | 307,748.91 | 210,044.09 | 59.43% |
| TIF Total | 359,125.48 | 206,347.94 | 243,221.00 | 284,984.91 | 336,600.00 | 144,419.60 | 192,180.40 | 42.91% |
| L.M.I Total | 6,745.00 | - | 7,294.00 | 27,512.00 | 36,000.00 | 7,737.00 | 28,263.00 | 21.49% |
| PC Comm. Lib Trust Fund Total | | | | 4,152.45 | 5,000.00 | 1,433.72 | 3,566.28 | 28.67% |
| Asset Forfeiture Total | 0.00 | 152.50 | 0.00 | 200.00 | 0.00 | 174.75 | -174.75 | 0.00% |
| Debt Service Total | 137,395.00 | 137,160.00 | 136,215.00 | 305,626.57 | 341,080.00 | 60,590.00 | 280,490.00 | 17.76% |
| Capital Improvements Total | 1,450,384.16 | 945,265.38 | 1,129,054.79 | 1,470,704.58 | 1,087,515.00 | 954,107.11 | 133,407.89 | 87.73% |
| Capital Water Project Total | | | | 783,108.40 | 500,000.00 | 0.00 | 500,000.00 | 0.00% |
| Water Total | 676,504.07 | 611,971.91 | 919,479.44 | 698,762.78 | 1,057,392.00 | 550,910.19 | 506,481.81 | 52.10% |
| Sewer Total | 614,973.35 | 514,735.07 | 619,795.77 | 1,168,242.69 | 1,514,212.00 | 1,115,706.31 | 398,505.69 | 73.68% |
| Total Of All Expenses | 9,344,589.78 | 7,107,079.87 | 8,914,920.83 | 10,154,382.90 | 9,506,458.00 | 5,637,157.72 | 3,869,300.28 | 59.30% |

(1) January is 58.3% of the fiscal year

City of Polk City
Summary of Funds for Fiscal Year
01/31/20

| | Revenues | Expenses | Net Difference (R-E) | Note |
|------------------------------------|------------------------------|------------------------------|-----------------------------|---|
| General Total | \$2,244,265.44 | \$2,494,330.13 | (\$250,064.69) | Will receive disbursement of taxes |
| Road Use Total | \$287,323.44 | \$307,748.91 | (\$20,425.47) | Using fund balance of \$123,141 |
| TIF Total | \$219,705.08 | \$144,419.60 | \$75,285.48 | |
| L.M.I Total | \$24,197.75 | \$7,737.00 | \$16,460.75 | |
| PC Library Trust Fund Total | \$0.00 | \$1,433.72 | (\$1,433.72) | Library had initial deposit of \$20,000 |
| Asset Forfeiture Total | \$699.00 | \$174.75 | \$524.25 | |
| Debt Service Total | \$185,707.16 | \$60,590.00 | \$125,117.16 | |
| Capital Improvements Total | \$1,094,950.30 | \$954,107.11 | \$140,843.19 | |
| Capital Water Project Total | \$0.00 | \$0.00 | \$0.00 | |
| Water Total | \$738,969.26 | \$550,910.19 | \$188,059.07 | |
| Sewer Total | \$797,969.53 | \$1,115,706.31 | (\$317,736.78) | Using fund balance of \$837,412 |
| Total | <u>\$5,593,786.96</u> | <u>\$5,637,157.72</u> | <u>(\$43,370.76)</u> | |



City of Polk City

| | |
|--------------------|--------------------------|
| Title: | Finance Director |
| Department: | Administration |
| Status: | Regular Full-Time/Exempt |
| Reports to: | City Manager |
| Supervises: | Accounting Specialist |

POSITION FUNCTION:

Under general direction of the City Manager, performs highly responsible management and administrative work directing and coordinating the varied functions of the Finance Department. Responsible for financial and budgetary records management, maintaining standards of excellence necessary to ensure compliance with local, state and federal regulations. Provides services to support staff members and elected officials in the most effective and efficient manner.

DUTIES AND RESPONSIBILITIES:

1. Responsible for administration of the city's budget and financial operations; advising the City Manager, Mayor, and City Council regarding the city's overall financial health.
2. Participates in all budget related meetings.
3. Attends all City Council meetings, unless excused.
4. Maintains the safe custody of all City funds; maintaining an accurate record of funds, receipts, disbursements, payroll, special assessments and debt service obligations; depositing funds; and, reconciling and certifying cash, investments, receipts and disbursements by fund.
5. Ensures that the business affairs of the City are conducted by modern and efficient accounting methods and cause accurate records to be kept.
6. Provides financial oversight by reviewing all invoices submitted to the City. Also monitors budget line items.
7. Serves as the City's human resources officer; providing information to city officials regarding City insurance and employee benefits
8. Monitors all bank accounts and deposits and reconciles bank/financial statements
9. Prepares the annual budget detail and ensures it is completed and filed in accordance with state code.
10. Performs and maintains all payroll processes. Performs periodic reporting, filing and deposit requirements.
11. Manages the process of accounts payable, including verifying coding of invoices, generating claims list for City Council meetings, generate checks, and auditing expense statements.
12. Maintains accounting for all bonds, debt issuance, TIF agreements and grants.
13. Works with financial consultants and bond counsel as needed.
14. Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.

Any duties assigned by the City Manager

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

SKILLS AND ABILITIES:

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

1. Knowledge of governmental accounting practices and procedures
 2. Sufficient ability to operate a computer and software
 3. Is bondable by the City of Polk City
 4. Ability to take initiative
 5. Excellent oral and written communication skills
 6. Problem solving ability
 7. Ability to handle confidential information in a sensitive manner
 8. Use computers and related software applications
-

TRAINING AND EXPERIENCE:

Bachelor's Degree in Public Administration, Accounting, or Business and a minimum 2 years experience in General/Public Administration or Financial Management/Accounting. Acceptable combination of education and experience will be considered.

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Pre-employment criminal background history check
3. Credit and Reference check
4. Certification as IMFO or working towards certification preferred



City of Polk City, Iowa

City Council Agenda Communication

Date: March 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Finance Director job description

BACKGROUND: For your consideration Monday evening is an updated job description for the position of Finance Director. The City has been working on updating all job descriptions over the last few months.

ALTERNATIVES: Do not approve the job description

FINANCIAL CONSIDERATIONS: None-this is just approving an updated job description

RECOMMENDATION: It is my recommendation that the Council approve the Finance Director's job description



City of Polk City, Iowa

City Council Agenda Communication

Date: March 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Teamsters Local #238 Union Contract

BACKGROUND: On Monday evening, the Council will take action on a one-year contract with Teamsters Local 238. Here are the highlights of that contract:

- a. Language change throughout the contract from City Administrator to City Manager
- b. 1-year contract from July 1, 2020-June 30, 2021
- c. Employees can have two PTO cash-outs of 40 hours per year and a 3rd pay out if the City (Chief & Manager) agree
- d. Police employees will move to the City's PTO plan (accrual and maximum carry-out will apply)
- e. City will include the summary plan description and negotiate any health insurance plan changes
- f. Wages will increase 3.5% on July 1st and an additional 1% January 1, 2021-equivolent to 4% increase
- g. On call pay in the amount of \$1.00 per hour
- h. City will research a flex spending account option

ALTERNATIVES: Do not approve the contract

FINANCIAL CONSIDERATIONS: \$21,150-this has been incorporated into next year's budget. This is the total increase in wages, which includes the 4% plus the additional PTO.

RECOMMENDATION: It is my recommendation that the Council approve the one-year contract with the Police Union, Teamsters Local #238.

COLLECTIVE BARGAINING AGREEMENT

between

CITY OF POLK CITY, IOWA

POLICE DEPARTMENT

and

Teamsters Local 238



JULY 1, 2020

through

JUNE 30, 2021

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AGREEMENT

THIS AGREEMENT entered into this ____ day of _____, 2020, by and between the CITY OF POLK CITY, IOWA, hereinafter referred to as the "City Manager," and Teamsters Local 238, hereinafter called the "Union", represents the complete and final agreement between the City Manager and Union. Throughout this Agreement, wherever the word "Act" appears, this refers to the Iowa Public Employment Relations Act, identified as Senate File 531, which was signed into law on April 23, 1974.

ARTICLE 1 - RECOGNITION

The City Manager hereby recognizes the Union as the exclusive bargaining representative for all regular full-time Police Officers, as set forth in the Iowa Public Employment Relations Board Order of Certification Case No. 100067, dated December 1, 2015, which excludes all other Polk City employees.

ARTICLE 2 - SEPARABILITY AND SAVINGS

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. In the event any Article is found contrary to applicable law, the parties shall meet to negotiate a replacement Article.

ARTICLE 3 - CITY MANAGER'S RIGHTS

The City Manager shall have, in addition to all powers, duties and rights established by law, the exclusive power, duty, and right, including but not limited to: plan, direct and control the work of its employees; discipline, suspend or discharge employees; to develop and enforce rules for employee discipline; to schedule working hours and require overtime work; determine employee qualifications; schedule vacations; make inspections; relieve employees from duties because of lack of work or for other legitimate reasons; to determine what work or services shall be purchased or performed by the unit employees; to change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; to establish production standards; to establish, change, and enforce work schedules; to abolish, create, or change jobs and their duties; to determine the number and times of shifts; and to manage the operation in the traditional manner, is vested exclusively with the City Manager. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated.

For clarification purposes, it is mutually agreed upon the City Manager reserves the right to direct and control D.O.T. inspections, off-duty work through the City, and all other rights in accordance with Chapter 20.

ARTICLE 4 - PROHIBITED PRACTICES

It is mutually agreed upon both the City Manager and the Union shall not engage in any prohibited practice as defined by Chapter 20.10 of the Code of Iowa.

ARTICLE 5 - NON-DISCRIMINATION IN EMPLOYMENT

There shall be no discrimination in employment by the City Manager or the Union toward any employee because of their membership in, or non-membership in, the Union or any other protected class.

The parties will not discriminate against an employee because of an employee's support or non-support, or participation or non-participation in Union affairs and/or activities.

ARTICLE 6 - GRIEVANCE PROCEDURE AND ARBITRATION

The parties agree that an orderly and expeditious resolution of grievances is desirable. Any matter of dispute that may arise between the City Manager and an employee regarding the violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

Step 1. - Informal: An employee shall discuss a complaint or problem orally with his/her supervisor within seven (7) calendar days following its occurrence in an effort to resolve the problem in an informal manner.

Step 2. Within seven (7) calendar days after the decision in Step 1, or if no decision has been made within seven (7) calendar days of the informal conference, the employee shall then present the written grievance to his/her Chief of Police. The grievance shall state the nature of the grievance, shall note the specific clause or clauses violated, and shall list all facts and witnesses, as they know them to be. Such Chief of Police shall respond in writing within seven (7) calendar days.

Step 3. Within seven (7) calendar days after the decision in Step 2, or if no timely decision has been made, the employee shall then present the written grievance to the City Manager, who shall respond within fourteen (14) calendar days.

Step 4. If not resolved, the grievance may be submitted to arbitration within fourteen (14) calendar days after the decision in Step 3, or if no decision has been made, said grievance may be submitted to arbitration by submitting written notice to the Mayor. Such notice shall specify the Section(s) of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, they will jointly request the Federal Mediation and Conciliation Service or the Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Either party may reject the list and request a different list. Such

selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the parties tossing a coin to determine the striking procedure.

All grievances must be taken up promptly and awards and settlements thereof shall in no case be made retroactive beyond the date on which the grievance was first presented in the grievance procedure. If a grievance is not presented within the time limits specified in this Article, it shall be considered waived. If a grievance is not appealed to the next Step within the specified time limits, it shall be considered settled on the basis of the City Manager's last answer. If a grievance at Step 2 is not timely answered by the City Manager, it may automatically be referred to Step 3.

The parties shall share the fees and expenses of the arbitrator equally. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from or add to the provisions of this Agreement. The Union is precluded from presenting any facts or witnesses to the arbitrator that was not presented to the City Manager. The arbitrator's decision shall be final and binding on all parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public. However, grievance proceedings may be open to the public upon the request of either party, without mutual agreement.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of the Union and City Manager.

If the employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the City Manager shall not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE 7 - SENIORITY

Seniority means an employee's length of full-time continuous service in a department with the City Manager since their last date of hire. Seniority shall be administered on a department-wide basis.

All new employees shall serve a probationary period not to exceed twelve (12) months. They may be terminated for any reason during the probationary period without recourse to the grievance procedure. Upon satisfactory completion of the probationary period, the employee will be placed on the seniority list and his/her seniority will be determined from their date of hire.

An employee shall lose their seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee quits.
- (b) Employee is discharged.

- (c) An employee who is absent from work two (2) days without notice to the City Manager.
- (d) Failure to report for work at the end of leave of absence.
- (e) Failure to report to work within five (5) days after being notified to return to work following layoff, when notice of recall is sent by certified mail to employee's last known address, according to City Manager records.
- (f) An employee is off work for any reason for twelve (12) months or the length of the employee's seniority, whichever is shorter.
- (g) Employee retires.

It is the employee's responsibility to keep the City Manager informed of their current address and phone number.

ARTICLE 8 - PROMOTIONAL PROCEDURES

When filling a promotional vacancy, the City Manager may consider the employee's qualifications, ability, aptitude and work record and seniority. If the City Manager determines these factors are reasonably equal between two (2) or more employees, then seniority shall prevail. Employees will be on promotional probation for ninety (90) days. At all times, the City Manager reserves the right to hire from outside to fill a vacancy.

A regular full-time employee who vacated his/her position to accept probationary appointment to a class in a higher level and who is rejected during the probationary period shall be reinstated in his/her former position and rate of pay.

ARTICLE 9 - LAYOFF AND RECALL

In the event the work force is to be reduced, the City Manager agrees to provide affected employees as much advance notice as is administratively practical. The Police Chief will select the employee to be laid off based on the employee's performance with consideration given to seniority and qualifications. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available, as determined by the City Manager. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified five (5) days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record.

ARTICLE 10 - LEAVES OF ABSENCE

Regular full-time employees shall not be eligible for leaves of absence with the exception of funeral leave until completing six (6) months of full-time employment if certified or six (6) months after certification.

Funeral Leave

In the event of death of a full-time employee's spouse, child (step), parent (step), spouse's parent, brother (step), sister (step), domestic partner, grandparents, grandchild, or son or daughter of the employee's spouse or domestic partner, said employee may be granted up to five (5) days leave of absence with pay for attendance at the funeral and other related functions. An employee may extend the funeral leave when needed by using accrued vacation or compensatory time.

Military Leave

A full-time employee may be granted a military leave of absence for a period up to thirty (30) days with pay as prescribed by Section 29.A of the Code of Iowa. The City Manager will pay the difference between the military pay and what the employee would have received if working.

The City Manager recognizes an employee's re-employment rights in accordance with the Uniform Services Employment and Reemployment Act.

Jury Duty

An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the City Manager. When released from duty during working hours, the employee will report to work immediately, or contact his/her supervisor.

ARTICLE 11 - HOURS OF WORK AND OVERTIME

The purpose of this Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The Police Chief shall make determination of daily and weekly hours of work. The Police Chief will publish a schedule in advance with consecutive days off and no changes will be made unless in the case of an emergency without a 30-day notice.

Hours

An officer's regular workday will either be comprised of either an 8, 10, or 12-hour tours of duty and include a paid lunch (30 minutes) and two paid breaks (15 minutes each).

Officers will bid shifts three times a year by seniority. The bid shifts will cover the following months:

1. January – April
2. May – August
3. September – December

Shifts will be posted at least 45 days in advance of the change date and bids will be awarded with at least a 30-day advance notice to employees.

Overtime

Overtime shall be paid for at the rate of time and one-half (1½) the employee's straight time hourly rate for all hours worked in excess of the officer's regular shift or for hours in excess of eighty (80) hours in a fourteen (14) day period.

Overtime shall not be paid more than once for the same hours worked. Funeral leave, sick leave, on call, PTO, scheduled vacation, personal time, holiday, and bereavement leave will be considered work time for the purpose of determining overtime.

For example, if an employee submitted 70 hours of vacation in a two-week period (10 hours of vacation for 7 scheduled days), then submitted two hours of sick leave on his/her last day of work before working 10 hours—that employee would not receive any overtime. In contrast, if an employee submitted 80 hours of vacation in a two-week period (10 hours of vacation for 8 scheduled days), then was required to execute a search warrant on his/her day off during which the employee worked 6 hours—that employee would receive six hours at time and a half.

Call Back

An employee who is called back to work or called out to work for any reason other than employee negligence shall be compensated a minimum of two (2) unless such call back is two (2) hours or less prior to his/her shift. Call back time does not apply when an employee is ordered to work beyond his/her regular shift.

Court Proceedings

Officers required to appear in court or report for other judicial proceedings outside of his/her regular shift shall be compensated at the officer's regular hourly rate for all hours worked with a two (2) hour minimum.

On Call

Employees who are placed "On Call" shall be compensated at a rate of one dollar (\$1.00) per hour.

ARTICLE 12 – PAID TIME OFF

Employees will accrue PTO every pay period incorporating sick leave, vacation leave and personal leave time. PTO leave will accrue in accordance with the following schedule:

| <u>Years of Service</u> | <u>Accrual Per Pay Period</u> | <u>Max</u> |
|-------------------------|-------------------------------|------------|
| 0-3 Years | 6.46 | 228 |
| 4-7 Years | 8.00 | 268 |
| 8-11 Years | 9.54 | 308 |
| 12+ Years | 11.08 | 348 |

Employees may cash out up to 40 hours of accrued PTO **twice** every fiscal year; once during the first six months of the year (July 1st to Dec. 31st) and once during the second six months of the year (Jan. 1 to June 30). **A third PTO cash out of 40 hours may be incurred with permission from the City.** The maximum number of hours that can be cashed out at one time is 40 hours and the officers must have 80 hours left after he/she cashes out.

Employees who leave employment in good standing shall receive a payout equal to 100% of their accrued PTO. Officers who leave employment and are not in good standing shall receive a payout equal to 80% of their accrued PTO.

Sick Leave

A medical doctor's written verification of illness or injury may be required by the City Manager for substantiation of an illness or injury. In the event an employee is unable to work and being paid through worker's compensation, employees may use PTO up to an amount which would make the employee whole as if he/she worked the work normally.

Holiday

The City recognizes the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, ½ Day on Christmas Eve, and Christmas Day.

The regular full-time employees shall be paid straight-time for each of the holidays set forth in this Article occurring during the period in which they are actively at work. An employee required to work on any recognized paid holiday shall be compensated at one and one-half times (1½) for all hours worked on the holiday. For example, an employee who worked for eight hours from Noon until 8 pm on Labor Day would receive 8 hours of PTO leave for the holiday as set forth in this Article and 8 hours of overtime pay for the time spent actually working that day. The 8 hours of PTO is the amount that is already credited to the employee's PTO so, for example, an employee working the holiday would receive a total of 20 hours—not 28 hours.

To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday, unless prior approval is given for such absence. An employee on layoff or unpaid leave of absence is not eligible for holiday pay.

Employee's scheduled to work on Christmas Eve shall receive 4 hours of PTO leave for the holiday as set forth in this Article and one and one-half times (1½) for all hours worked between 1,200 hours and 2,359 hours.

Vacation

The scheduling of vacation leave is dependent upon the judgment and discretion of the **Police Chief**. In emergency situations, the **Police Chief** may require the rescheduling of vacation leave when, in his/her judgment, it is necessary. The determination of what constitutes an emergency rest with **Police Chief**. Once vacation time to be taken is

approved by the **Police Chief**, it can only be changed by agreement with the **Police Chief**, or when the **Police Chief** determines the employee is needed.

ARTICLE 13 - UNIFORMS

The City will provide all necessary equipment and uniforms including utility belts, boots, body armor, outer uniforms, and inclement weather apparel as well as a cellular phone as part of the officer's regular equipment.

ARTICLE 14 - INSURANCE

The insurance program referred to in this Agreement shall be subject to all terms and conditions of the contract with the insurance carrier(s) selected by the City Manager. The City Manager will meet with the union prior to making any changes in the insurance coverage. Employees shall pay five percent (5.0%) of the cost of the monthly premium for single person health insurance and ten percent (10.0%) of the cost of monthly premium for the other three health insurance plans. ~~The City shall contribute \$1,000 per year to a single plan and \$2,000 towards the E+S, E+C, and family for only those electing the My Blue Gold 2000 plan.~~

An employee who is unable to work and has run out of **PTO**, will be allowed to be continued on the City's insurance at the employee's expense as required under COBRA.

Additionally, the City Manager will provide a \$50,000 policy for term life insurance for each full-time employee, at no cost to the employee.

ARTICLE 15 - WAGES

~~The wage scale set forth in Appendix A will increase by 3.5 percent (3.5%) on: (a) July 1, 2020 and 4.5 percent (4.5%) on January 1, 2021.~~

ARTICLE 16 - FINALITY AND EFFECT

THIS AGREEMENT constitutes the entire agreement between the parties, and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of this agreement, and agrees that the City Manager shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the

knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE 17 - DURATION

THIS AGREEMENT shall be effective from July 1, 2020, and shall continue in full force and effect until its expiration on June 30, 2021.

Signed this _____ day of _____, 2020.

CITY OF POLK CITY, IOWA

Mayor, City of Polk City

Polk City Representative
Matthew Brick

TEAMSTERS LOCAL 238

Business Representative

Principal Officer

**APPENDIX A
WAGE SCHEDULE**

This wage scale goes into effect on July 1, 2020.
(based on where wage increases left off in July of 2019)

| Steps | Increase over previous step | Hourly Rate | Estimated salary based on 2,080 hours |
|--------------|------------------------------------|--------------------|--|
| 00 | | 24.56 | \$51,085.94 |
| 01 | 3.5% Increase | 26.03 | \$54,142.92 |
| 02 | 3.5% Increase | 26.89 | \$55,929.74 |
| 03 | 3.5% Increase | 27.78 | \$57,781.15 |
| 04 | 3.5% Increase | 28.69 | \$59,675.62 |
| 05 | 3.5% Increase | 29.63 | \$61,634.66 |
| 06 | 3.5% Increase | 30.62 | \$63,679.82 |
| 07 | 3.5% Increase | 31.62 | \$65,768.04 |
| 08 | 3.5% Increase | 32.66 | \$67,942.37 |

This wage scale goes into effect on January 1, 2021.

| Steps | Increase over previous step | Hourly Rate | Estimated salary based on 2,080 hours |
|--------------|------------------------------------|--------------------|--|
| 00 | | 24.80 | \$51,579.53 |
| 01 | 1% Increase | 26.28 | \$54,666.04 |
| 02 | 1% Increase | 27.15 | \$56,470.13 |
| 03 | 1% Increase | 28.05 | \$58,339.42 |
| 04 | 1% Increase | 28.97 | \$60,252.19 |
| 05 | 1% Increase | 29.92 | \$62,230.17 |
| 06 | 1% Increase | 30.91 | \$64,295.09 |
| 07 | 1% Increase | 31.92 | \$66,403.48 |
| 08 | 1% Increase | 32.98 | \$68,598.82 |



City of Polk City, Iowa

City Council Agenda Communication

Date: March 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Dorsey & Whitney Engagement Letter

BACKGROUND: On Monday evening, I am requesting that the City Council approve an engagement letter from Dorsey and Whitney for legal services relating to the Kimberley, Hy-Vee, and Kwik-Star properties.

Dorsey & Whitney has prepared a legal services agreement with a do not exceed amount of \$8,500 to both amend the City's Urban Renewal Plan and draft up development agreements for these developments.

ALTERNATIVES: Do not approve the engagement letter.

FINANCIAL CONSIDERATIONS: \$8,500

RECOMMENDATION: It is my recommendation that the Council approve the engagement letter from Dorsey & Whitney, with a do not exceed amount of \$8,500.



January 22, 2020

Chelsea Huisman
City Manager/City Hall
Polk City, Iowa

Re: 2020 Urban Renewal Plan Amendment and Kimberley TIF Agreement

Dear Chelsea:

The purpose of this letter is to explain our role as legal counsel for the City of Polk City's 2020 urban renewal plan amendment and Kimberley Development Agreement (the "Agreement"). It is our understanding that the representation will entail an amendment to the plan for the Polk City Urban Renewal Area and the drafting and authorization of the Agreement with respect to the provision of tax increment financing support in connection with the Kimberley Development Project.

As legal counsel, it will be our responsibility to coordinate activity and legal proceedings necessary to enable the City to (i) amend the urban renewal plan; (ii) negotiate and draft the Agreement; and (iii) facilitate proper City Council approval of the Agreement. As part of the representation, we will prepare appropriate resolutions, agreements, notices and ordinances as required by state law and the deal.

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

Based upon: (i) our current understanding of the engagement, (ii) the duties we will undertake, (iii) the time we anticipate devoting to the engagement, and (iv) the responsibilities we assume, we estimate that our fees and expenses for serving as legal counsel will be \$8,500.

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 orngard.severie@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/so

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: March 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Setting public hearing on Urban Renewal Plan amendment

BACKGROUND: On Monday evening, the City Council will need to set the public hearing date for an amendment to the Urban Renewal Plan. The public hearing will be set for April 13, 2020.

Each time the City uses any Tax Increment Financing (TIF) money, we need to amend the Urban Renewal Plan to incorporate the project into the plan. Amending the URP requires a public hearing. We have several new projects that we would incorporate into one plan amendment. Those projects are as follows:

Kimberley Development-trail improvements project (do not exceed amount for the improvements \$110,000)

Hy-Vee-storm sewer improvements project (do not exceed amount for the improvements \$100,000)

Kwik-Star traffic signal improvements (do not exceed amount for the improvements \$125,000)

ALTERNATIVES: Do not set the public hearing

FINANCIAL CONSIDERATIONS: None-the City Council is just setting the public hearing for the urban renewal amendment.

RECOMMENDATION: It is my recommendation that the Council proceed with setting the public hearing for the regularly scheduled City Council meeting at 6PM on April 13, 2020.

SET DATE FOR HEARING ON URBAN
RENEWAL PLAN AMENDMENT

511493-1

Polk City, Iowa

March 9, 2020

The City Council of the City of Polk City, Iowa, met on March 9, 2020, at 6 o'clock, p.m., at City Hall in the City, for the purpose of setting a date for a public hearing on a proposed urban renewal plan amendment. The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: _____

Absent: _____.

The Mayor announced that an amendment to the urban renewal plan for the Polk City Area II Urban Renewal Area had been prepared, and that it was now necessary to set a date for a public hearing on the proposed amendment to the urban renewal plan. Accordingly, Council Member _____ moved the adoption of the following resolution entitled "Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment," and the motion was seconded by Council Member _____. Following due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

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

RESOLUTION NO. 2020-24

Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

WHEREAS, this City Council of the City of Polk City, Iowa (the “City”) by resolution previously established the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (1) providing tax increment financing support to Kimberley Development Corporation in connection with the construction of a walking trail that will serve certain commercial property; (2) providing tax increment financing support to Hy-Vee, Inc. in connection with the construction of certain storm sewer improvements necessary for the development of a new convenience/grocery store; and (3) providing tax increment financing support to Kwik Trip, Inc. in connection with the installation of certain traffic signals necessary for the development of a Kwik Star convenience store; and

WHEREAS, it is now necessary that a date be set for a public hearing on the Amendment;

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

Section 1. This City Council will meet at the City Hall in Polk City, Iowa, on April 13, 2020, at 6 o’clock p.m., at which time and place it will hold a public hearing on the Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Manager is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Polk County and the North Polk Community School District be invited to participate in the consultation.

Passed and approved March 9, 2020.

Mayor

Attest:

City Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED URBAN RENEWAL PLAN
AMENDMENT

Notice Is Hereby Given: That at _____ o'clock __.m., at the _____, Polk City, Iowa, on April 13, 2020, the City Council of the City of Polk City, Iowa, will hold a public hearing on the question of amending the urban renewal plan for the Polk City Area II Urban Renewal Area to authorize the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (1) providing tax increment financing support to Kimberley Development Corporation in connection with the construction of a walking trail that will serve certain commercial property; (2) providing tax increment financing support to Hy-Vee, Inc. in connection with the construction of certain storm sewer improvements necessary for the development of a new convenience/grocery store; and (3) providing tax increment financing support to Kwik Trip, Inc. in connection with the installation of certain traffic signals necessary for the development of a Kwik Star convenience store.

A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matters of the hearing.

City Clerk
Jenny Gibbons

• • • • •

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
COUNTY OF POLK
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa do hereby certify that pursuant to the resolution of its City Council fixing a date of public hearing on a proposed urban renewal plan amendment, 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, and copies were sent to the county and school district.

WITNESS my hand this ____ day of _____, 2020.

City Clerk

(Attach here publisher's affidavit of publication of notice.)

(PLEASE NOTE: This certificate must not be dated until the publication has been made and you have reviewed it to be sure that the notice was published on the date indicated in the attached affidavit.)

STATE OF IOWA
COUNTY OF POLK
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its officers; and that I have carefully compared the transcript hereto attached with those records and that the attached is a true, correct and complete copy of the corporate records relating to the action taken by the City Council preliminary to and in connection with setting a date for public hearing on a proposed urban renewal plan amendment.

WITNESS my hand this ____ day of _____, 2020.

City Clerk



March 5, 2020

VIA EMAIL

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Polk City Area II Urban Renewal Area Amendment
Our File No. 511493-1

Dear Chelsea:

We have prepared the attached materials which will enable the City Council to act on March 9, 2020 to set April 13, 2020 as the date for a public hearing on an amendment to the existing urban renewal plan for the Area.

The notice which is included in the attached resolution must be published once, not less than four (4) and not more than twenty (20) days prior to the date selected for the hearing. The last date on which the notice can effectively be published is April 9, 2020. Please print a separate copy of the notice for delivery to the newspaper and email a copy of the published notice to orngard.severie@dorsey.com.

Also, a “consultation session” must be set up with Polk County and the North Polk Community School District. Please refer to my separate letter attached for further details.

Please return one fully executed set of these proceedings once all the actions have been taken and contact John Danos or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Jenny Gibbons
Lindsey Huber



March 5, 2020

VIA EMAIL

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Polk City Area II Urban Renewal Area Amendment/Consultation Session
Our File Number: 511493-1

Dear Chelsea:

The Iowa Urban Renewal Law requires that the City provide information concerning a proposed urban renewal plan amendment to certain other governmental bodies which might be affected by the use of tax increment financing within the amended urban renewal area. Specifically, the City must send a copy of the urban renewal plan amendment and an invitation to attend a meeting to discuss the urban renewal plan amendment to any county and school district whose jurisdiction covers any property to be included within the amended urban renewal area. This consultation must be held at least two weeks before the public hearing on April 13, 2020.

It is our understanding that the property within the City's amended urban renewal area would affect Polk County and the North Polk Community School District.

Attached is a draft letter which you may use in order to provide notification to these governmental entities of the date, time and place of a meeting at which they may discuss the urban renewal plan amendment. The law does not require that this be a meeting of the City Council, and you may use your discretion about who represents the City at the meeting.

Along with the letter, you should send a copy of the urban renewal plan amendment and a copy of the notice of the public hearing on the urban renewal plan amendment.

According to our records, here are the mailing addresses for the individuals who should receive the notification letter and the enclosures:

Board of Supervisors
c/o Polk County Auditor
Administration Building
111 Court Avenue, Room 230
Des Moines, Iowa 50309

Superintendent
North Polk Community School District
13930 NE 6th Street
Alleman, Iowa 50007

Please call John Danos or me if you have questions.

Kind regards,

Amy Bjork

Attachment

cc: Jenny Gibbons
Lindsey Huber

[City letterhead]

DATE: _____
TO: Board of Supervisors, Polk County
Superintendent, North Polk Community School District
FROM: City Council
City of Polk City, Iowa
RE: Polk City Area II Urban Renewal Area Amendment

The City of Polk City is in the process of amending the urban renewal plan for the Polk City Area II Urban Renewal Area and, pursuant to Section 403.5 of the Code of Iowa, the City is sending you the enclosed copy of its urban renewal plan amendment and scheduling a meeting at which you will have the opportunity to discuss this amendment.

The meeting to discuss our urban renewal plan amendment has been set for _____, 2020, at _____ o'clock __.m. at the _____ in Polk City. If you are unable to send a representative to the meeting, we invite your written comments. In addition, Section 403.5 gives your designated representative the right to make written recommendations concerning the urban renewal plan amendment no later than seven days following the date of the meeting.

The City Council will also hold a public hearing on this urban renewal plan amendment at _____ o'clock __.m. on April 13, 2020, and a copy of the notice of hearing is enclosed for your information.

Please call our City Manager at (515) 984-6233 if you have questions.

Enclosure



City of Polk City, Iowa

City Council Agenda Communication

Date: March 6, 2020, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Lindsey Huber, Finance Director
Subject: Accounting Specialist

BACKGROUND: Carol Thornburg joined our team in August 2019. During the last six months, Carol has been a tremendous asset to our team. Carol has received a successful evaluation and I would like to increase her salary from \$43,000 to \$45,580. Her new hourly rate will be \$21.91 effective 02/13/20.

ALTERNATIVES: Do not approve the hourly pay rate.

FINANCIAL CONSIDERATIONS: This is an increase of \$2,580 but will see very little to no impact on budget due to the previous deputy clerk was budgeted at same salary.

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



City of Polk City, Iowa

City Council Agenda Communication

Date: March 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Resolution amending the corporate limits for Polk City

BACKGROUND: On Monday evening, the City Council will take action on a resolution formally amending the corporate limits for Polk City to include the most recent annexations of Whitetail Ridge, Sally Jensen property, Berggren Farms and the Miller property. The Council has already approved the annexations, this is a formality to incorporate them into the corporate limits by resolution.

ALTERNATIVES: Do not approve the resolution

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the resolution amending the corporate limits for Polk City to include recent annexations.

RESOLUTION NO. 2020-25

**A RESOLUTION APPROVING THE AMENDED BOUNDARIES
FOR THE CORPORATE LIMITS OF THE CITY OF POLK CITY, IOWA.**

WHEREAS, on February 9, 2009 the City Council of the City of Polk City, Iowa approved Resolution 2008-08 approving the new boundaries for the corporate limits of Polk City; and

WHEREAS, on November 23, 2009 the City Council approved Resolution 2009-78 amending said corporate limits to include annexed lands situated on the east side of the backwaters of the barrier dam; and

WHEREAS, on January 15, 2015 the City Council approved Resolution 2015-05 amending said corporate limits to include the annexed lands in Big Creek State Park and Wolf Creek Ridge; and

WHEREAS, on September 12, 2016 the City Council approved Resolution 2016-80 for the voluntary annexation of lands owned by MJR Developments LLC together with lands owned by Sally Jensen; such annexations were approved by the City Development Board and has now been filed with the Iowa Secretary of State; and

WHEREAS, on July 22, 2019 the City Council approved Resolution 2019-66 for the annexation of land owned by Berggren Farms LLC; such annexation was approved by the City Development Board and has now been filed with the Iowa Secretary of State; and

WHEREAS, on July 22, 2019 the City Council approved Resolution 2019-67 for the annexation of land owned together by BettyLee Miller, Karla Samo, and Floyd Neal Miller; such annexation was approved by the City Development Board and has now been filed with the Iowa Secretary of State; and

WHEREAS, the City Council of the City of Polk City deems it appropriate to approve the amended boundaries for the City to City of Polk City evidencing the recent annexation of lands owned by MJR Developments LLC; by Sally Jensen; by Berggren Farms LLC; and together by BettyLee Miller, Karla Samo, and Floyd Neal Miller.

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

1. The boundaries for the corporate limits for the City of Polk City, which has been amended to include recently annexed areas lands owned by MJR Developments LLC; by Sally Jensen; by Berggren Farms LLC; and together by BettyLee Miller, Karla Samo, and Floyd Neal Miller; and which has been legally described and attached hereto as “Exhibit A”; are hereby approved.

2. The City Clerk is hereby directed to file the approved boundaries with the Polk County Recorder.

DATED THIS 9 day of March 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

EXHIBIT "A"

**CITY OF POLK CITY, IOWA
CORPORATE LIMIT DESCRIPTION
REVISED JANUARY 10, 2020**

BEGINNING AT THE SOUTH 1/4 CORNER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA; THENCE EAST ALONG THE SOUTH LINE OF SAID SECTION 36 TO THE SOUTHWEST CORNER OF THE EAST 60 ACRES OF THE SOUTHEAST 1/4 OF SAID SECTION 36; THENCE NORTH PERPENDICULAR TO THE SOUTH LINE OF SAID SOUTHEAST 1/4 OF SECTION 36, A DISTANCE OF 424 FEET; THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID SOUTHEAST 1/4 OF SECTION 36 TO A POINT ON THE EAST LINE OF SAID SOUTHEAST 1/4 OF SECTION 36; THENCE NORTH TO THE NORTHEAST CORNER OF SAID SOUTHEAST 1/4 OF SECTION 36; THENCE WEST ALONG THE NORTH LINE OF SAID SOUTHEAST 1/4 AND ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 36 TO A POINT BEING 488.15 FEET WEST OF THE CENTER OF SAID SECTION 36, SAID POINT ALSO BEING ON THE WESTERLY LINE OF THE VACATED RAILROAD RIGHT OF WAY; THENCE NORTHEASTERLY ALONG SAID LINE, 106.6 FEET; THENCE WEST ALONG A LINE BEING 82.5 FEET NORTH OF AND PARALLEL WITH SAID NORTH LINE OF THE SOUTHWEST 1/4 OF SECTION 36, TO A POINT ON THE CENTERLINE OF N.W. SHELDAHL DRIVE; THENCE SOUTHERLY ALONG SAID LINE, 82.8 FEET TO A POINT ON SAID NORTH LINE OF THE SOUTHWEST 1/4 OF SECTION 36; THENCE WEST ALONG SAID NORTH LINE OF THE SOUTHWEST 1/4 TO THE NORTHWEST CORNER OF SAID SOUTHWEST 1/4 OF SECTION 36; THENCE NORTH ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION 36 TO A POINT ON THE CENTERLINE OF HUGG DRIVE; THENCE NORTHWESTERLY ALONG SAID CENTERLINE TO A POINT ON THE EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 26, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA; THENCE SOUTH ALONG SAID EAST LINE TO THE NORTH 1/4 CORNER OF SECTION 35 TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA; THENCE WEST ALONG THE NORTH LINE OF LOT 7 OF THE OFFICIAL PLAT OF SAID SECTION 35 AS RECORDED IN PLAT BOOK B, PAGES 476 OF THE RECORDS OF POLK COUNTY, IOWA, TO THE NORTHWEST CORNER OF SAID LOT 7; THENCE SOUTH ALONG THE WEST LINE OF SAID LOT 7 TO THE NORTHEAST CORNER OF LOT 10 OF SAID OFFICIAL PLAT; THENCE WEST ALONG THE NORTH LINE OF LOTS 10 AND 12 OF SAID OFFICIAL PLAT, TO THE NORTHWEST CORNER OF SAID LOT 12; THENCE SOUTH ALONG THE WEST LINE OF SAID LOT 12 TO A POINT LYING ON THE WEST LINE OF SAID LOT 12, SAID POINT BEING THE EXTENSION OF THE NORTH LINE OF LOT 14 OF SAID OFFICIAL PLAT; THENCE WEST ALONG THE EXTENSION OF THE NORTH LINE OF SAID LOT 14 AND ALONG THE NORTH LINE OF SAID LOT 14, TO A POINT LYING ON THE NORTH LINE OF SAID LOT 14, A DISTANCE OF 280 FEET EAST OF THE NORTHWEST CORNER OF SAID LOT 14; THENCE SOUTH TO A POINT LYING ON THE NORTH LINE OF LOT 16 OF SAID OFFICIAL PLAT, 280 FEET EAST OF THE NORTHWEST CORNER OF SAID LOT 16; THENCE SOUTHWESTERLY TO A POINT LYING 450 FEET NORTH AND 225 FEET EAST OF THE SOUTHWEST CORNER OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 35; THENCE WESTERLY 225 FEET TO THE WEST LINE OF SAID SECTION 35; THENCE SOUTH ALONG THE WEST LINE OF SAID SECTION 35, TO A POINT LYING 239 FEET NORTH OF THE NORTH RIGHT OF WAY LINE OF COUNTY ROAD V (W. JESTER PARK DR.); THENCE NORTHWESTERLY 108 FEET; THENCE SOUTHWESTERLY 292 FEET; THENCE SOUTHERLY TO A POINT ON THE NORTH RIGHT OF WAY LINE OF SAID COUNTY ROAD V (W. JESTER PARK DR.); THENCE EASTERLY ALONG SAID NORTH RIGHT OF WAY LINE 308 FEET TO SAID WEST LINE OF SECTION 35; THENCE SOUTH ALONG SAID WEST LINE OF SECTION 35 TO THE SOUTHWEST CORNER OF SAID SECTION 35; THENCE EAST ALONG THE NORTH LINE OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25, WEST OF THE 5TH P.M., POLK COUNTY, IOWA TO A POINT ON THE NORTH LINE OF LOT 30 OF THE OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., AS RECORDED IN PLAT BOOK B, PAGE 380 OF THE RECORDS OF POLK COUNTY, IOWA

LYING 270 FEET EAST OF THE NORTHWEST CORNER OF SAID LOT 30; THENCE SOUTH TO A POINT ON THE NORTH LINE OF LOT 31 OF SAID OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, SAID POINT BEING 270 FEET EAST OF THE NORTHWEST CORNER OF SAID LOT 31; THENCE EAST ALONG THE NORTH LINE OF SAID LOT 31 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTHERLY ALONG THE EAST LINE OF SAID LOT 31, AND THE EXTENSION THEREOF TO THE SOUTH LINE OF LOT 36 OF SAID OFFICIAL PLAT; THENCE EAST ALONG THE SOUTH LINE OF SAID LOT 36 TO A POINT ON THE SOUTH LINE, BEING THE EXTENSION OF A LINE RUNNING PARALLEL WITH AND 666 FEET EAST OF THE WEST LINE OF LOT 44 OF SAID OFFICIAL PLAT; THENCE SOUTHERLY TO THE NORTHWEST CORNER OF LOT 53 OF THE OFFICIAL PLAT OF THE SOUTH ½ OF THE SOUTHWEST ¼ OF SAID SECTION 2, AS RECORDED IN PLAT BOOK E, PAGE 25 OF THE RECORDS OF POLK COUNTY, IOWA; THENCE EAST ALONG THE NORTH LOT LINE OF LOT 53 AND THE NORTH LINE OF LOT 54 OF SAID OFFICIAL PLAT OF SECTION 2 AND ALONG THE NORTH LINE OF LOTS 55, 58 AND 59 OF THE OFFICIAL PLAT OF THE SOUTH ½ OF THE SOUTHWEST ¼ OF SAID SECTION 2, AS RECORDED IN PLAT BOOK E, PAGE 27 OF THE RECORDS OF POLK COUNTY, IOWA TO THE NORTHEAST CORNER OF SAID LOT 59; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 59 AND THE EXTENSION SOUTH THEREOF TO A POINT ON THE SOUTH LINE OF LOT 60 OF SAID OFFICIAL PLAT OF SECTION 2; THENCE EAST ALONG THE SOUTH LINE OF SAID LOT 60 TO THE SOUTHEAST CORNER IN SAID SECTION 2; THENCE NORTH 89°44' EAST (THIS BEARING REFERRED TO THE IOWA COORDINATE SYSTEM, SOUTH ZONE - GRID NORTH 00°08' WEST OF TRUE NORTH) ALONG THE NORTH LINE OF SECTION 12, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA 285.2 FEET; THENCE SOUTH 19°00' EAST, 41.0 FEET; THENCE SOUTH 71°00' WEST, 120.0 FEET; THENCE SOUTH 25°45' EAST, 430.2 FEET; THENCE SOUTH 44°48' EAST, 474.1 FEET; THENCE SOUTH 57°16' EAST, 751.1 FEET; THENCE SOUTH 18°30' WEST, 66.0 FEET TO THE BEGINNING OF A CIRCULAR CURVE; THENCE EASTERLY 282.4 FEET ALONG THE ARC OF A CIRCULAR CURVE CONCAVE NORTHERLY, THE RADIUS OF WHICH IS 1,885.86 FEET AND CENTRAL ANGLE OF 8°34'48", TO THE POINT OF TANGENCY; THENCE SOUTH 80°05' EAST, 4,314.0 FEET; THENCE NORTH 09°55' EAST, 76.0 FEET; THENCE SOUTH 79°13' EAST, 609.3 FEET; THENCE SOUTH 69°10' EAST, 381.8 FEET; THENCE NORTH 02°17' WEST, 280.2 FEET; THENCE NORTH 87°43' EAST, 45.0 FEET; THENCE SOUTH 23°44' EAST, 432.0 FEET; THENCE SOUTH 63°43' EAST, 200.0 FEET; THENCE SOUTH 50°35' EAST, TO THE SOUTH LINE OF LOT 4 OF THE OFFICIAL PLAT OF THE SOUTH 1/2 OF THE NORTHWEST ¼ AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 7, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE 5TH P.M., POLK COUNTY, IOWA AS RECORDED IN PLAT BOOK C, PAGE 104 OF THE POLK COUNTY RECORDS; THENCE EASTERLY ALONG SAID SOUTH LINE TO THE SOUTHEAST CORNER OF SAID LOT 4; THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT 4 TO THE NORTHEAST CORNER OF SAID LOT 4; THENCE NORTHWESTERLY ALONG THE IRREGULAR NORTH LINE TO THE NORTHWEST CORNER OF SAID LOT 4; THENCE NORTHERLY ALONG THE EAST LINE OF LOT 2 OF SAID OFFICIAL PLAT TO THE NORTHEAST CORNER THEREOF; THENCE WESTERLY ALONG THE NORTH LINE OF SAID LOT 2 TO THE WESTERLY RIGHT-OF-WAY LINE OF N.W. 55TH STREET (FORMERLY HIGHWAY 415); THENCE SOUTHEASTERLY ALONG SAID WESTERLY LINE TO THE POINT OF INTERSECTION OF THE NORTHERLY LINE OF THE SOUTH 100 FEET OF LOT 1 SAID OFFICIAL PLAT; THENCE WEST ALONG SAID NORTHERLY LINE TO THE NORTHWEST CORNER OF SAID SOUTH 100 FEET OF SAID LOT 1; THENCE NORTHWESTERLY TO THE SOUTHEAST CORNER OF THE NORTHWEST 1/4, NORTHEAST 1/4 OF SAID SECTION 12; THENCE NORTH ALONG THE EAST LINE OF SAID NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 12, TO THE NORTH LINE OF SAID SECTION 12; THENCE EAST ALONG THE NORTH LINE OF SAID SECTION 12 TO A POINT LYING 1,190 FEET WEST OF THE SOUTHEAST CORNER OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA; THENCE NORTH 30°30' WEST (THIS BEARING REFERRED TO THE IOWA COORDINATE SYSTEM, SOUTH ZONE - GRID NORTH 00°08' WEST OF TRUE NORTH) A DISTANCE OF 900 FEET; THENCE NORTHWESTERLY TO A POINT ON THE WEST LINE OF THE SOUTHWEST ¼ OF SAID SECTION 1, BEING 310 FEET SOUTH OF THE NORTHWEST CORNER OF THE SOUTHWEST 1/4 OF SAID SOUTHWEST 1/4 OF SECTION 1; THENCE NORTH, ALONG THE WEST LINE OF SAID SOUTHWEST

¼ OF THE SOUTHEAST ¼ OF SECTION 1 TO THE NORTHWEST CORNER THEREOF; THENCE EAST ALONG THE NORTH LINE OF SAID SOUTHWEST ¼ OF THE SOUTHEAST ¼, A DISTANCE OF 134 FEET; THENCE SOUTH 44 1/2° EAST, 309 FEET; THENCE SOUTH 79° EAST 360 FEET; THENCE NORTH 4° EAST 969 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF SAID HIGHWAY NO. 415 (BROADWAY); THENCE NORTHWESTERLY ALONG THE SAID SOUTHERLY RIGHT OF WAY LINE TO A POINT ON THE WEST LINE OF SAID SOUTHEAST 1/4 OF SECTION 1; THENCE NORTH, ALONG SAID WEST LINE AND ALONG THE WEST LINE OF THE NORTHEAST ¼ OF SAID SECTION 1 TO THE POINT OF BEGINNING.

AND

PARCEL "H" AND "I" AS SHOWN ON A PLAT OF SURVEY RECORDED IN BOOK 12831, PAGE 173-174 OF THAT PART OF LOT 3 OF THE OFFICIAL PLAT OF THE SOUTH ½ OF THE NORTHWEST ¼ AND THE NORTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 7, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE 5TH P.M., POLK COUNTY, IOWA. (Note: Corporate Limits City Resolution No. 2009-08 Recorded in Book 12925, Page 505-509)

AND

A PART OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST AND A PART OF SECTION 31, TOWNSHIP 81 NORTH, RANGE 24 WEST AND A PART OF SECTIONS 6 AND 7 IN TOWNSHIP 80 NORTH, RANGE 24 WEST AND A PART OF SECTIONS 1, 11 AND 12 IN TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS.

BEGINNING AT THE SOUTH 1/4 CORNER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA; THENCE EAST ALONG THE SOUTH LINE OF SAID SECTION 36 TO THE SOUTHWEST CORNER OF THE EAST 60 ACRES OF THE SOUTHEAST 1/4 OF SAID SECTION 36; THENCE NORTH PERPENDICULAR TO THE SOUTH LINE OF SAID SOUTHEAST 1/4 OF SECTION 36, A DISTANCE OF 424 FEET; THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID SOUTHEAST ¼ OF SECTION 36 TO A POINT ON THE EAST LINE OF SAID SOUTHEAST 1/4 OF SECTION 36; THENCE NORTH TO THE NORTHEAST CORNER OF SAID SOUTHEAST 1/4 OF SECTION 36; THENCE EAST ALONG THE NORTH LINE OF THE NORTHWEST FRACTIONAL ¼ OF THE SOUTHWEST FRACTIONAL ¼ OF SAID SECTION 31, TOWNSHIP 81 NORTH, RANGE 24 WEST OF THE 5TH P.M., POLK COUNTY, IOWA TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF SAID NORTHWEST FRACTIONAL ¼ OF THE SOUTHWEST FRACTIONAL ¼ AND ALONG THE EAST LINE OF THE SOUTHWEST FRACTIONAL ¼ OF THE SOUTHWEST FRACTIONAL ¼ OF SAID SECTION 31, A DISTANCE OF 1343.85 FEET; THENCE SOUTHWEST 908.24 FEET; THENCE SOUTH 648.25 FEET TO A POINT ON THE NORTH LINE OF THE NORTHWEST FRACTIONAL 1/4 OF SAID SECTION 6, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE 5TH P.M., POLK COUNTY, IOWA; THENCE EAST ALONG SAID NORTH LINE TO THE NORTH 1/4 CORNER OF SAID SECTION 6; THENCE CONTINUING EAST ALONG THE NORTH LINE OF THE NORTHWEST FRACTIONAL 1/4 OF THE NORTHEAST FRACTIONAL 1/4 OF SAID SECTION 6 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF SAID NORTHWEST FRACTIONAL 1/4 OF THE NORTHEAST FRACTIONAL 1/4 TO THE SOUTHEAST CORNER THEREOF; THENCE WEST ALONG THE SOUTH LINE OF SAID NORTHWEST FRACTIONAL 1/4 OF THE NORTHEAST FRACTIONAL 1/4 TO THE SOUTHWEST CORNER THEREOF; THENCE CONTINUING WEST ALONG SOUTH LINE OF THE NORTHEAST FRACTIONAL ¼ OF THE NORTHWEST FRACTIONAL ¼ AND ALONG THE SOUTH LINE OF THE NORTHWEST FRACTIONAL ¼ OF THE NORTHWEST FRACTIONAL ¼ OF SAID SECTION 6 TO THE SOUTHWEST CORNER OF SAID NORTHWEST FRACTIONAL ¼ OF THE NORTHWEST FRACTIONAL ¼ OF SECTION 6; THENCE CONTINUING WEST ALONG THE SOUTH LINE OF THE NORTHEAST FRACTIONAL 1/4 OF THE NORTHEAST FRACTIONAL 1/4 OF SAID SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA TO A POINT BEING 840 FEET

EAST OF THE SOUTHWEST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF THE WEST 840 FEET OF THE SOUTHEAST 1/4 OF THE NORTHEAST FRACTIONAL 1/4 OF SAID SECTION 1 TO A POINT ON THE NORTH LINE OF THE SOUTHEAST 1/4 OF SAID SECTION 1; THENCE EAST ALONG SAID NORTH LINE TO THE WEST 1/4 CORNER OF SAID SECTION 6; THENCE CONTINUING EAST ALONG THE NORTH LINE OF THE NORTHWEST FRACTIONAL 1/4 OF THE SOUTHWEST FRACTIONAL 1/4 OF SAID SECTION 6 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF SAID NORTHWEST FRACTIONAL 1/4 OF THE SOUTHWEST FRACTIONAL 1/4 TO A POINT 82 RODS NORTH OF THE SOUTHEAST CORNER OF THE SOUTHWEST FRACTIONAL 1/4 OF THE SOUTHWEST FRACTIONAL 1/4 OF SAID SECTION 6; THENCE WEST 1 ROD; THENCE SOUTH PARALLEL TO THE EAST LINE OF SAID SOUTHWEST FRACTIONAL 1/4 OF THE SOUTHWEST FRACTIONAL 1/4 OF SAID SECTION 6 TO A POINT ON THE CENTERLINE OF NW 110TH PLACE; THENCE WESTERLY ALONG SAID CENTERLINE OF NW 110TH PLACE AND ALONG THE CENTERLINE OF NW 55TH STREET TO A POINT PERPENDICULAR FROM SAID CENTERLINE OF NW 55TH STREET TO THE SOUTHWEST CORNER OF THE PROPERTY LOCATED AT 5550 NW 110TH PLACE AS ESTABLISHED BY QUIT CLAIM DEED RECORDED IN BOOK 6839, PAGE 49 BEING A PART OF LOT 4 OF THE OFFICIAL PLAT OF THE SOUTH 1/2 OF THE SOUTHEAST 1/4, EXCEPT 7 ACRES IN THE NORTHEAST CORNER OF THE SAME, AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 6, TOWNSHIP 80, RANGE 24 ALSO THE WEST 1/2 OF THE NORTHEAST 1/4, AND THE NORTH FRACTIONAL 1/2 OF THE NORTHWEST 1/4 OF SECTION 7, TOWNSHIP 80, RANGE 24 WEST OF 5TH P.M. AS RECORDED IN BOOK E, PAGE 99 OF THE POLK COUNTY RECORDS; THENCE EASTERLY TO SAID SOUTHWEST CORNER AND CONTINUING ALONG SAID SOUTHERLY PROPERTY LINE TO THE SOUTHEAST CORNER OF SAID PROPERTY LOCATED AT 5550 NW 110TH PLACE AND BEING A POINT ON THE WEST LINE OF LOT 5 OF SAID OFFICIAL PLAT RECORDED IN BOOK E PAGE 99; THENCE SOUTH ALONG SAID WEST LINE TO THE NORTHWEST CORNER OF THE SOUTH 80 FEET OF THE NORTH 320 FEET OF THE WEST 207.1 FEET OF SAID LOT 5; THENCE EAST ALONG THE NORTH LINE OF SAID SOUTH 80 FEET OF THE NORTH 320 FEET OF THE WEST 207.1 FEET OF LOT 5, A DISTANCE OF 207.1 FEET TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF SAID SOUTH 80 FEET OF THE NORTH 320 FEET OF THE WEST 207.1 FEET OF LOT 5, A DISTANCE OF 80 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE WEST ALONG THE SOUTH LINE OF SAID SOUTH 80 FEET OF THE NORTH 320 FEET OF THE WEST 207.1 FEET OF LOT 5, A DISTANCE OF 207.1 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE SOUTH ALONG SAID WEST LINE OF LOT 5 TO A POINT ON THE CENTERLINE OF NW 110TH AVENUE; THENCE EAST ALONG THE CENTERLINE OF SAID NW 110TH AVENUE TO THE NORTHEAST CORNER OF SAID SECTION 7; THENCE SOUTH ALONG THE EAST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 7 TO THE EAST 1/4 CORNER OF SAID SECTION 7; THENCE WEST ALONG THE SOUTH LINE OF SAID NORTHEAST 1/4 OF SECTION 7 TO THE SOUTHWEST CORNER THEREOF AND BEING THE SOUTHEAST CORNER OF LOT 1 OF WINDING CREEK ESTATES PLAT 1 RECORDED IN BOOK 12831, PAGE 80-92 OF THE POLK COUNTY RECORDERS; THENCE NORTH ALONG THE EAST LINE OF SAID LOT 1 AND ALONG THE EAST LINE OF PARCEL "J" AS SHOWN IN A PLAT OF SURVEY RECORDED IN BOOK 12831, PAGE 176-177 OF THE POLK COUNTY RECORDER TO THE NORTHEAST CORNER THEREOF; THENCE NORTHWESTERLY ALONG THE NORTHEASTERLY LINE OF SAID PARCEL "J" TO THE NORTHWEST CORNER THEREOF AND BEING THE SOUTHEAST CORNER OF PARCEL "I" AS SHOWN IN A PLAT OF SURVEY RECORDED IN BOOK 12831, PAGE 173-175 OF THE POLK COUNTY RECORDS; THENCE NORTHWEST ALONG THE EAST LINE OF SAID PARCEL "I" AND ALONG THE EAST LINE OF PARCEL "H" OF SAID PLAT OF SURVEY RECORDED IN BOOK 12831, PAGE 173-175 TO THE NORTHEAST CORNER OF SAID PARCEL "H"; THENCE WEST ALONG THE NORTH LINE OF SAID PARCEL "H" TO THE NORTHWEST CORNER THEREOF AND BEING THE NORTHEAST CORNER OF LOT 7 OF SAID WINDING CREEK ESTATES PLAT 1 AND BEING THE NORTHEAST CORNER OF LOT 2 OF SAID OFFICIAL PLAT RECORDED IN BOOK C, PAGE 104; THENCE WESTERLY ALONG THE NORTH LINE OF SAID LOT 7, TO THE WESTERLY LINE OF S. 14TH STREET (FORMALLY KNOWN AS NW 55TH STREET, NW POLK CITY ROAD AND HIGHWAY 415); THENCE SOUTHEASTERLY ALONG SAID WESTERLY LINE TO THE POINT OF INTERSECTION OF THE NORTHERLY LINE OF THE SOUTH 100 FEET OF LOT 1

SAID OFFICIAL PLAT RECORDED IN BOOK C, PAGE 104; THENCE WEST ALONG SAID NORTHERLY LINE TO THE NORTHWEST CORNER OF SAID SOUTH 100 FEET OF SAID LOT 1; THENCE NORTHWESTERLY TO THE SOUTHEAST CORNER OF THE NORTHWEST ¼ OF THE NORTHEAST ¼ OF SAID SECTION 12; THENCE NORTH ALONG THE EAST LINE OF THE NORTHWEST ¼ OF THE NORTHEAST ¼ OF SAID SECTION 12 TO THE NORTHEAST CORNER THEREOF; THENCE EAST ALONG THE NORTH LINE OF SAID SECTION 12 TO THE INTERSECTION OF THE EAST LINE OF PINE RIDGE ESTATES PLAT 4 RECORDED IN BOOK 10542, PAGE 250-257 OF THE POLK COUNTY RECORDER EXTENDED SOUTHEASTERLY; THENCE NORTHWESTERLY ALONG SAID EXTENDED LINE AND ALONG SAID EASTERLY LINE OF PINE RIDGE ESTATES PLAT 4 TO THE NORTHEAST CORNER OF LOT 14 OF SAID PINE RIDGE ESTATES PLAT 4; THENCE NORTHWESTERLY ALONG THE NORTHERLY LINE OF SAID PINE RIDGE ESTATES PLAT 4 TO A CORNER ON THE EAST LINE OF LOT 3 BEING 3.13' WEST OF THE NORTHWEST CORNER OF LOT 4 OF SAID PINE RIDGE ESTATES PLAT 4; THENCE NORTH ALONG SAID EAST LINE OF LOT 3 TO THE NORTHEAST CORNER THEREOF AND BEING THE NORTHWEST CORNER OF SAID SOUTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 1; THENCE EAST 134 FEET; THENCE SOUTH 44 1/2° EAST, 309 FEET; THENCE SOUTH 79° EAST 360 FEET; THENCE NORTH 4° EAST 969 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF SAID HIGHWAY NO. 415; THENCE NORTHWESTERLY ALONG THE SAID SOUTHERLY RIGHT OF WAY LINE TO A POINT ON THE WEST LINE OF SAID SOUTHEAST ¼ OF SECTION 1; THENCE NORTH ALONG SAID WEST LINE AND ALONG THE WEST LINE OF THE NORTHEAST ¼ OF SAID SECTION 1 TO THE POINT OF BEGINNING. (Note: Corporate Limits City Resolution No. 2009-78 Recorded in Book 13293, Page 247-255)

AND

BEGINNING AT THE NORTHWEST CORNER OF SAID SECTION 12; THENCE NORTH 89°44' EAST (THIS BEARING REFERRED TO THE IOWA COORDINATE SYSTEM, SOUTH ZONE - GRID NORTH 00°08' WEST OF TRUE NORTH) ALONG THE NORTH LINE THEREOF, 285.2 FEET; THENCE SOUTH 19°00' EAST, 41.0 FEET; THENCE SOUTH 71°00' WEST, 120.0 FEET; THENCE SOUTH 25°45' EAST, 430.2 FEET; THENCE SOUTH 44°48' EAST, 474.1 FEET; THENCE SOUTH 57°16' EAST, 751.1 FEET; THENCE SOUTH 18°30' WEST, 66.0 FEET TO THE BEGINNING OF A CIRCULAR CURVE; THENCE EASTERLY 282.4 FEET ALONG THE ARC OF A CIRCULAR CURVE CONCAVE NORTHERLY, THE RADIUS OF WHICH IS 1885.86 FEET AND CENTRAL ANGLE OF 8°34'48", TO THE POINT OF TANGENCY; THENCE SOUTH 80°05' EAST, 4314.0 FEET; THENCE NORTH 09°55' EAST, 76.0 FEET; THENCE SOUTH 79°13' EAST, 609.3 FEET; THENCE SOUTH 69°10' EAST, 381.8 FEET; THENCE NORTH 02°17' WEST, 280.2 FEET; THENCE NORTH 87°43' EAST, 45.0 FEET; THENCE SOUTH 23°44' EAST, 432.0 FEET; THENCE SOUTH 63°43' EAST, 200.0 FEET; THENCE SOUTH 50°35' EAST, 308.0 FEET; THENCE SOUTH 26°17' WEST, 60.0 FEET; THENCE NORTH 75°01' WEST, 204.0 FEET; THENCE NORTH 64°16' WEST, 692.8 FEET; THENCE NORTH 74°37' WEST, 383.3 FEET; THENCE NORTH 80°05' WEST, 400.0 FEET; THENCE NORTH 9°55' EAST, 56.0 FEET; THENCE NORTH 80°05' WEST, 4314.0 FEET TO THE BEGINNING OF A CIRCULAR CURVE; THENCE WESTERLY ALONG THE ARC OF A CIRCULAR CURVE CONCAVE NORTHERLY, THE RADIUS OF WHICH IS 1933.86 FEET AND CENTRAL ANGLE OF 8°34'48", A DISTANCE OF 289.6 FEET; THENCE SOUTH 18°30' WEST, 76.0 FEET; THENCE NORTH 68°17' WEST, 531.4 FEET; THENCE NORTH 49°00' WEST, 535.1 FEET; THENCE NORTH 28°05' WEST, 321.6 FEET; THENCE NORTH 25°00' WEST, 522.1 FEET; THENCE NORTH 11°11' WEST TO THE NORTH LINE OF SAID SECTION 11; THENCE EASTERLY ALONG THE NORTH LINE THEREOF TO THE PLACE OF BEGINNING (Note: Corporate Limits City Resolution No. 2009-78 Recorded in Book 13293, Page 247-255)

AND

THAT PART OF THE NORTHEAST ¼ OF THE SOUTHWEST ¼ OF SAID SECTION 7 LYING NORTHERLY OF THE FOLLOWING DESCRIBED LINE; BEGINNING AT A POINT ON THE EAST LINE OF SAID NORTHEAST ¼ OF THE SOUTHWEST ¼ AND WHICH IS 190 FEET NORMALLY DISTANT

SOUTHWESTERLY FROM THE CENTERLINE OF RELOCATED PRIMARY ROAD NO. IA. 415; THENCE NORTHWESTERLY TO A POINT ON THE CENTERLINE OF FORMERLY PRIMARY ROAD NO. IA. 415 WHICH IS 180 FEET NORMALLY DISTANT SOUTHWESTERLY FROM THE CENTERLINE OF RELOCATED PRIMARY ROAD NO. IA. 415; THENCE CONTINUING NORTHWESTERLY TO THE WESTERLY ROADWAY EASEMENT LINE OF SAID FORMERLY PRIMARY ROAD NO. IA. 415; THENCE NORTHWESTERLY ALONG SAID ROADWAY EASEMENT LINE TO THE EAST LINE OF THE ABOVE DESCRIBED PARCEL BEING THE POINT OF TERMINUS OF THE DESCRIBED LINE. (Note: Corporate Limits City Resolution No. 2009-78 Recorded in Book 13293, Page 247-255)

AND

A PART OF LOTS 53 & 54 OF THE OFFICIAL PLAT OF THE SOUTH ½ OF THE SOUTHWEST ¼ AND A PART OF LOTS 55, 58 & 59 OF THE OFFICIAL PLAT OF THE SOUTH ½ OF THE SOUTHWEST ¼ ALL IN SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 53; THENCE EAST ALONG THE NORTH LOT LINE OF SAID LOTS 53, 54, 55, 58 AND 59 TO THE NORTHEAST CORNER OF SAID LOT 59; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 59 TO THE SOUTH RIGHT OF WAY LINE OF W. BRIDGE ROAD; THENCE WEST ALONG SAID SOUTH RIGHT OF WAY LINE TO THE WEST LINE OF SAID LOT 53; THENCE NORTH ALONG SAID WEST LINE TO THE POINT OF BEGINNING. (Note: Corporate Limits City Resolution No. 2009-78 Recorded in Book 13293, Page 247-255)

AND

A PART OF SECTIONS 15, 22, 23, 26, AND 27 IN TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS.

BEGINNING AT THE SW CORNER OF THE SE ¼ OF THE SW ¼ OF SAID SECTION 26; THENCE EAST ALONG THE SOUTH LINE OF SAID SE ¼ OF THE SW ¼ OF SECTION 26 TO THE SE CORNER THEREOF; THENCE NORTH ALONG THE EAST LINE OF SAID SW ¼ OF SECTION 26 TO THE NE CORNER OF THE S 15 ACRES OF THE NE ¼ OF THE SW ¼ OF SAID SECTION 26; THENCE WEST 66 FEET; THENCE NORTH PARALLEL TO AND 66 FEET WEST OF SAID EAST LINE OF THE SW ¼ OF SECTION 26 AND PARALLEL TO AND 66 FEET WEST OF THE EAST LINE OF THE NW ¼ OF SAID SECTION 26 TO THE NORTH LINE OF SAID NW ¼ OF SECTION 26 AND BEING 66 FEET WEST OF THE NE CORNER THEREOF; THENCE WEST ALONG THE NORTH LINE OF SAID NW ¼ OF SECTION 26 TO THE NW CORNER OF THE NE ¼ OF THE NW ¼ OF SAID SECTION 26; THENCE NORTH ALONG THE EAST LINE OF THE WEST ½ OF THE SW ¼ OF SAID SECTION 23 AND ALONG THE EAST LINE OF THE WEST ½ OF THE NW ¼ OF SAID SECTION 23 TO A POINT THAT IS 70 FEET SOUTH OF THE NORTH LINE OF SAID NW ¼ OF SECTION 23; THENCE WEST PARALLEL TO AND 70 FEET SOUTH OF SAID NORTH LINE OF THE NW ¼ OF SECTION 23, A DISTANCE OF 285 FEET; THENCE SOUTH 90 FEET; THENCE WEST PARALLEL TO AND 160 FEET SOUTH OF SAID NORTH LINE OF THE NW ¼ OF SECTION 23 TO A POINT 145 FEET WEST OF THE WEST LINE OF SECTION 23; THENCE NORTH PARALLEL TO AND 145 FEET WEST OF SAID WEST LINE OF SECTION 23 AND PARALLEL TO AND 145 FEET WEST OF THE EAST LINE OF SAID SECTION 15 TO THE CENTER OF AN EXISTING CREEK LYING IN THE SE ¼ OF THE NE ¼ OF SAID SECTION 15; THENCE SOUTHWESTERLY ALONG SAID CENTERLINE OF AN EXISTING CREEK TO THE EASTERLY SHORELINE OF BIG CREEK LAKE; THENCE SOUTHERLY ALONG THE SHORELINE OF BIG CREEK LAKE TO THE POINT WHERE THE SHORELINE INTERSECTS THE WEST LINE OF SAID SE ¼ OF THE SW ¼ OF SECTION 26; THENCE SOUTH ALONG THE WEST LINE OF SAID SE ¼ OF THE SW ¼ OF SECTION 26 TO THE POINT OF BEGINNING. (Note: Annexation City Resolution No. 2013-043 Big Creek State Park.)

AND

A PART OF LOTS 2, 6, 7, AND 8 IN P. WERUM'S SUBDIVISION OF THE E1/2 OF NE1/4 OF SECTION 35 & W1/2 OF NW1/4 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M. POLK COUNTY, IOWA, AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE SE CORNER OF SAID LOT 8; THENCE WEST ALONG THE SOUTH LINE OF SAID LOT 8 TO THE SW CORNER OF SAID LOT 8; THENCE NORTH ALONG THE WEST LINE OF SAID LOTS 8, 7, 6, AND 2 TO THE NW CORNER OF SAID LOT 2; THENCE EASTERLY ALONG THE NORTH LINE OF SAID LOT 2 TO THE SOUTH LINE OF NW HUGG DRIVE; THENCE SOUTHEASTERLY 225.6 FEET ALONG THE SOUTH LINE OF NW HUGG DRIVE; THENCE NORTHEASTERLY 33 FEET TO THE CENTERLINE OF NW HUGG DRIVE; THENCE SOUTHEASTERLY 278.8 FEET ALONG SAID CENTERLINE TO A POINT; THENCE SOUTHERLY ALONG THE EAST LINE OF SAID LOTS 6, 7, AND 8 TO THE POINT OF BEGINNING. (Note: [Annexation City Resolution No. 2013-90 Wolf Creek Ridge Phase 1](#))

AND

A PART OF LOT 3 IN P. WERUM'S SUBDIVISION, AN OFFICIAL PLAT, AND A PORTION OF THE NW HUGG DRIVE RIGHT-OF- WAY ADJACENT TO LOT 'A', WOLF CREEK RIDGE, AN OFFICIAL PLAT, ALL IN SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M. POLK COUNTY, IOWA, AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE SW CORNER OF SAID LOT 3; THENCE NORTH ALONG THE WEST LINE OF SAID LOT 3 TO THE CENTERLINE OF NW HUGG DRIVE; THENCE SOUTHEASTERLY 410 FEET ALONG SAID CENTERLINE TO A POINT; THENCE SOUTHWESTERLY 33' TO A POINT ON THE NORTH LINE OF SAID LOT 'A'; THENCE NORTHWESTERLY 226 FEET ALONG SAID NORTH LINE TO A POINT; SAID POINT ALSO BEING ON THE SOUTH LINE OF SAID LOT 3; THENCE WEST ALONG SAID NORTH LINE OF LOT 'A', AND THE NORTH LINE OF LOT 1 OF SAID WOLF CREEK RIDGE, AND SAID SOUTH LINE OF LOT 3 TO THE POINT OF BEGINNING. (Note: [Annexation City Resolution No. 2013-118 Wolf Creek Ridge Phase 2 – Hugg Drive Right-of-way](#))

AND

THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING NORTH OF THE CENTERLINE OF NW HUGG DRIVE AS IT PRESENTLY EXISTS; EXCEPT THE WEST 24.75 FEET OF THAT PORTION OF THE NORTH 3,405 FEET OF THE EAST HALF OF SAID SECTION 26 WHICH LIES WITHIN SAID WEST HALF OF THE SOUTHEAST QUARTER; EXCEPT THE WEST 33 FEET OF THAT PORTION OF THE EAST HALF OF SAID SECTION 26 LYING SOUTH OF THE NORTH 3,405 FEET OF SAID EAST HALF OF SECTION 26; AND EXCEPT PARCEL B AS DESCRIBED IN RURAL SURVEY FILED MARCH 10, 2015 AND RECORDED IN BOOK 15493 PAGE 802. (Note: [Annexation City Resolution No. 2016-80 Jensen – MJR Annexation](#))

AND

PARCEL B AS DESCRIBED IN RURAL SURVEY FILED MARCH 10, 2015 AND RECORDED IN BOOK 15493 PAGE 802. (Note: [Annexation City Resolution No. 2016-80 Jensen – MJR Annexation](#))

AND

THE EAST ½ OF THE SOUTHEAST ¼ OF SECTION 26, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA. (Note: [Annexation City Resolution No. 2019-66 – Berggren Farms LLC Annexation](#))

AND

ALL THAT PART OF THE EAST ½ OF THE NORTHEAST ¼ OF SECTION 35, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING NORTH OF THE PUBLIC HIGHWAY. (Note: Annexation City Resolution No. 2019-66 – Berggren Farms LLC Annexation)

AND

ABUTTING NW HUGG DRIVE RIGHT-OF-WAY LYING IN THE EAST ½ OF THE NORTHEAST ¼ OF SECTION 35, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING NORTH OF THE NW HUGG DRIVE CENTERLINE. (Note: Annexation City Resolution No. 2019-66 – Berggren Farms LLC Annexation)

AND

ABUTTING NW 72ND STREET RIGHT-OF-WAY LYING IN THE EAST ½ OF THE NORTHEAST ¼ OF SECTION 35, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING WEST OF THE NW 72ND STREET CENTERLINE. (Note: Annexation City Resolution No. 2019-66 – Berggren Farms LLC Annexation)

AND

THE SOUTH 20.34 ACRES OF THE EAST 25 ACRES OF THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING SOUTH OF THE PUBLIC HIGHWAY, OVER AND ACROSS SAID 25 ACRES, A/K/A LOT 1 LYING SOUTH OF HUGG DRIVE, P. WERUMS SUBDIVISION, POLK COUNTY, IOWA, LOCALLY KNOWN AS 12370 NW HUGG DRIVE, POLK CITY, IOWA. (Note: Annexation City Resolution No. 2019-67 – Miller Annexation)

AND

THE SOUTHWEST 12.69 ACRES OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO EASEMENTS OF RECORD. (Note: Annexation City Resolution No. 2019-67 – Miller Annexation)



City of Polk City, Iowa City Council Agenda Communication

Date: March 9, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Sanitary Sewer Rate Ordinance

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. At the last Council meeting we noticed that the rock creek was consolidated with the availability fee, when it actually should have been consolidated with usage. Listed below are the changes the Council agreed to during the budget process (The City Council's "mark-up" bills were accurate to this structure):

| 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 (per kgal): | \$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 Usage Fee and the Usage Fee. The availability fee will increase slightly with this scenario to \$17.30, and the new usage fee will be \$11.35 per 1,000 gallons-thus increasing higher end users more. I think this will be a simple communication to the residents by doing away with the rock creek altogether. Therefore, the NEW 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: | \$17.30 |
| Per Kgal: | \$5.90 | Per Kgal: | \$11.35 |
| 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.

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 1st, therefore there is no need to waive the 2nd and 3rd readings of the Ordinance and the Council can just have each subsequent reading occur at the March 23rd and April 13th meetings.

CITY OF POLK CITY, IOWA

Ordinance No. 2020-300

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

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 \$17.30 per month (minimum bill).
2. Usage Charge. A usage charge of \$11.35 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 _____ 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

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



Date March 5, 2020

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

INVOICE SUMMARY - JANUARY SERVICES

Services from January 1, 2020 through January 31, 2020

GENERAL ENGINEERING

| | | |
|---|----------|-------------|
| <u>2019 General Engineering</u> | 119.0001 | \$ 1,379.00 |
| <i>Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i> | | |
| <u>Building and Development issues:</u> | 119.0001 | \$ 4,531.00 |
| <i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including zoning and PUD, site plans, subdivisions, floodplain, and building permits.</i> | | |
| <u>Water Dept:</u> | 119.0001 | \$ 197.00 |
| <i>Research service locations and potential abandonment at Kings Place.</i> | | |
| <u>Sanitary Sewer Dept:</u> | 119.0001 | \$ 754.00 |
| <i>Coordinate with Chelsea Huisman re: SE Trunk Sewer concept and costs and meeting on same; potential abandonment of sewer service on Kings Place; research and review Parker Lift Station for IDNR permitting.</i> | | |
| <u>Miscellaneous Projects:</u> | 119.0001 | \$ 5,394.50 |
| <i>Research re: E. Southside Drive paving project; HMA overlay in original town; update legal description to include recent annexations.</i> | | |

SUBTOTAL \$ 12,255.50

CAPITAL IMPROVEMENT PROJECTS

| | | |
|--|----------|--------------------|
| 2019 Street Repair Project | 119.0449 | \$ - |
| 3rd Street & Bridge Road Intersection Improvements | 118.0330 | \$ - |
| SUBTOTAL | | <u><u>\$ -</u></u> |

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

| | | |
|---|----------|---------------------------|
| Creekview Estates Plat 1: Construction Drawings | 119.0842 | \$ 2,150.00 |
| Edgewater Pointe Plat 2, Lot 2: Site Plan, amended concept | 119.0523 | \$ 1,000.00 |
| Kwik Star: Site Plan, Prelim Plat, Final Plat, Traffic Impact Study | 119.0816 | \$ 2,174.00 |
| Lakeside Fellowship: Site Plan for fence & outdoor storage | 120.0158 | \$ 300.00 |
| Lakewoods Plat 2: Preliminary Plat | 119.1107 | \$ 1,000.00 |
| SUBTOTAL | | <u><u>\$ 6,624.00</u></u> |

TOTAL \$ 18,879.50