

Agenda

Notice of Meeting

Polk City | City Council

\*\*\*\*\*

March 23, 2020 | 6:00 pm

City Hall | Council Chambers

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

**Due to Covid-19 meeting participation is via phone only**

**Call in local 515-329-8019**

**Toll-Free 833-329-8019**

**Participant Code 593054**

**Public can also provide comments directly to [support@polkcityia.gov](mailto:support@polkcityia.gov)**

**\*any comments received before the time of the meeting will be made a part of the public hearing**

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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. FY 2021 Budget
  - i. Public Hearing for the proposed FY 2021 Budget
  - ii. Resolution 2020-20 approving the FY 2021 Budget

**5. Consent Items**

- a. City Council Meeting Minutes for March 9, 2020
- b. City Council Work Session Meeting Minutes for March 9, 2020
- c. Claims listing March 23, 2020
- d. Receive and file the January 2020 Police Department Report
- e. Receive and file the February 2020 Police Department Report
- f. Approve hiring Alex Delaney to fill the vacant Fulltime Police Officer position at a pay rate of \$23.73 per hour effective March 24, 2020
- g. Approve Police Training Reimbursement Agreement with Alex Delaney
- h. Resolution 2020-28 approving Vehicle Lease Agreement with Ruan for a new patrol vehicle lease for the Police Department and authorizing the Police Chief to sale the non-operational back-up patrol vehicle
- i. February 2020 Finance Report
- j. Resolution 2020-26 fixing date for a Public Hearing on the proposal to enter into a Development Agreement with Polk County, Iowa and MJR Developments, L.L.C
- k. Resolution 2020-27 setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Kimberley Development Corporation, Including Annual Appropriation Tax Increment Payments
- l. Approve an updated service agreement with Safe Building
- m. Approve Total Quality's Lawn Care proposal
- n. Receive and file the February 2020 Fire Department Report

**6. Business Items**

- a. Resolution 2020-29 approving agreement to complete for Crossroads Plat 2
- b. Second Reading of Ordinance 2020-300 amending Sewer Rates
- c. Appointment of a person to the Parks Commission

**7. Reports & Particulars**

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

**8. Adjournment**

*--next meeting date April 13, 2020*



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** March 23, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Public Hearing and approving the FY20-21 budget

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**BACKGROUND:** On Monday, the Council will have a public hearing regarding the FY20-21 budget. After the public hearing the Council will need to approve the budget by resolution.

**ALTERNATIVES:** Do not approve the budget

**FINANCIAL CONSIDERATIONS:** The City Council is required to approve an annual budget each year by March 31<sup>st</sup>. The staff has put together a well balanced budget with the priorities within the budget set by the City Council.

**RECOMMENDATION:** It is my recommendation that the Council approve the FY20-21 budget at Monday's meeting.



**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., March 9, 2020**  
**City Hall**

Polk City, City Council held a meeting at 6:00 p.m., on March 9, 2020. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Vogel, Dvorak, Anderson, Sarchet | In attendance
3. **Approval of Agenda**  
**MOTION:** A motion was made by Walters and seconded by Dvorak to approve the meeting agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Hearings**
  - a. Maximum Proposed Property Tax Levy Rate
    - i. Mayor Morse opened the Public Hearing at 6:00 p.m. on the maximum proposed property tax levy rate. City Clerk, Jenny Gibbons, said the notice was published February 21, 2020 and no comments had been received for or against the maximum proposed property tax levy rate. City Manager, Chelsea Huisman provided a report. No one was present to be heard for or against the maximum proposed property tax levy rate.  
**MOTION:** A motion was made by Vogel and seconded by Sarchet to close the public hearing at 6:06 p.m.  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2020-22 approving maximum property tax levy rate  
**MOTION CARRIED UNANIMOUSLY**
  - b. General Obligation Loan Agreement
    - i. Mayor Morse opened the Public Hearing at 6:07 p.m. on the proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,600,000. City Clerk, Jenny Gibbons, said the notice was published February 28, 2020 and no comments had been received for or against the proposal to enter into a GO Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,600,000. City Manager, Chelsea Huisman provided a report. No one was present to be heard for or against the proposal to enter into a GO Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,600,000.  
**MOTION:** A motion was made by Sarchet and seconded by Vogel to close the public hearing at 6:08 p.m.  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve 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  
**MOTION CARRIED UNANIMOUSLY**
5. **Public Comments** | None
6. **Consent Items**  
**MOTION:** A motion was made by Walters and seconded by Dvorak to approve the consent agenda items
  - a. City Council Meeting Minutes for 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 retroactive to 2/13/20

**MOTION CARRIED UNANIMOUSLY**

**7. Business Items**

- a. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the First Reading of Ordinance 2020-300 amending Sewer Rates  
**MOTION CARRIED UNANIMOUSLY**

- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Snyder & Associates invoices for services in January 2020 in the amount of \$18,879.50  
**YES: Vogel, Dvorak, Anderson, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

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

- Council Member Vogel thanked Chelsea Huisman and Lindsey Huber for the work done to improve the budget process. She thanked the department heads for working to identify their critical needs and she thanked the Council for working together to make tough decisions to land in the right spot on the budget.
- Council Member Anderson said he liked this year's budget process and hopes to get into a pattern that sticks to the same process annually. He said he realizes no one likes to see tax rate increases but it is for a good project that everyone needs completed.
- Council Member Sarchet reported the Community Visioning focus group sessions went well and he liked Iowa State's approach to the event. Sarchet said he is excited for Jason, the new Parks & Rec Director to start next week. He said last week was a good week for the school with their bond passing and he's looking forward to the City working with them on future planning.
- Mayor Morse thanked School Superintendent Dr. Dan Mart and the School Board for their work the past several years getting to this point with the passing of the bond. Mayor attended the ribbon cutting at PC Liquor last week and welcomed them to town and thanked Brigett for helping them open up a site in town.

9. **MOTION:** A motion was made by Dvorak and seconded by Vogel at 6:16 p.m. to enter into **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.

**YES: Vogel, Walters, Anderson, Sarchet, Dvorak**  
**MOTION CARRIED UNANIMOUSLY**

10. (AFTER CLOSED SESSION ENDED AT 7:15 p.m.) No Action taken

**11. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 7:15 p.m.  
**MOTION CARRIED UNANIMOUSLY**

Next Meeting Date – Monday, March 23, 2020

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Jason Morse, Mayor

Attest

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Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:000 p.m., Monday, March 9, 2020**  
**City Hall Council Chambers**

A Council Work Session was held on March 9, 2020 at 5:00 p.m. at City Hall in Polk City, Iowa.

<b><u>Mayor and City Council Members Present:</u></b> Jason Morse   Mayor Dave Dvorak   Pro Tem Jeff Walters   City Council Member Mandy Vogel   City Council Member Ron Anderson   City Council Member Robert Sarchet   City Council Member	<b><u>Staff Members Present:</u></b> Chelsea Huisman   City Manager Jenny Gibbons   City Clerk Lindsey Huber   Finance Director Mike Schulte   Public Works Director Jeremy Siepker   Police Chief
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**Minutes**

Matthew Stoffel, CFA with PFM reviewed Polk City’s Water Utility Cash Flow and the Water Rate Study Analysis. Council and Staff discussed several items regarding future needs including potential rate increases and necessary fees.

Mayor directed Staff to set up a future work session to discuss further.

**Adjournment** – Meeting adjourned at 5.58 p.m.

\_\_\_\_\_  
Jason Morse, Mayor

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

# CLAIMS REPORT

The City of Polk City

For **3/23/2020**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
PD	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$352.88
PD	GEN	JEREMY SIEPKER	REIMBURSEMENT - CELL PHONE	\$40.00
PD	GEN	MATT ASWEGAN	REIMBURSEMENT - CELL PHONE	\$40.00
PD	GEN	PHILIP L ASCHEMAN, PHD	EVALUATION	\$210.00
PD	GEN	CANINE TACTICAL	K9 TRAINING	\$150.00
PD	GEN	POLK COUNTY TREASURER	BLOOD DRAW WARRANT 20-0068	\$150.00
PD	GEN	BUSINESS FURNITURE WAREHOUSE	FILE DRAWERS	\$895.00
PD	GEN	Crystal Clear Water Co	PURCHASED WATER	\$8.50
PD	GEN	WALMART COMMUNITY	OFFICE SUPPLIES	\$42.28
PD	GEN	WEX	FUEL	\$3,164.26
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$106.64
FD	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$352.87
FD	GEN	JIM MITCHELL	REIMBURSEMENT - CELL PHONE	\$40.00
FD	GEN	PCC AMBULANCE BILLING	DECEMBER MONTHLY FEE	\$4,291.32
FD	GEN	440-PRAXAIR DISTR. INC.	OXYGEN	\$35.89
FD	GEN	Bound Tree Medical	MEDICAL SUPPLIES	\$67.98
PW	GEN	JOHNSON EXCAVATING, INC.	WOODCHIPS	\$647.50
PW	GEN	Civil Design Advantage	DOMINO ESTATES PRELIM PLAT	\$475.00
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$40.16
PW	GEN	MIDLAND POWER CO-OP	STREET LIGHTING	\$225.80
LIB	GEN	CLEANING CONNECTION INC	JANTORIAL SERVICES	\$352.90
LIB	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$403.07
LIB	GEN	CENTURY LINK	PHONE SERVICE	\$280.80
LIB	GEN	JAMIE NOACK	REIMBURSEMENT - CELL PHONE	\$40.00
LIB	GEN	MICROMARKETING, LLC	BOOKS ON CD	\$250.46
LIB	GEN	OVERDRIVE INC	AUDIOBOOKS	\$210.96
LIB	GEN	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$42.54
LIB	GEN	OVERDRIVE INC	EBOOKS	\$74.97
LIB	GEN	BAKER & TAYLOR	BOOKS	\$260.32
LIB	GEN	BAKER & TAYLOR	BOOKS	\$248.47
LIB	GEN	BAKER & TAYLOR	BOOKS	\$138.02
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$117.97
PW	GEN	Des Moines Steel Fence Co	REPLACE/REPAIR DUGOUTS	\$3,945.00
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$58.76
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$42.26
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$93.52
CH	GEN	ESTHER HUTCHINSON	COMMUNITY ROOM RENTAL REFUND	\$65.00
CH	GEN	CHELSEA HUISMAN	REIMBURSEMENT - CELL PHONE	\$40.00
CH	GEN	EMPLOYEE FAMILY RESOURCES	EAP RENEWAL	\$2,695.68
CH	GEN	AUREON TECHNOLOGY	MANAGED SERVICES - PROACTIVE	\$3,460.50
CH	GEN	GWORKS	W-2/1099 PACKAGE	\$258.07
CH	GEN	JOSH STEWART	DRY WALL	\$600.00
CH	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$900.69
CH	GEN	MIDLAND POWER CO-OP	STREET LIGHTING	\$230.94
CH	GEN	CENTURY LINK	PHONE SERVICE	\$128.96
CH	GEN	LINDSEY HUBER	REIMBURSEMENT - CELL PHONE	\$40.00
CH	GEN	BRAVO GREATER DES MOINES	HOTEL/MOTEL TAX	\$926.86
CH	GEN	CATCH DES MOINES	2019 HOTEL/MOTEL TAX -3RD QUTR	\$926.86
CH	GEN	ANKENY HARDWARE	CITY HALL SECURITY	\$75.45
CH	GEN	BRADLEY TOOLS	STAPLER/STAPLES	\$288.50
CH	GEN	Crystal Clear Water Co	PURCHASED WATER	\$25.25
CH	GEN	STAPLES	SUPPLIES	\$524.35
CH	GEN	MMIT BUSINESS SOLUTIONS GROUP	COPIER RENTAL	\$221.44
PW	RUT	BOOT BARN	BOOTS - 999907543125	\$93.49
PW	RUT	HENDERSON PRODUCTS, INC	REPAIR PARTS FOR #403	\$251.44
PW	RUT	IOWA D.O.T.	SNOW BLADES	\$1,156.06
PW	RUT	Keck Energy	FUEL	\$721.49
PW	RUT	TRUCK EQUIPMENT INC.	REPLACE PLOW VALVE	\$2,693.36
PW	RUT	CHR TIRE AND AUTO	REPAIR #210 STEERING	\$659.84
PW	RUT	Midwest Wheel	LIGHT	\$53.32
PW	RUT	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$558.53
PW	RUT	CENTURY LINK	PHONE SERVICE	\$109.28
PW	RUT	Controlled Access of the Midwe	FRONT GATE REMOTES	\$555.65
PW	RUT	LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$964.00
PW	RUT	POLK COUNTY HEATING & COOLING	RELOCATE STORM DRAIN	\$3,600.00



# CLAIMS REPORT

The City of Polk City

For **3/23/2020**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
PW	RUT	WEX	FUEL	\$3,373.60
PD	A.F.	OFFICE OF ATTORNEY GENERAL IA	PK19-0126	\$472.60
PD	A.F.	POLK COUNTY ATTORNEY	PK19-0126	\$708.90
PW	WATER	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$646.07
PW	WATER	SUBSURFACE SOLUTIONS	LOCATOR	\$290.28
PW	WATER	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$1,441.97
PW	WATER	CENTURY LINK	PHONE SERVICE	\$68.82
PW	WATER	NICKOLAS FURNESS	REIMBURSEMENT - CELL PHONE	\$40.00
PW	WATER	KEYSTONE LABORATORIES INC.	WATER TESTING	\$75.00
PW	WATER	FAO. USAED, ROCK ISLAND	REIN EX20-1698, TASK 908724	\$3,075.00
PW	WATER	HAWKINS INC	CHLORINE	\$1,772.02
PW	WATER	TRUCK EQUIPMENT INC.	PLOW EQUIPMENT	\$83,206.00
PW	WATER	MENDARD'S	SUPPLIES	\$129.78
PW	WATER	JOHN WALKER	WATER DEPOSIT REFUNDS	\$92.10
PW	WATER	PEGGY KAISER	WATER DEPOSIT REFUNDS	\$21.36
PW	WATER	DEB SULLIVAN	WATER DEPOSIT REFUNDS	\$89.62
PW	WATER	JOY GRESSMAN	WATER DEPOSIT REFUNDS	\$41.11
PW	WATER	DEREK ARENDS	WATER DEPOSIT REFUNDS	\$66.05
PW	WATER	ROD MITCHELL	WATER DEPOSIT REFUNDS	\$55.01
PW	WATER	NICK HYSELL	WATER DEPOSIT REFUNDS	\$47.46
PW	SEWER	I.A.M.U.	CIASSO MARCH-MAY 2020	\$966.75
PW	SEWER	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$1,736.21
PW	SEWER	CENTURY LINK	PHONE SERVICE	\$278.16
PW	SEWER	IOWA ONE CALL	UNDERGROUND LOCATIONS	\$52.50
PW	SEWER	CORE AND MAIN	MANHOLE HOOKS	\$296.92
PW	SEWER	LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$896.74
PW	SEWER	ACCUJET LLC	MUNICIPAL CLEAN/TELEWISE	\$4,462.00
<b>TOTAL</b>				<b>\$145,123.14</b>
		GENERAL		\$29,304.65
		ROAD USE		\$14,790.06
		ASSET FORFEITURE		\$1,181.50
		WATER		\$91,157.65
		SEWER		\$8,689.28
		<b>TOTAL</b>		<b>\$145,123.14</b>



# Polk City Police Department

309 W Van Dorn St. PO Box 381

Polk City, Iowa 50226

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

***Service Integrity Respect Quality***

To: Honorable Mayor and Council Members

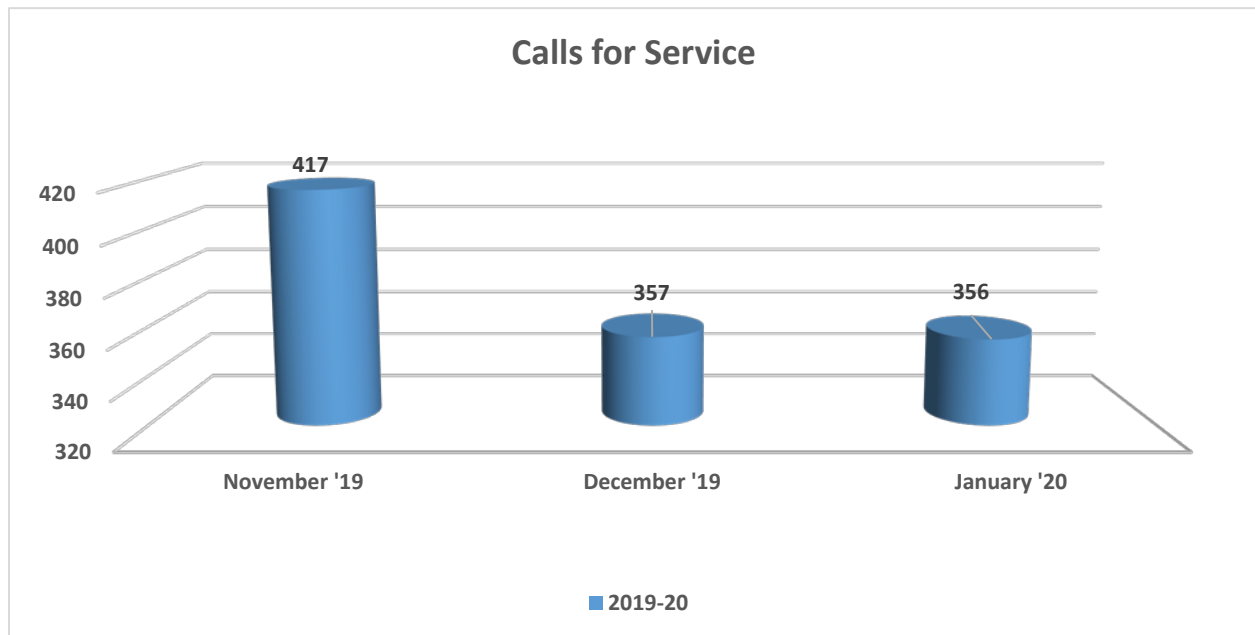
From: Lieutenant Aswegan

Date: March 13<sup>th</sup>, 2020

Re: January 2020 Monthly Report

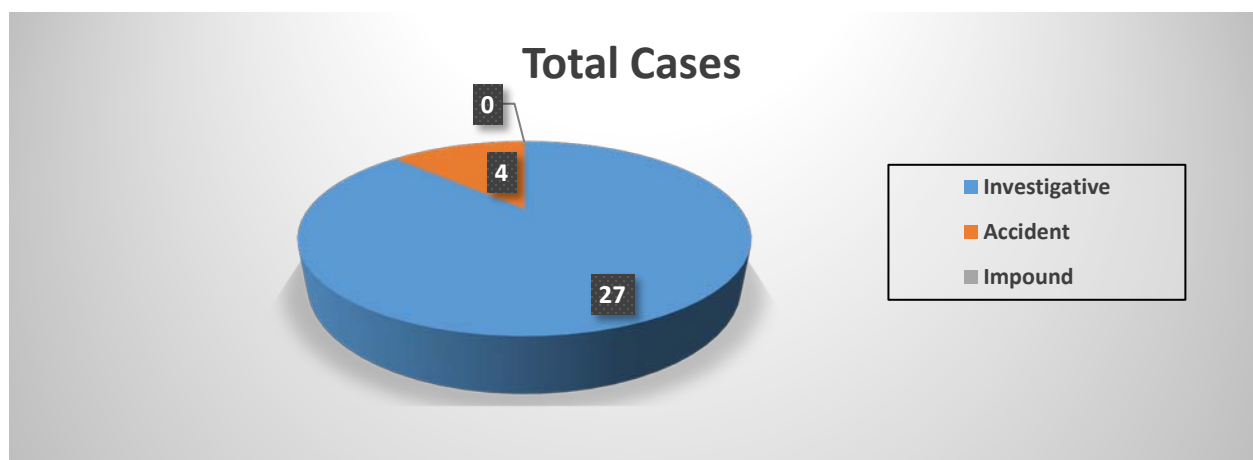
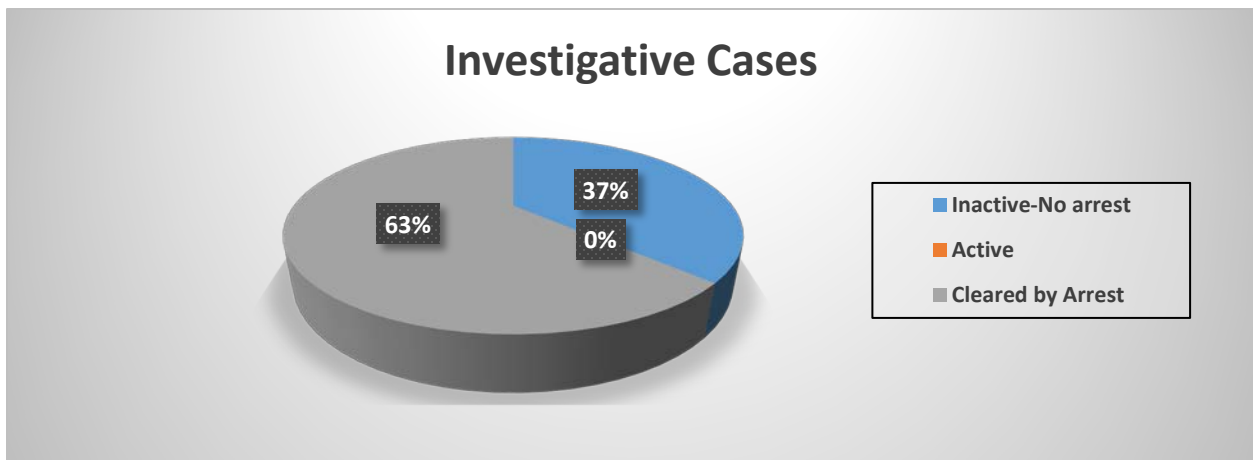
## Calls for Service

The total calls for service for the month of January were **356**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **78** traffic stops.



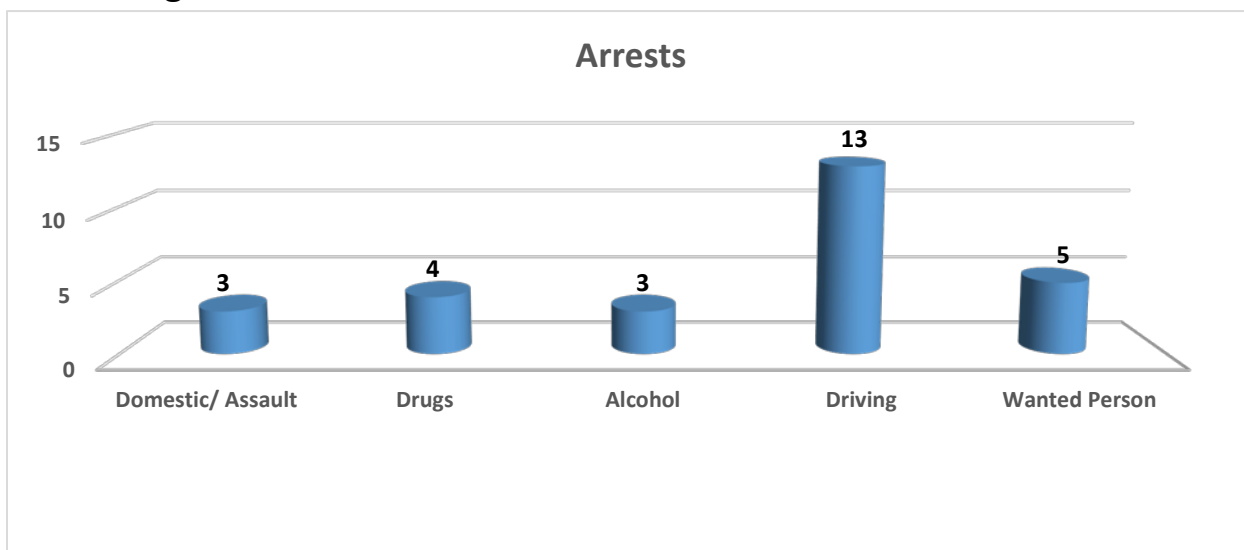
## Cases Made

The Police Department had **31** total cases during the month of January. **27** of the cases were investigative incident reports and **4** were traffic crashes. There are no active investigations from this month. There was a **63%** rate of cases cleared by arrest, for investigative cases in January.



## Arrests Made

The Police Department made **28** arrests and issued **17** citations and **59** warnings. Among those arrests, were **13** driving offenses, **5** wanted subjects, **3** domestic assault, **3** were alcohol related offenses and **4** were drug related offenses.



## Notable Incidents

On January 20<sup>th</sup> at approximately 6:30 pm, a Polk City Police Officer responded to a domestic disturbance at 317 E. Wood Street. The suspect, a Des Moines resident, had reportedly assaulted the mother of his children and fled the scene in his vehicle. The officer located the suspect driving away from the scene and initiated a traffic stop. The suspect was found to be in possession of a loaded handgun and a glass methamphetamine pipe. An investigation revealed that the suspect had grabbed the victim by the throat and ears causing injury to the victim. The suspect was charged with Domestic Abuse Assault Causing Bodily Injury, Possession of Drug Paraphernalia and Driving While License Suspended. At the time of the stop, the suspect had a concealed weapons permit; therefore no charges related to the possession of the handgun were filed.

On January 21<sup>st</sup> at approximately 3:00 am, a Polk City Police Officer conducted a traffic stop on a vehicle occupied by 2 Ankeny residents. An investigation resulted in the seizure of over 2 ounces of marijuana of which the passenger admitted ownership. The passenger was charged with Possession with Intent to Deliver Marijuana and Failure to Affix Drug Tax Stamp. The driver was charged with Driving While License Suspended.

On January 21<sup>st</sup> at approximately 4:30 pm, a Polk City Police Officer was dispatched to 404 Crestmoor Place for a report of a domestic disturbance. An investigation revealed that the suspect, who is an adult male, had struck his mother causing a laceration to her head. The suspect was charged with Domestic Abuse Assault Causing Bodily Injury.

On January 10<sup>th</sup>, an arrest warrant was requested for a Polk City resident for a charge of Domestic Abuse Assault- Impeding Airway, stemming from an incident that occurred in November. On January 23<sup>rd</sup>, a Polk City Officer observed the suspect driving and conducted a traffic stop. The suspect was arrested on the outstanding warrant and was additionally charged with Driving While License Revoked.

## **In Service Training**

The Polk City Police Department conducted CPR/AED recertification.

## **Individual Officer Training**

Officer Aicher conducted monthly training with Eudoris.

### **Training Hours: 23**

Lamfers	3
Untrauer	3
Aicher	8
Siepker	3
Wilson	3
Aswegan	3

*\*In addition to monthly in-service training and scheduled external trainings, officers conduct monthly on-line training through Police Legal Science, which keeps officers up-to-date on current case law.*

## **Canine Program**

Officer Aicher and Eudoris were deployed 4 times in January. Two deployments were for narcotics, one for a burglary alarm at a local business, and one as an assist on a high-risk traffic stop.

On January 4<sup>th</sup> at approximately 2:45 am, Officer Aicher heard radio traffic that a Boone County Deputy was involved in a vehicle pursuit which was coming towards Polk City. The vehicle was occupied by two suspects from Story County. Officer Aicher positioned himself in an area to assist the Deputy. The pursuit entered Polk City, where the

suspects turned into the driveway of the TCI maintenance building and stopped upon realizing it was a dead-end. Officer Aicher deployed K9 Eudoris to assist the Boone County Deputy in taking these suspects into custody. The driver was found to have felony parole violation warrants and also had a suspended driver's license. The passenger was on probation for felony drug charges. A search of the vehicle revealed drugs and drug paraphernalia. The Boone County Deputy also reported that the suspects had been throwing things out of the car during the pursuit.

On January 20<sup>th</sup> at approximately 1:00 am, Officer Aicher responded to assist a Polk County Deputy on NW Sheldahl drive on a report of a subject who drove his vehicle into a pasture. Upon contact with the suspect, the officers determined the suspect was high on narcotics. The suspect was detained and K9 Eudoris was deployed on the vehicle. Eudoris alerted on the vehicle and as a result, marijuana residue and hypodermic needles were found in the vehicle. The suspect was taken to a medical facility for evaluation and the Polk County Deputy conducted an investigation into Operating While Intoxicated (drug related).

## Community Outreach



Officer Wilson lead  
The local Lion Scout  
on a tour of the  
police department



Officer Lamfers visited  
the local girl scouts





# Polk City Police Department

309 W Van Dorn St. PO Box 381

Polk City, Iowa 50226

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

***Service Integrity Respect Quality***

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To: Honorable Mayor and Council Members

From: Lieutenant Aswegan

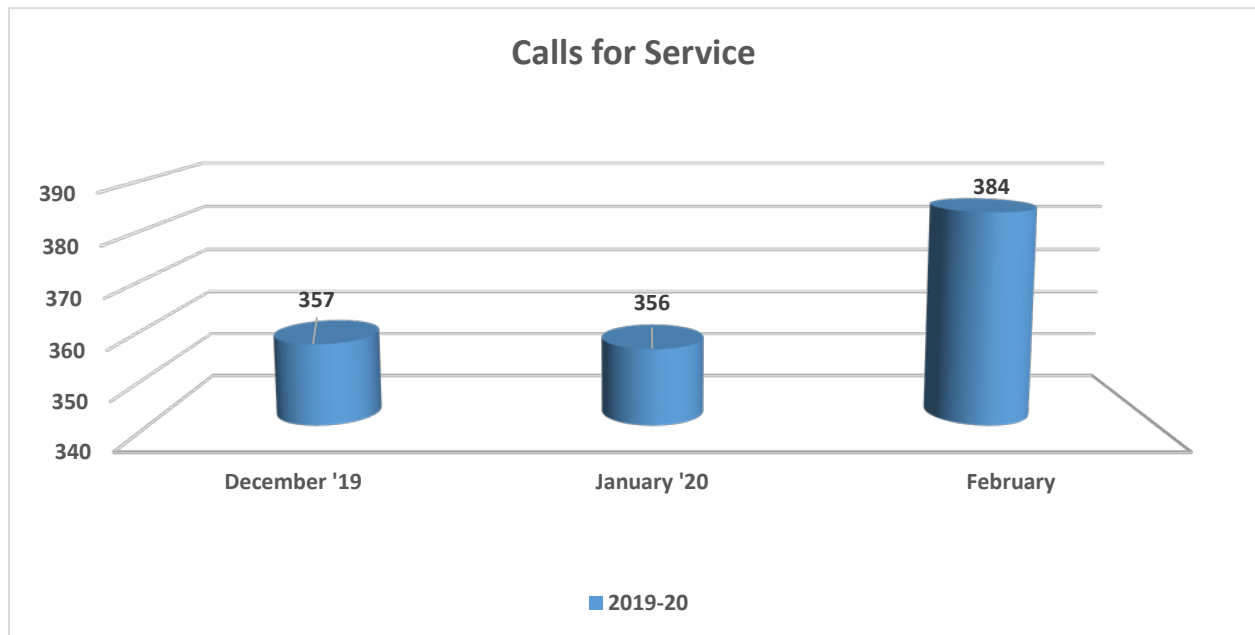
Date: March 13<sup>th</sup>, 2020

Re: February 2020 Monthly Report

## Calls for Service

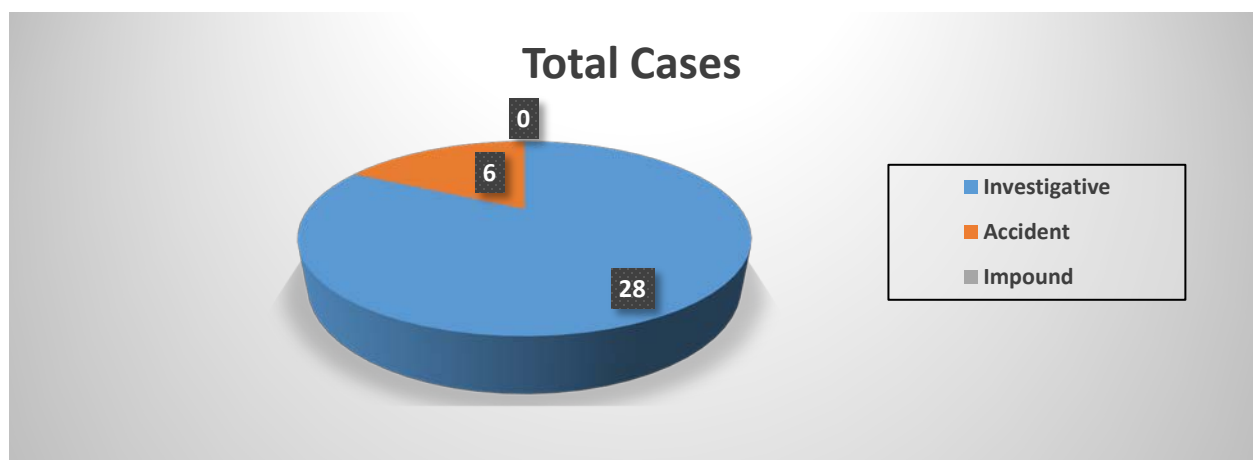
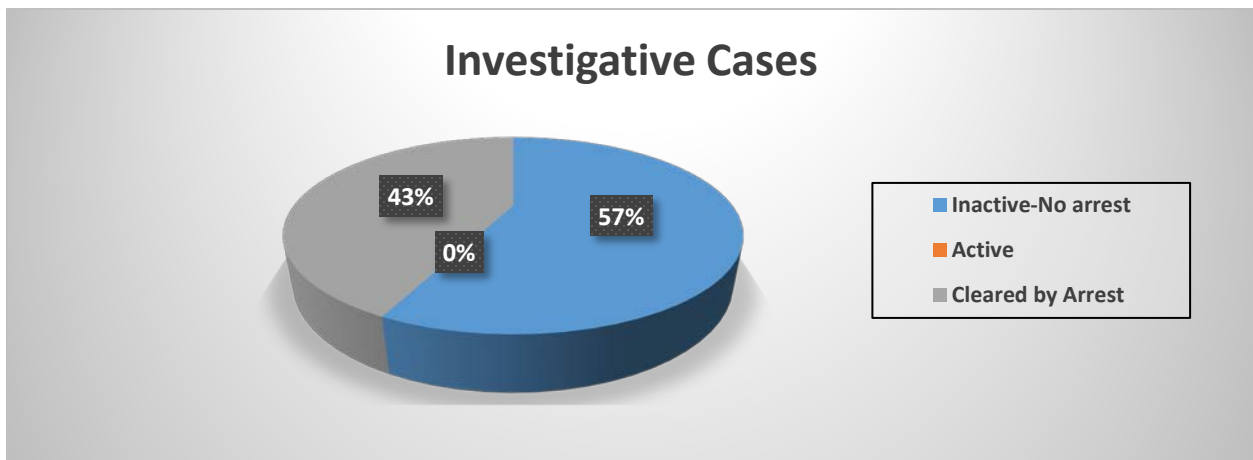
The total calls for service for the month of February were **384**.

This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **101** traffic stops.



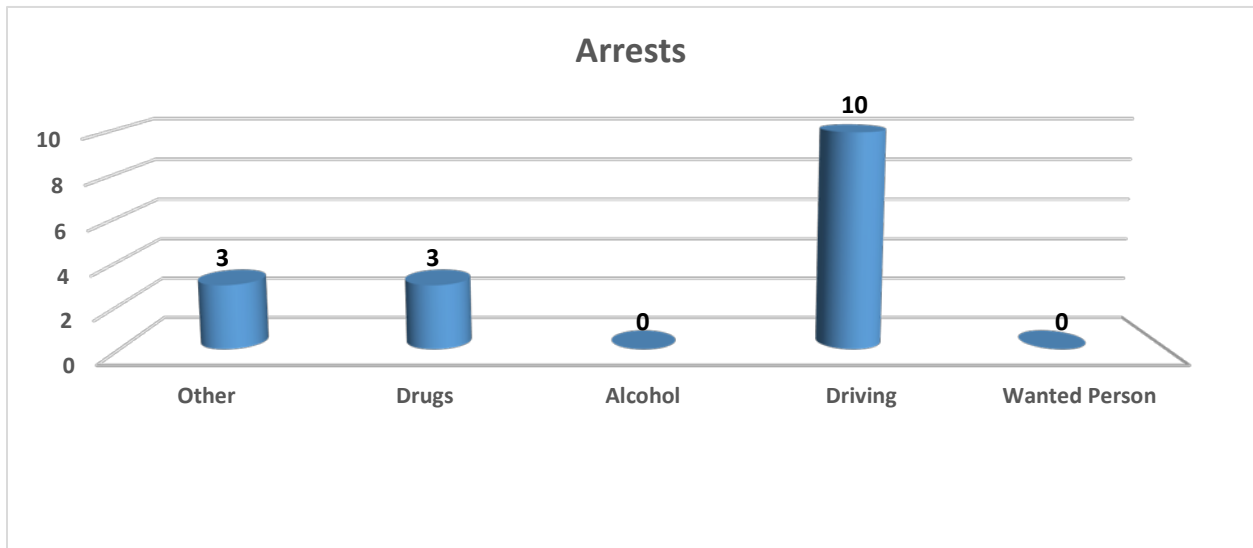
## Cases Made

The Police Department had **34** total cases during the month of February. **28** of the cases were investigative incident reports and **6** were traffic crashes. There are no active investigations from this month. There was a **43%** rate of cases cleared by arrest, for investigative cases in February.



## Arrests Made

The Police Department made **16** arrests and issued **37** citations and **73** warnings. Among those arrests, there were **10** driving offenses, **3** were for drug related offenses, and **3** were for miscellaneous offenses.



## Notable Incidents

On February 6, 2020 at approximately 12:20 pm, a Polk City Police Officer stopped a vehicle for speeding. While speaking with the driver, the officer noticed a marijuana smoking pipe in plain view. Further investigation lead to the discovery of over 28 grams of marijuana. The suspect was charged with Possession of a Controlled Substance and Possession of Drug Paraphernalia.

On February 23, 2020 at approximately 3:35 am, a Polk City resident flagged down a Polk City Police Officer to report a suspicious vehicle. The citizen reported that they had seen a silver Chevy Tahoe in a residential neighborhood that was occupied and had heavy front end damage. The citizen was concerned that the driver may have hit something. The officer located the vehicle traveling eastbound on NW 118<sup>th</sup> Avenue and initiated a traffic stop after observing the vehicle swerving. Upon contact with the driver, the officer determined that the driver may be impaired. Upon ordering him to exit the vehicle, the driver refused to comply and fled in his vehicle. A vehicle pursuit ensued and went into Ankeny. The driver fled from the vehicle on foot, but after a search of the area the suspect was located and apprehended with the assistance of Ankeny Officers and their K9. An unknown type of drugs and a crack cocaine pipe were located on the route on which the suspect fled. A search warrant was executed to obtain a blood specimen from the suspect. The suspect was charged with Operating While Intoxicated (drug related), Possession of Drug Paraphernalia, Interference w/ Official Acts Causing Bodily Injury, and Eluding. He was additionally cited for numerous traffic violations. An additional charge for Possession of a Controlled Substance is pending lab results. The suspect is on parole with the Iowa Department of Corrections and as a result of this incident it was determined that he violated the conditions of his parole. In addition to the local charges, he is being held on a Parole Violation warrant issued by the Iowa Department of Corrections.

## **In Service Training**

The Polk City Police Department conducted in-service training on conducting 2 officer contacts with one or more subjects.

## **Individual Officer Training**

Lt. Aswegan attended training on obtaining search warrants to retrieve a bodily specimen from suspects of impaired driving when involved in collisions. The training was administered by the Iowa Governor's Traffic Safety Bureau. This is part of on-going training that Lt. Aswegan attends as the department's Drug Recognition Expert.

Officer Aicher conducted monthly training with Eudoris.

### **Training Hours: 20**

Lamfers	2
Untrauer	2
Aicher	8
Siepker	2
Wilson	2
Aswegan	4

*\*In addition to monthly in-service training and scheduled external trainings, officers conduct monthly on-line training through Police Legal Science, which keeps officers up-to-date on current case law.*

## Canine Program

On February 24<sup>th</sup> at approximately 11:30 pm, Officer Aicher and K9 Eudoris responded to assist Clive Police Department with a vehicle sniff. Eudoris indicated on the presence of drugs in the vehicle and a search by officers was conducted. That search resulted in the seizure of a gram of methamphetamine and a large amount of drug paraphernalia. The suspect was charged with Possession of a Controlled Substance-3<sup>rd</sup> Offense, Possession of Drug Paraphernalia and Driving While Barred.

## Community Outreach

On February 21<sup>st</sup>, Officer Aicher and Eudoris visited 1<sup>st</sup> grade students at West Elementary to explain and demonstrate some of their capabilities in providing public safety to the community.





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** March 12, 2020  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Hiring Alex Delaney as Fulltime Police Officer

---

**BACKGROUND:** On January 14, 2020 The Polk City Police Department began a hiring process to fill the fulltime officer vacancy. This process consisted of a physical fitness test, panel interview, POST written test, and a Chief's interview. Upon completion of the process, Alex Delaney was selected to fill fulltime officer position. Mr. Delaney will begin his training with the Polk City Police Department on March 24, 2020 and will be attending the Iowa Law Enforcement Academy beginning April 27, 2020.

**ALTERNATIVES:** N/A

**FINANCIAL CONSIDERATIONS:** Mr. Delaney is not a certified Peace Officer and his starting annual wage will be on step 00 of the Collective Bargaining Agreement set at \$23.73/hour (\$49,346.17).

**RECOMMENDATION:** It is my recommendation that the Council approves Alex Delaney's hiring at a pay rate of \$23.73/hour.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** March 12, 2020  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Alex Delaney Training Reimbursement Agreement

---

**BACKGROUND:** The new full-time officer, Alex Delaney, will be attending the Iowa Law Enforcement Academy. During this time the city will be paying his wages and will be paying academy fees that include a meal plan during his attendance. It is common practice for departments to require non-certified hires to sign a Training Reimbursement Agreement for training costs and wages associated with the hiring and certifying a new officer.

**ALTERNATIVES:** We do not require that he sign a Training Reimbursement Agreement.

**FINANCIAL CONSIDERATIONS:** The City of Polk City will be investing over \$20,000 in wages and training costs to certify a new officer. A Training Reimbursement Agreement will require that the officer reimburse the city for those costs should they voluntarily resign from the city, are dismissed during probationary period, or they fail to complete required training. The reimbursement schedule is outlined in section 7 of the Training Reimbursement Agreement that you were provided with.

**RECOMMENDATION:** It is my recommendation that the Council approves the Training Reimbursement Agreement as drafted for Alex Delaney.



## Polk City Police Training Reimbursement Agreement

### AGREEMENT

This agreement is entered into by the City of Polk City, Iowa (“City”) and Alex Delaney, (“Probationary Candidate”) on the 23 day of March, 2020.

The intent of this agreement is to provide for the training of Probationary Candidate as a Police Officer, and to specify the consideration that Probationary Candidate provide the City in return for the training. It shall not be construed in any way as an employment agreement.

1. **Training.** The City and Probationary Candidate agree that Probationary Candidate will attend the Iowa Law Enforcement Academy (“Academy”) and complete all training in accordance with the Academy’s and City’s training requirements. The training at the Academy is scheduled to begin April 27, 2020. The City shall pay Probationary Candidate’s “Total Training Expenses” as defined in this Agreement, provided that Probationary Candidate shall be required to document by signed and dated attendance sheets all time spent in training sessions or training related activities. Probationary Candidate shall be required to submit any attendance sheets and claim forms to the City within twenty (20) days of any time worked or expenses incurred by Probationary Candidate.
2. **Work Required.** Probationary Candidate may, at City’s option, be required to serve as Police Officer for the City while attending the training program, as well as perform other duties as assigned by the Police Chief or the Chief’s designee. The hours expended by Probationary Candidate in attendance at the training course and service to the Police department shall be subject to the same limitations as outlined in this document.
3. **Probationary Period.** Probationary Candidate shall have a probationary period of twelve (12) months.
4. **Post Training Work.** Probationary Candidate shall serve as a Police Officer of the City after graduation from the Academy and after meeting all criteria to receive proper certifications.
5. **Work Duration Required.** In consideration of the City’s payment of Probationary Candidate “Total Training Expenses” as hereafter defined, Probationary Candidate agrees to be a Police Officer for the City for a period of at least four (4) years from the date when Probationary Candidate graduates from the Academy and has met all criteria needed to receive certifications.
6. **Failure to Complete Training – Reimbursement.** In the event Probationary Candidate does not successfully complete the training program, Probationary Candidate shall be released from the City Police Department, and Probationary Candidate shall reimburse the City the “Total Training Expenses” that the City incurred in accordance with the terms set forth.
7. **Voluntary Resignation – Reimbursement.** In the event Probationary Candidate voluntarily resigns from the City Police Department without having served as a Police Officer for at least forty-eight (48) full months but has otherwise complied with the terms of this agreement, Probationary Candidate shall reimburse the City for the Total Training Expenses incurred per the following schedule:
  - a. The amount of reimbursement shall be determined as follows:
    - i. If a Probationary Candidate resigns less than twelve (12) full months following completion of approved training, Probationary Candidate will owe the City one hundred percent (100%) of the Total Training Expenses;
    - ii. If a Probationary Candidate resigns after twelve (12) full months but fewer than twenty-four (24) full months after completion of approved training, Probationary

Candidate will owe the City seventy-five percent (75%) of the Total Training Expenses;

- iii. If a Probationary Candidate resigns after twenty-four (24) full months but fewer than thirty-six (36) full months after completion of the approved training, Probationary Candidate will owe the City fifty percent (50%) of the Total Training Expenses;
  - iv. If a Probationary Candidate resigns after thirty-six (36) full months but fewer than forty-eight (48) full months after completion of the approved training, Probationary Candidate will owe the City twenty-five percent (25%) of the Total Training Expenses; and
  - v. If a Probationary Candidate resigns after forty-eight (48) full months after completion of the approved training, Probationary Candidate will owe the City zero percent (0%) of the Total Training Expenses.
8. **Dismissal – Reimbursement.** If Probationary Candidate is dismissed during the probationary period; is dismissed before serving as a Police Officer for at least thirty-six (36) full months; or otherwise fails to comply with the terms of this Agreement, Probationary Candidate shall reimburse the City for one hundred percent (100%) of the Total Training Expenses incurred.
  9. **Reduction in Force – Reimbursement.** If Probationary Candidate is dismissed due to a reduction in force by the City, Probationary Candidate shall not be required to reimburse the City for any of the Total Training Expenses.
  10. **Completion of Required Service.** If Probationary Candidate completes forty-eight (48) months of service with the City as a Police Officer after graduation from Academy, Probationary Candidate shall be relieved of all obligations to reimburse the City for training expenses under this Agreement.

**Total Training Expenses.** An estimate of the costs of the “Total Training Expenses” as of 2020 is eight thousand five hundred fifty dollars (\$8,550) plus wages. However, “Total Training Expenses” will be based on the actual cost incurred by the City—except that Probationary Candidate will not be responsible for reimbursing the City for any wages paid to Probationary Candidate for performing non-training work or other work assigned by the City. Probationary candidate agrees that the following enumerated expenses that are incurred by the City, or that are incurred by Probationary Candidate and reimbursed by the City shall constitute the “Total Training Expenses” subject to Employee reimbursement under this Agreement:

- a. The City’s costs and expenses, including Probationary Candidate’s salary, incurred while Probationary Candidate attends the Academy;
  - b. The City’s costs and expenses for tuition and fees paid to the educational facility utilized for training;
  - c. The City’s expenses of paying or reimbursing Probationary Candidate’s clothing vendor costs and uniform/equipment costs; and/or
  - d. Any other unexpected costs and expenses the City may incur as a result of Probationary Candidate’s training.
11. **Limitation of Reimbursement Obligation.** Probationary Candidate and City agree that this Agreement is subject to applicable provisions of state and federal law.
  12. **Repayment of Expenses.** Unless otherwise agreed upon in writing between the City and Probationary Candidate, any amount due by Probationary Candidate pursuant to this Agreement shall be paid in full within thirty (30) days of voluntary resignation or termination of Probationary Candidate. Failure to make such a payment in full within thirty (30) days, may result in the City taking any legal action as allowed by law against Probationary Candidate.

13. **Death of Probationary Candidate.** If Probationary Candidate is killed or permanently and totally disabled as defined by the Iowa Code—or dies of any cause not related to Probationary Candidate’s work for the City—Probationary Candidate and/or his/her estate shall be relieved of all obligation to reimburse the City under this Agreement.
14. **Amendment or Cancellation.** This agreement may be amended or canceled only upon written agreement of both the City and Probationary Candidate signed by both parties.
15. **Residence.** Probationary Candidate shall notify the City of Probationary Candidate’s place of residence while in the employment of the City and/or until such time as the Total Training Expenses are paid and satisfied in full.
16. **DHS.** If reimbursement is not made in accordance with this Agreement, Probationary Candidate understands that the City may at its option send delinquent account to be recovered through the Iowa Income Offset Program, (State DHS).
17. **Contest.** To contest any adverse employment action, which triggers the reimbursement obligation, or to contest the required reimbursement amount calculated by the City, Probationary Candidate agrees to initiate any such proceedings within thirty (30) days of the City’s demand for reimbursement.
18. **Purpose of Agreement.** This agreement is for the purpose of Probationary Candidate’s bona fide service as a Police Officer and not for the purpose of achieving certification for Probationary Candidate by the way of “sponsorship” through the Academy.
19. **Severability.** In the event that one or more of the provisions of the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the remaining provisions of the Agreement, and they shall remain in full force and effect.

Executed this 23rd day of March, 2020.

City of Polk City, Iowa

By: \_\_\_\_\_  
Jeremy Siepker, Chief of Police

\_\_\_\_\_  
Jason Morse, Mayor of Polk City

\_\_\_\_\_  
Alex Delaney, Probationary Candidate

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



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** March 19, 2020  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Vehicle lease agreement

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#### **BACKGROUND:**

The 2015 Dodge Charge we currently have in our patrol rotation is expected to exceed 90,000 miles before July 1, 2020 and needs to be replaced. This vehicle would be rotated to a back-up patrol vehicle to be utilized when our front-line vehicles are down for maintenance. The 2012 Ford Taurus that is currently our back-up patrol vehicle, is not operational in a patrol capacity. This vehicle will either be sold through an on-line governmental auction program or be traded in towards the new vehicle.

Two years ago the Police Department began to lease patrol vehicles and equipment in order to streamline the upfitting and purchase of vehicles as they are needed and replaced.

We previously have been utilizing Keltek Inc. out of Baxter, IA. I have re-evaluated the costs associated with utilizing Keltek Inc. as a leasing vendor and determined the city would save a considerable amount of money by leasing patrol vehicles through RUAN and have the vehicles upfitted through Karl Chevrolet. RUAN can provide vehicles at state-bid pricing and work directly with any upfitting company of our choice (in this case Karl Chevrolet).

Keltek Inc. is the state bid holder for the Panasonic equipment we utilize in the vehicles and they contract with Karl Chevrolet so we would maintain a working relationship with Keltek in regard to our vehicle equipment. This new lease is for a Chevrolet Silverado that would be put into the patrol rotation. At the end of the lease the city can purchase the vehicle for \$1 and maintain it as a back-up patrol vehicle or trade it in towards the replacement vehicle.

#### **ALTERNATIVES: N/A**

**FINANCIAL CONSIDERATIONS:** The 48-month lease provided by RUAN contains quotes for the vehicle, upfitting, Panasonic equipment, and radio. The total amount would be \$62,120.64. I plan to spread these payments annually at \$15,530.16 with a residual value of \$1. Our current lease agreement with Keltek (which includes their service agreement) is \$68,936.60 with a residual value of \$26,368.70. A cost savings of \$33,184.66. Adding a new vehicle lease agreement is in the budget FY21.

**RECOMMENDATION:** It is my recommendation that the Council approves the lease agreement with RUAN for the 2020 Chevrolet Silverado patrol vehicle.

**RESOLUTION NO. 2020-28**

**A RESOLUTION APPROVING A SERVICES AGREEMENT WITH RUAN FOR  
A VEHICLE, HARDWARE AND EQUIPMENT FOR A PATROL VEHICLE**

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**WHEREAS**, the Polk City, Iowa, Police Department requires an additional vehicle; and

**WHEREAS**, the Police Department recommends utilizing Ruan for this patrol vehicle lease contract and Karl Chevrolet for the vehicle upfitting; and

**WHEREAS**, a 48-month lease agreement contract is necessary for Ruan to acquire vehicle and provide modifications, upfit and service and support; and

**WHEREAS**, the vehicle lease agreement total amount is \$62,120.64 paid in 4 annual payments of \$15,530.16.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Vehicle Lease Agreement with Ruan for 48 months not to exceed the amount of \$62,120.64.

**PASSED AND APPROVED** the 23rd day March 2020.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

**CLOSED END LEASE PROPOSAL AND ORDER FORM**

**LESSEE:**

Name: City of Polk City  
Address:

**VEHICLE DATA:**

Quantity 1  
Make & Model: 2020 Chevrolet Silverado  
Up-fit as required by Karl Chevrolet included

**LEASE TERM:** 48 months

**COST DATA:**

Monthly Rate \$1,580.57  
Capitalized Cost \$62,121  
Residual Value \$1

**OPTIONAL SERVICES:**

**LEASE DATA:**

License Paid By: Customer  
Taxes Paid By: Customer  
Maintenance Paid By: Customer

Lease quoted on current interest rate and vehicle cost. The lease rate is subject to change in accordance with any price or interest change between now and the date of delivery.

**RUAN** Incorporated  
dba **RUAN** Car Leasing

By: \_\_\_\_\_  
Date: 3/18/20

**City of Polk City**

By: \_\_\_\_\_  
Date: \_\_\_\_\_

**CLOSED END LEASE PROPOSAL AND ORDER FORM**

**LESSEE:**

Name: City of Polk City  
Address:

**VEHICLE DATA:**

Quantity 1  
Make & Model: 2020 Chevrolet Silverado  
Up-fit as required by Karl Chevrolet included

**LEASE TERM:** 36 months

**COST DATA:**

Monthly Rate \$2,029.93  
Capitalized Cost \$62,121  
Residual Value \$1

**OPTIONAL SERVICES:**

**LEASE DATA:**

License Paid By: Customer  
Taxes Paid By: Customer  
Maintenance Paid By: Customer

Lease quoted on current interest rate and vehicle cost. The lease rate is subject to change in accordance with any price or interest change between now and the date of delivery.

**RUAN** Incorporated  
dba **RUAN** Car Leasing

By: \_\_\_\_\_  
Date: 3/18/20

**City of Polk City**

By: \_\_\_\_\_  
Date: \_\_\_\_\_



# **RUAN** Car Leasing

## **CLOSED END LEASE PROPOSAL AND ORDER FORM**

### **LESSEE:**

Name: City of Polk City  
Address:

### **VEHICLE DATA:**

Quantity: 1  
Make & Model: 2020 Chevrolet Silverado  
Up-fit as required by Karl Chevrolet included

**LEASE TERM:** 48 months

### **COST DATA:**

Monthly Rate: \$1,580.57  
Capitalized Cost: \$62,121  
Residual Value: \$1

### **OPTIONAL SERVICES:**

### **LEASE DATA:**

License Paid By: Customer  
Taxes Paid By: Customer  
Maintenance Paid By: Customer

Lease quoted on current interest rate and vehicle cost. The lease rate is subject to change in accordance with any price or interest change between now and the date of delivery.

**RUAN** Incorporated  
dba **RUAN** Car Leasing

By: \_\_\_\_\_  
Date: 3/18/20

**City of Polk City**

By: \_\_\_\_\_  
Date: \_\_\_\_\_



## Karl Chevrolet

Dennis Rudolph - Government Fleet Accounts | 515-299-4409 | [d.rudolph@karlchevrolet.com](mailto:d.rudolph@karlchevrolet.com)

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck





# Karl Chevrolet

Dennis Rudolph - Government Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck ( Complete )

## Quote Worksheet

	<b>MSRP</b>
Base Price	\$37,900.00
Dest Charge	\$1,595.00
Total Options	\$4,135.00
<b>Subtotal</b>	<b>\$43,630.00</b>
Govt and Karl Discount	(\$11,008.00)
<b>Subtotal Pre-Tax Adjustments</b>	<b>(\$11,008.00)</b>
Less Customer Discount	(\$3,087.90)
<b>Subtotal Discount</b>	<b>(\$3,087.90)</b>
Trade-In	\$0.00
<b>Excluded from Sales Tax</b>	<b>Subtotal Trade-In \$0.00</b>
	<b>Taxable Price \$29,534.10</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$29,534.10</b>

### Comments:

Government Agencies are allowed 20 days from date of delivery for balance to be paid in full. There will be a \$5.00 per calendar day after 20 days assessed to the account until payment received in full by Karl Chevrolet. By signing below you accept these terms as well as the quote in general.

\_\_\_\_\_  
Dealer Signature / Date

\_\_\_\_\_  
Customer Signature / Date

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 10144. Data Updated: Jan 19, 2020 10:11:00 PM PST.



# Karl Chevrolet

Dennis Rudolph - Government Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck ( Complete )

## Window Sticker

### SUMMARY

[Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck MSRP:\$37,900.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Black

Exterior 2:No color has been selected.

Engine, 5.3L EcoTec3 V8

Transmission, 6-speed automatic, electronically controlled

### OPTIONS

CODE	MODEL	MSRP
CK10543	[Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck	\$37,900.00
<b>OPTIONS</b>		
1WT	Work Truck Preferred Equipment Group	\$0.00
5H1	Key equipment, two additional keys for single key system.	\$45.00
5J1	Calibration, keyless remote panic button exterior lights/horn disable	Inc.
5J3	Calibration, Surveillance Mode Interior & Exterior Lighting	Inc.
5W4	Special Service Package	\$550.00
A52	Seats, front 40/20/40 split-bench	\$0.00
AKO	Glass, deep-tinted	Inc.
AQQ	Remote Keyless Entry, with 2 transmitters	Inc.
C49	Defogger, rear-window electric	Inc.
C5Y	GVWR, 7100 lbs. (3221 kg)	Inc.
CTT	Hitch Guidance	Inc.
DLF	Mirrors, outside heated power-adjustable	Inc.
FE9	Emissions, Federal requirements	\$0.00
GBA	Black	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
H2G	Jet Black, Vinyl seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00

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# Karl Chevrolet

Dennis Rudolph - Government Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (✔ Complete)

K34	Cruise control, electronic	Inc.	
K47	Air cleaner, high-capacity	Inc.	
KC9	Power outlet, bed mounted, 120-volt	Inc.	
KI4	Power outlet, instrument panel, 120-volt	Inc.	
KNP	Cooling, auxiliary external transmission oil cooler	Inc.	
KW5	Alternator, 220 amps	Inc.	
L82	Engine, 5.3L EcoTec3 V8		\$1,395.00
MYC	Transmission, 6-speed automatic, electronically controlled		\$0.00
PCV	WT Convenience Package		\$1,120.00
Q5U	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Bright Silver painted aluminum		\$350.00
QBN	Tires, 255/70R17 all-season, blackwall		\$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall		\$0.00
QT5	Tailgate, gate function manual	Inc.	
R9Y	Fleet Free Maintenance Credit		(\$45.00)
UF2	LED Cargo Area Lighting		\$125.00
V46	Bumper, front chrome		\$200.00
VJH	Bumper, rear chrome		\$0.00
VK3	License plate kit, front		\$0.00
Z82	Trailer Package		\$395.00
	Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free	Inc.	

<b>SUBTOTAL</b>	<b>\$42,035.00</b>
Adjustments Total	\$0.00
Destination Charge	\$1,595.00
<b>TOTAL PRICE</b>	<b>\$43,630.00</b>

## FUEL ECONOMY

Est City:15 MPG

Est Highway:20 MPG

Est Highway Cruising Range:480.00 mi

## Standard Equipment

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# Karl Chevrolet

Dennis Rudolph - Government Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

## Mechanical

Durabed, pickup bed

Engine, 4.3L EcoTec3 V6 with Active Fuel Management, (285 hp [212 kW] @ 5300 rpm, 305 lb-ft of torque [413 Nm] @ 3900 rpm) (STD)

Transmission, 6-speed automatic, electronically controlled (STD)

Rear axle, 3.42 ratio

GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (LV3) 4.3L EcoTec3 V6 engine or (L3B) 2.7L Turbo engine.)

Transfer case, single speed electronic Autotrac with rotary dial control (4WD models only)

Four wheel drive

Cooling, external engine oil cooler (Not available with (L3B) 2.7L Turbo engine.)

Battery, heavy-duty 730 cold-cranking amps/70 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (LV3) 4.3L EcoTec3 V6 engine.)

Alternator, 170 amps

Frame, fully-boxed, hydroformed front section

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill

Exhaust, single outlet

## Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)

Tires, 255/70R17 all-season, blackwall (STD)

Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)

Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door

Bumpers, front, Black (semi-gloss)


Bumpers, rear, Black (semi-gloss)

CornerStep, rear bumper

Recovery hooks, front, frame-mounted, black (Included with 4WD models or on 2WD models with (PQA) WT Safety Package. Available free flow on 2WD models.)

Cargo tie downs (12), fixed rated at 500 lbs per corner

Grille (Black bars and mesh inserts.)

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## Karl Chevrolet

Dennis Rudolph - Government Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

### Exterior

Headlamps, halogen reflector with halogen Daytime Running Lamps

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Taillamps, with incandescent tail, stop and reverse lights

Mirrors, outside manual, Black

Glass, solar absorbing, tinted

Door handles, Black

Tailgate and bed rail protection cap, top

Tailgate, locking utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package is ordered.)

Tailgate, gate function manual, no EZ Lift

### Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)

Bluetooth for phone, connectivity to vehicle infotainment system

### Interior

Seats, front 40/20/40 split-bench (STD)

Seat trim, Vinyl

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane


Steering column, Tilt-Wheel, manual with wheel locking security feature

Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

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Data Version: 10144. Data Updated: Jan 19, 2020 10:11:00 PM PST.



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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (--- Complete)

### Interior

Window, power front, drivers express up/down (Standard on Crew Cab and Double Cab models.)

Window, power front, passenger express down (Standard on Crew Cab and Double Cab models.)

Windows, power rear, express down (Not available with Regular Cab models.)

Door locks, power (Standard on Crew Cab and Double Cab models.)

Power outlet, front auxiliary, 12-volt

USB port, located on instrument panel

Air conditioning, single-zone

Air vents, rear, heating/cooling (Not available on Regular Cab models.)

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

### Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

### Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control


### Safety-Interior

Airbags, dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Rear Vision Camera

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck ( - ) Complete )

### WARRANTY

Warranty Note: <<< Preliminary 2020 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000


Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

## Selected Model and Options

### MODEL

CODE	MODEL
CK10543	2020 Chevrolet Silverado 1500 4WD Crew Cab 147" Work Truck

### COLORS

CODE	DESCRIPTION
GBA	Black

### EMISSIONS

CODE	DESCRIPTION
FE9	Emissions, Federal requirements

### ENGINE

CODE	DESCRIPTION
L82	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm)

### TRANSMISSION

CODE	DESCRIPTION
MYC	Transmission, 6-speed automatic, electronically controlled (STD)

### GVWR

CODE	DESCRIPTION
C5Y	GVWR, 7100 lbs. (3221 kg) (Requires Crew Cab 4WD model with (L82) 5.3L EcoTec3 V8 engine.)

### AXLE

CODE	DESCRIPTION
GU6	Rear axle, 3.42 ratio

### PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION
1WT	Work Truck Preferred Equipment Group includes standard equipment

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## WHEELS

CODE	DESCRIPTION
Q5U	Whools, 17" x 8" (43.2 cm x 20.3 cm) Bright Silver painted aluminum (Not available with (VYU) Snow Plow Prep Package.)

## TIRES

CODE	DESCRIPTION
QBN	Tires, 255/70R17 all-season, blackwall (STD)

## SPARE TIRE

CODE	DESCRIPTION
QBR	Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)

## PAINT

CODE	DESCRIPTION
GBA	Black

## SEAT TYPE


CODE	DESCRIPTION
A52	Seats, front 40/20/40 split-bench (STD)

## SEAT TRIM

CODE	DESCRIPTION
H2G	Jet Black, Vinyl seat trim

## RADIO

CODE	DESCRIPTION
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)

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## ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION
5W4	Special Service Package includes (K47) high-capacity air filter, (KW5) 220-amp alternator, (KI4) 120-volt power outlet, (KC9) 120-volt bed-mounted power outlet, (5J1) Calibration, keyless remote panic button exterior lights/horn disable, (5J3) Calibration and Surveillance Mode Interior & Exterior Lighting (Requires Crew Cab model, (L82) 5.3L EcoTec3 V8 engine and either (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)
PCV	WT Convenience Package includes (AQQ) Remote Keyless Entry, (QT5) EZ Lift power lock and release tailgate, (AKO) tinted windows, (C49) rear-window defogger, (K34) cruise control, (DLF) power mirrors; (When ordered with (PQA) WT Safety Package, (DLF) power mirrors include (UKC) Lane Change Alert with Side Blind Zone Alert and (DP6) high-gloss mirror caps. Not available with (ZLQ) WT Fleet Convenience Package. (DLF) mirrors are upgradeable to (DPO) trailer mirrors.)
Z82	Trailer Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance (Included with (PEB) WT Value Package.)

## ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION
—	Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (L82) 5.3L EcoTec3 V8 engine.)
K47	Air cleaner, high-capacity (Included and only available with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (5W4) Special Service Package on Fleet or Government order types. Available free flow as a SEO.)
KNP	Cooling, auxiliary external transmission oil cooler (Included and only available with V8 engines.)
KW5	Alternator, 220 amps (Included with (VYU) Snow Plow Prep Package, (5W4) Special Services Package, (PEF) Work Truck 2.7L Fleet Package or (L3B) 2.7L Turbo engine. Free flow requires (L82) 5.3L EcoTec3 V8 engine.)

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## ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION
AKO	Glass, deep-linted (Included with (PCV) WT Convenience Package.)
DLF	Mirrors, outside heated power-adjustable (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package. When (PQA) WT Safety Package is ordered, includes (DP6) high gloss Black mirror caps.)
QT5	Tailgate, gate function manual with EZ Lift, includes power lock and release (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)
UF2	LED Cargo Area Lighting located in pickup bed, activated with switch on center switch bank or key fob
V46	Bumper, front chrome (Requires (VJH) Chrome rear bumper with (E63) Durabed, pickup bed. Available with (ZW9) pickup bed delete. Included with (PQA) WT Safety Package.)
VJH	Bumper, rear chrome (Requires (V46) Chrome front bumper. Included with (PQA) WT Safety Package.)
VK3	License plate kit, front

## ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION
5H1	Key equipment, two additional keys for single key system. Provides two additional spare keys for a total of (4). (Keys will be cut but not programmed) (Requires (SAF) spare tire lock. Not available with SEO (5Z4) spare wheel, carrier and lock delete.)
5J1	Calibration, keyless remote panic button exterior lights/horn disable (Requires C*10*43 model and included and only available with (5W4) Special Service Vehicle.)
5J3	Calibration, Surveillance Mode Interior & Exterior Lighting Calibration to disable interior & exterior automatic lighting. Feature is activated by adding wire connection to the BCM by customer/upfitter. (Requires C*10*43 model and included and only available with (5W4) Special Service Vehicle.)
AQQ	Remote Keyless Entry, with 2 transmitters (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)
C49	Defogger, rear-window electric (Included with (PCV) WT Convenience Package.)
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)
KC9	Power outlet, bed mounted, 120-volt (400 watts shared with (KI4) instrument panel mounted power outlet) (Included and only available with (KI4) Power outlet. Not available with (ZW9) pickup bed delete.)
KI4	Power outlet, instrument panel, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (ZLQ) WT Fleet Convenience Package, (PCV) WT Convenience Package or (5W4) Special Service Package. Included with (PEF) Work Truck 2.7L Fleet Package.)

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### ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION
CTT	Hitch Guidance (Included and only available with (Z82) Trailering Package.)

### ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION
R9Y	Fleet Free Maintenance Credit This option code provides a credit in lieu of the free oil changes, tire rotations and inspections for one maintenance service during 1st year of ownership. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FEF, FLS, FNR, FRC or FGO. Not available with FDR order type.) *CREDIT*

Options Total

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# QUOTATION

Quote Number: 31891

Quote Date: 02/14/2020

**Quote Total: \$13,756.29**

Main Phone: 641-227-2222

Email: sales@keltekinc.com

Address: PO Box 14 Baxter, IA 50028

**Quoted To:**  
 Polk City Police Departme  
 PO Box 381  
  
 Polk City  
 IA 50226  
  
 Ph: 515-984-6565

**Deliver To:**  
 Polk City Police Departme  
 PO Box 381  
  
 Polk City  
 Iowa 50226  
 Jeremy Siepker

**Quote Notes:**

Account	Customer Contact	Order Ref	Terr	Rep	Quote Valid for:	
101271	Jeremy Siepker	SILVERAD TECH -	1	AG	30 Days	
Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
NO FREIGHT	Do not add freight to the shipment	1.00	\$0.00	0.00	\$0.00	\$0.00
NASPO-IA	NASPO-IA contract number MNWNC-124	1.00	\$0.00	0.00	\$0.00	\$0.00
ARB HD CONTRACT	Iowa DAS Arbitrator HD System IOWA CONTRACT NUMBER 4840-15	1.00	\$0.00	0.00	\$0.00	\$0.00
<b>LABOR CONTRACT</b>	<b>Iowa DAS KELTEK Labor</b> Master Agreement 0055090-15 - <b>Chief Jeremy Siepker, 515-984-6565</b> <b>jsiepker@polkcityia.gov</b> ***** <b>Project Includes:</b> <b>Technology Product for 2020 Dodge Durango</b> <b>VIN TBD</b> - <b>Computer</b>	1.00	\$0.00	0.00	\$0.00	\$0.00
FZ-55C0-02VM	55 Public Sector Win10, i5, Touch, 512GB 8GB LTE, WiFi BT, DP, dGPS	1.00	\$3677.00	13.00	\$3198.99	\$3198.99
AP-CG-S11-BL	Black - AP-Cell/LT <b>Computer Dock</b>	1.00	\$110.18	0.00	\$110.18	\$110.18
DS-PAN-422	Docking Station w/Power Supply Toughbook 54/55 laptop computer	1.00	\$1167.28	43.00	\$665.35	\$665.35
DS-DA-602	Rugged Communications hub, USB pwr cables,driver software,2.0 amp fuse & mounting hardware <b>Computer, Antenna</b> <b>None - Connectivity Provided Via Mobile Router</b> <b>Computer, GPS</b> <b>Connectivity Provided Via Mobile Router</b> <b>Computer, Accessories</b>	1.00	\$215.22	43.00	\$122.68	\$122.68
CF-VEB541AU	Panasonic Desktop Port Replicator for CF54 MK1 Computer	1.00	\$360.00	11.00	\$320.40	\$320.40

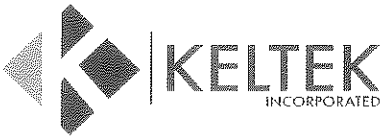




Main Phone: 641-227-2222

Email: sales@keltekinc.com

Account	Order Ref	Whse	Terr	Rep	Our Order No.	Quote Valid for
101271	SILVERAD TECH -	MAIN	1	AG	31891	30 Days
Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
CF-SVCPSY5	CF-33, CF-20, CF-54, FZ-G1, CF-31 PS Bundle Year 4 & 5 Services Extension <b>Computer, Ext Keyboard &amp; Mount</b> <b>None</b> <b>Computer, Dock Mounting Equip</b>	1.00	\$645.00	0.00	\$645.00	\$645.00
C-MD-119	11" Slide Out Locking Swing Arm with Low Profile Motion adapter	1.00	\$340.55	43.00	\$194.11	\$194.11
C-HDM-214	8.5" Side Mount Heavy Duty Telescoping Pole. Height 1 - 8.25" Height 2- 13.25" <b>Computer, Professional Services</b>	1.00	\$128.70	43.00	\$73.36	\$73.36
IT-TECH-SER-PC	Tech Services-Assemble PC Update OS, Active LTE and GPS Load Purchased Accy Drivers <b>Mobile Printer</b>	1.00	\$300.00	0.00	\$300.00	\$300.00
PJ722	Brother PocketJet Thermal Printer. Does not include USB cable & printing supplies.	1.00	\$349.00	7.75	\$321.95	\$321.95
LB3692	Printer Car Power Adapter Hard Wired 14', for PJ3/PJ6/ PJ7	1.00	\$21.90	7.75	\$20.20	\$20.20
LB3603	Printer USB Cable 10', for PocketJet 3, 6, &7 <b>Mobile Printer, Mounting</b>	1.00	\$13.80	7.75	\$12.73	\$12.73
C-PM-109	Brother Printer Mount for PJ6, PJ7,PJ622,PJ623,PJ662, PJ663 - 5.375"X12"X3.25" <b>Imaging Scanner</b>	1.00	\$162.23	43.00	\$92.47	\$92.47
4910LR-152-LTRK	Ltron Next Generation Imaging Scanner Kit, Includes Drivers for Microsoft Windows <b>Sim/Carrier Info</b>	1.00	\$561.41	43.00	\$320.00	\$320.00
SIM: FIRSTNET	Cellular Carrier = FIRSTNET (m ultiply by number of devices to be activated <b>Camera</b>	1.00	\$0.00	0.00	\$0.00	\$0.00
ARB-KIT-HD	Arbitrator Mk3, HD Camera 256 GB SSD, Includes GPS, HD Front Camera (No Mic)	1.00	\$6250.00	25.00	\$4687.50	\$4687.50
ARB-WV-VC31-C	Panasonic Arbitrator 360 HD Rear Camera W/ Black Body & Cable <b>Camera, Accessories</b>	1.00	\$515.00	11.00	\$458.35	\$458.35



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Email: sales@keltetekinc.com

Account	Order Ref	Whse	Terr	Rep	Our Order No.	Quote Valid for
101271	SILVERAD TECH -	MAIN	1	AG	31891	30 Days
Item Code	Item Description	Quantity	List	Disc %	Unit Price	Line Total
ARB-256SSD	Additional Arbitrator MK3 256 SSD(Solid State Hard Drive	1.00	\$570.00	11.00	\$507.30	\$507.30
ARB-M90	Add'l 900 Mhz Wireless Mic Ful kit w/transmitter, Receiver, harness, base, lapel mic	1.00	\$614.10	11.00	\$546.55	\$546.55
GNDLOOP ISOLATOR	Arbitrator RCA 2 Channel Audio Ground Isolator / Noise Filter	1.00	\$30.00	0.00	\$30.00	\$30.00
ARB-APWWQS22RPE	Panasonic Double WiFi Antenna Black Bolt Mount Required for W1 Kits <b>Camera, Support</b>	1.00	\$165.00	11.00	\$146.85	\$146.85
SOFICVOPBUN1	1 Year ICV, UEMS1, On Premises Server, On Premises Storage, Licensing per Device <b>Camera, Professional Services</b>	1.00	\$100.00	0.00	\$100.00	\$100.00
ARB-VPU-DEPLOY	Basic Arb VPU Commissioning Per car/unit. Includes In Veh or Interview Room - Per Unit <b>Vehicle Components</b> <b>BWC Pairing-Future Proofing</b>	1.00	\$199.00	0.00	\$199.00	\$199.00
ARB-BWC3PAIRDCK	NEW BWC MK3 Veh Pairing Dock w/Wiring Harness/Mounting Brkt	1.00	\$270.00	0.00	\$270.00	\$270.00
UUSBHAUB10	Anker Powerline Micro USB 10ft prem. durable cable	1.00	\$15.32	0.00	\$15.32	\$15.32
KELTEK-MSO	KELTEK UNLIMITED 8*5*5 VIRTUAL SUPPORT, MOBILE ROUTER ICV/BWC/TOUGHBOOK	2.00	\$199.00	0.00	\$199.00	\$398.00

**Complete Shipments vs Partial** -KELTEK only ships complete orders unless partials are specifically requested (shipments may be from multiple manufacturers). Partial shipments may result in multiple shipments and multiple invoices with payment terms starting at time of invoice.

**Returns:** Special order item sales are final. Returns need to be completed within 90 days of invoice. All returns are subject to a 50% restocking fee or a replacement order of 1.5 times the original order amount. Items need to be unopened and in original packaging. Please contact your inside sales rep for RA information.

**Warranty:** Please contact your inside sale rep for details.

**Payment Methods:** KELTEK accepts cash, check, Visa or Mastercard. There is a 2.31% processing fee for use of a credit card. Prepayment required if new account or no terms.

Subtotal:	13,756.29
Sales Tax:	0.00
<b>Grand Total:</b>	<b>13,756.29</b>
<i>Internal Approval:</i> _____	
<i>Customer Approval:</i> _____	



# EQUIPMENT & INSTALL QUOTE

**KARL EMERGENCY VEHICLES**  
5983 NE INDUSTRY DR  
DES MOINES, 50313  
United States

Phone: 515-299-4479  
Mobile: 515-264-6311  
Toll free: FED TAX I.D. #42-1092272

BILL TO  
**POLK CITY POLICE DEPARTMENT**  
JEREMY SIEPKER

515-984-6565  
jsiepker@polkcityia.gov

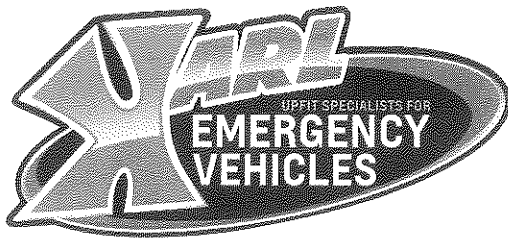
**Estimate Number:** POLK CITY POLICE  
DEPARTMENT

**Estimate Date:** January 20, 2020

**Expires On:** March 30, 2020

**Grand Total (USD):** \$14,144.00

Items	Quantity	Price	Amount
<b>IW49UFX</b> WHELEN INNER EDGE FULL SCENE LIGHT BAR FOR 2020 SILVERADO	1	\$1,534.00	\$1,534.00
<b>CANCTL7/CCSRNT4A</b> WHELEN CARBIDE LIGHT & SIREN CONTROLLER W 18 BUTTON & SLIDE SWITCH	1	\$1,386.00	\$1,386.00
<b>1K0574CHT191500</b> SETINA SILVERADO 2020 SINGLE PRISONER TRANSPORT WITH POLY WALL	1	\$995.00	\$995.00
<b>BK2019CHT191500</b> 2020 SILVERADO 1500 4 LIGHT BUMPER WHELEN DUO'S	1	\$1,325.00	\$1,325.00
<b>60CREGCS</b> WHELEN 6" RED/WHITE INTERIOR LIGHT	1	\$147.00	\$147.00
<b>COAX</b> COAX FOR ANTENNA	1	\$18.00	\$18.00
<b>SAK9</b> WHELEN SIREN SPEAKER BRACKET	1	\$39.00	\$39.00
<b>SA315P</b> WHELEN SIREN SPEAKER	1	\$279.00	\$279.00
<b>LINSV2R/LINSV2B</b> WHELEN MIRROR PODS RED/BLUE (PAIR)	1	\$432.00	\$432.00

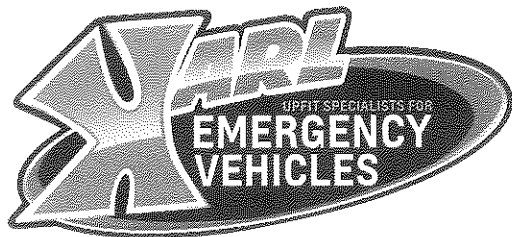


# EQUIPMENT & INSTALL QUOTE

**KARL EMERGENCY VEHICLES**  
 5983 NE INDUSTRY DR  
 DES MOINES, 50313  
 United States

Phone: 515-299-4479  
 Mobile: 515-264-6311  
 Toll free: FED TAX I.D. #42-1092272

Items	Quantity	Price	Amount
<b>LSVBKT13</b> MOUNT KIT FOR 2020 SILVERADO MIRROR PODS	1	\$52.00	\$52.00
<b>PSSEQACR</b> AMBER SEQUENCING STRIP LIGHT PLUS	1	\$161.00	\$161.00
<b>PSR01FCR</b> WHELEN STRIP LIGHT PLUS RED	1	\$112.00	\$112.00
<b>PSB01FCR</b> WHELEN STRIP LIGHT PLUS BLUE	1	\$112.00	\$112.00
<b>PSBKT90</b> WHELEN STRIP LIGHT PLUS BRACKETS	3	\$21.00	\$63.00
<b>LPT1230-052</b> LIND EQUIPMENT TIMER	1	\$98.00	\$98.00
<b>46063</b> 12 POS FUSE BLOCK W GROUND STRAP	1	\$42.00	\$42.00
<b>75552</b> 75 AMP RELAY	1	\$62.00	\$62.00
<b>46985</b> 100 AMP BREAKER	1	\$74.00	\$74.00
<b>MMBP-25</b> MAGNETIC MIC CLIP	2	\$33.00	\$66.00
<b>C-VS-1013-TAH-1</b> 2020 SILVERADO CONSOLE	1	\$550.00	\$550.00
<b>C-CUP-2-I</b> DUAL CUP HOLDERS	1	\$32.00	\$32.00
<b>C-AP-0645-L</b> HAVIS STORAGE BOX	1	\$140.00	\$140.00
<b>C-ARM-102</b> HAVIS SIDE MOUNT ARM REST	1	\$55.00	\$55.00



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Items	Quantity	Price	Amount
<b>C-LP2-PS1-USB</b> TWO 12 VOLT CHARGING PLUGS WITH ONE USB CHARGIBG PORT	1	\$122.00	\$122.00
<b>TLIR</b> T-ION SURFACE MOUNT RED ON REAR DS BUMPER	1	\$135.00	\$135.00
<b>TLIB</b> T-ION SURFACE MOIUNT BLUE ON REAR PS BUMPER	1	\$135.00	\$135.00
<b>TIONFC</b> CHROME TION FLANGE	2	\$18.00	\$36.00
<b>DUAL WEAPONS MOUNT</b> PRO-GARD VERTICAL SELF SUPPORTING DUAL WEAPONS MOUNTWITH HANDCUFF CLAMPS AND HANDCUFF KEY OVERRIDE	1	\$469.00	\$469.00
<b>RPHOTO</b> WHELEN PHOTO CELL	1	\$38.00	\$38.00
<b>WEATHER TECH FLOOR MATS</b> FRONT WEATHER TECH FLOOR MATS FOR 2020 SILVERADO	1	\$140.00	\$140.00
<b>MUD FLAPS</b> MUD FLAPS (FRONT AND REAR)	1	\$175.00	\$175.00
<b>VEHICLE GRAPHICS-</b> INSTALL CUSTOMER SUPPLIED GRAPHICS	1	\$0.00	\$0.00
<b>INSTALL</b> CUSTOMER SUPPLIED RADIO, ANTENNA, ALL COMPUTER EQUIPMENT, RADAR AND IN CAR CAMERA SYSTEM	1	\$0.00	\$0.00
<b>LABOR AND SHOP SUPPLIES</b> LABOR AND SHOP SUPPLIES	1	\$3,625.00	\$3,625.00



# EQUIPMENT & INSTALL QUOTE

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DES MOINES, 50313  
United States

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Mobile: 515-264-6311  
Toll free: FED TAX I.D. #42-1092272

Items	Quantity	Price	Amount
<b>TONNEAU COVER</b> ALUMINUM ROLL -UP COVER REV	1	\$1,495.00	\$1,495.00
		<b>Total:</b>	\$14,144.00
		<b>Grand Total (USD):</b>	<b>\$14,144.00</b>

POLK CITY POLICE DEPARTMENT



**POLK CITY** - A City For All Seasons -

# **Monthly Finance Report February 28, 2020**

**Prepared By: Lindsey M. Huber**

**City of Polk City**  
**Cash and Investment Reconciliation**  
**All Funds**  
**02/29/2020**

<b>Cash Basis Fund Balances</b>	<b><u>\$ 9,823,929.68</u></b>
Investments	\$ 4,717,440.61
Grinnell State Bank Business Checking- 0.60%	5,186,401.67
Outstanding Transactions	<u>(79,912.60)</u>
<b>Total</b>	<b><u>\$9,823,929.68</u></b>

**Summary of Investments**

Luana Savings Bank Money Market- 1.61%	\$ 1,634,547.56
Luana Savings Bank Certificate of Deposit- 1.55%	\$ 1,563,994.41
Grinnell State Bank Certificate of Deposit- 2.25%	1,068,382.98
Grinnell State Bank Business Money Market- 1.21%	450,511.66
IPAIT Investment Account	<u>4.00</u>
	<b><u>\$ 4,717,440.61</u></b>



**City of Polk City  
Cash Balance Summary  
02/28/2020**

<b>Fund</b>	<b>Cash Balance January 31, 2020</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Cash Balance February 28, 2020</b>
General Fund	\$ 4,038,450.87	\$ 140,430.76	\$ 236,400.64	\$ 3,942,480.99
Road Use Tax	102,715.92	42,168.26	22,348.65	\$ 122,535.53
Tax Increment Financing	192,673.21	6,989.77	-	\$ 199,662.98
Low Moderate Income	1,592,665.09	-	-	\$ 1,592,665.09
PC Comm. Lib Trust	14,413.83	-	-	\$ 14,413.83
Asset Forfeiture	5,507.75	-	-	\$ 5,507.75
Debt Service	141,448.91	4,788.87	-	\$ 146,237.78
Capital Improvements	140,843.61	-	7,700.00	\$ 133,143.61
Capital Projects Water Project	2,238,460.40	-	-	\$ 2,238,460.40
Water Utility	824,533.86	75,798.83	48,720.56	\$ 851,612.13
Sewer Utility	519,359.85	158,963.84	101,118.10	\$ 577,205.59
<b>Total</b>	<b><u>\$ 9,811,073.30</u></b>	<b><u>\$ 429,140.33</u></b>	<b><u>\$ 416,287.95</u></b>	<b><u>\$ 9,823,929.68</u></b>

**City of Polk City  
Revenue Summary by Fund  
02/28/2020**

<b>Fund</b>	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Budget</b>	<b>As of Feb 28, 2020</b>	<b>Variance</b>	<b>Percent <sup>(1)</sup></b>
<b>General Total</b>	5,669,696.18	5,335,202.89	4,650,658.30	5,113,862.08	3,669,338.00	2,384,957.43	(1,284,380.57)	65%
<b>Road Use Total</b>	422,393.91	425,317.38	436,103.13	455,806.80	440,000.00	329,491.70	(110,508.30)	75%
<b>TIF Total</b>	361,874.17	205,235.86	300,221.00	342,324.53	336,600.00	226,694.85	(109,905.15)	67%
<b>L.M.I Total</b>	15,431.41	55,242.83	70,839.08	90,698.75	85,651.00	24,197.75	(61,453.25)	28%
<b>PC Comm. Library Trust</b>	-	0.00	20,000.00	0.00	0.00	0.00	-	0%
<b>Asset Forfeiture Total</b>	0.00	610.00	0.00	4,726.00	0.00	699.00	699.00	0%
<b>Debt Service Total</b>	271,892.45	137,160.00	136,215.00	321,958.32	357,587.00	190,496.03	(167,090.97)	53%
<b>Capital Improvements Total</b>	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%
<b>Capital Water Project</b>	-	0.00	60,000.00	2,961,568.80	0.00	0.00	-	0%
<b>Water Total</b>	611,146.22	788,088.93	954,955.00	1,044,825.56	1,040,000.00	808,682.80	(231,317.20)	78%
<b>Sewer Total</b>	639,078.61	761,007.40	870,631.50	1,329,223.39	1,224,000.00	905,137.25	(318,862.75)	74%
<b>Total Of All Revenues</b>	<b>10,326,323.50</b>	<b>8,616,569.85</b>	<b>8,628,274.96</b>	<b>13,135,699.23</b>	<b>8,315,691.00</b>	<b>5,965,307.11</b>	<b>(2,350,383.89)</b>	<b>72%</b>

(1) February is 66.6% of the fiscal year

**City of Polk City  
Expenditures Report  
02/28/20**

Account Title	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	As of February 28, 2020	Variance	Percent <sup>(1)</sup>	
Police Total	643,613.46	728,089.33	751,430.58	788,543.47	917,722.00	660,945.36	256,776.64	83.82%	
Civil Defense Total	6,435.51	7,180.70	4,009.83	4,547.16	15,400.00	4,524.17	10,875.83	99.49%	
Fire Total	465,724.29	456,504.44	479,940.15	759,900.23	701,080.00	375,949.09	325,130.91	49.47%	
Building/Housing Total	327,498.79	461,270.52	423,623.74	389,606.92	394,892.00	313,419.35	81,472.65	80.45%	
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	76,946.37	87,637.63	73.85%	
Street Lighting Total	60,371.53	55,632.71	52,756.68	49,599.49	60,000.00	38,265.89	21,734.11	77.15%	
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	199,225.97	121,324.03	71.69%	
Parks Total	223,617.65	316,853.97	366,446.16	510,507.92	275,968.00	194,517.31	81,450.69	38.10%	
Community Center Total	12,302.68	9,948.52	10,034.75	9,938.38	11,000.00	7,815.58	3,184.42	78.64%	
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	69,282.86	29,353.14	24.57%	
Policy Administration	413,582.81	449,960.55	383,042.40	364,360.76	233,012.00	181,626.07	51,385.93	49.85%	
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	39,808.55	11,191.45	53.71%	
City Hall Total	107,208.09	145,468.76	120,905.77	220,165.77	128,300.00	50,326.99	77,973.01	22.86%	
Other City Government Total	60,858.86	69,790.51	195,182.76	179,202.99	192,000.00	119,996.96	72,003.04	66.96%	
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%	
<b>General Total</b>	<b>5,751,974.71</b>	<b>4,397,248.81</b>	<b>5,185,581.68</b>	<b>4,931,005.40</b>	<b>4,110,866.00</b>	<b>2,728,780.93</b>	<b>1,382,085.07</b>	<b>48.00%</b>	
<b>Road Use Total</b>	<b>347,488.01</b>	<b>294,350.76</b>	<b>674,279.15</b>	<b>480,083.12</b>	<b>517,793.00</b>	<b>330,097.56</b>	<b>187,695.44</b>	<b>63.75%</b>	
<b>TIF Total</b>	<b>359,125.48</b>	<b>206,347.94</b>	<b>243,221.00</b>	<b>284,984.91</b>	<b>336,600.00</b>	<b>144,419.60</b>	<b>192,180.40</b>	<b>42.91%</b>	
<b>L.M.I Total</b>	<b>6,745.00</b>	<b>-</b>	<b>7,294.00</b>	<b>27,512.00</b>	<b>36,000.00</b>	<b>7,737.00</b>	<b>28,263.00</b>	<b>21.49%</b>	
<b>PC Comm. Lib Trust Fund Total</b>				<b>4,152.45</b>	<b>5,000.00</b>	<b>1,433.72</b>	<b>3,566.28</b>	<b>28.67%</b>	
<b>Asset Forfeiture Total</b>	<b>0.00</b>	<b>152.50</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>174.75</b>	<b>-174.75</b>	<b>0.00%</b>	
<b>Debt Service Total</b>	<b>137,395.00</b>	<b>137,160.00</b>	<b>136,215.00</b>	<b>305,626.57</b>	<b>341,080.00</b>	<b>60,590.00</b>	<b>280,490.00</b>	<b>17.76%</b>	
<b>Capital Improvements Total</b>	<b>1,450,384.16</b>	<b>945,265.38</b>	<b>1,129,054.79</b>	<b>1,470,704.58</b>	<b>1,087,515.00</b>	<b>961,807.11</b>	<b>125,707.89</b>	<b>88.44%</b>	
<b>Capital Water Project Total</b>				<b>783,108.40</b>	<b>500,000.00</b>	<b>0.00</b>	<b>500,000.00</b>	<b>0.00%</b>	
<b>Water Total</b>	<b>676,504.07</b>	<b>611,971.91</b>	<b>919,479.44</b>	<b>698,762.78</b>	<b>1,057,392.00</b>	<b>597,134.66</b>	<b>460,257.34</b>	<b>56.47%</b>	
<b>Sewer Total</b>	<b>614,973.35</b>	<b>514,735.07</b>	<b>619,795.77</b>	<b>1,168,242.69</b>	<b>1,514,212.00</b>	<b>1,165,364.51</b>	<b>348,847.49</b>	<b>76.96%</b>	
<b>Total Of All Expenses</b>	<b>9,344,589.78</b>	<b>7,107,079.87</b>	<b>8,914,920.83</b>	<b>10,154,382.90</b>	<b>9,506,458.00</b>	<b>5,997,539.84</b>	<b>3,508,918.16</b>	<b>63.09%</b>	

(1) February is 66.6% of the fiscal year

**City of Polk City**  
**Summary of Funds for Fiscal Year**  
**02/28/20**

	Revenues	Expenses	Net Difference (R-E)	Note
<b>General Total</b>	\$2,384,957.43	\$2,728,780.93	( <b>\$343,823.50</b> )	Will receive disbursement of taxes
<b>Road Use Total</b>	\$329,491.70	\$330,097.56	( <b>\$605.86</b> )	Using fund balance of \$123,141
<b>TIF Total</b>	\$226,694.85	\$144,419.60	\$82,275.25	
<b>L.M.I Total</b>	\$24,197.75	\$7,737.00	\$16,460.75	
<b>PC Library Trust Fund Total</b>	\$0.00	\$1,433.72	( <b>\$1,433.72</b> )	Library had initial deposit of \$20,000
<b>Asset Forfeiture Total</b>	\$699.00	\$174.75	\$524.25	
<b>Debt Service Total</b>	\$190,496.03	\$60,590.00	\$129,906.03	
<b>Capital Improvements Total</b>	\$1,094,950.30	\$961,807.11	\$133,143.19	
<b>Capital Water Project Total</b>	\$0.00	\$0.00	\$0.00	
<b>Water Total</b>	\$808,682.80	\$597,134.66	\$211,548.14	
<b>Sewer Total</b>	\$905,137.25	\$1,165,364.51	( <b>\$260,227.26</b> )	Using fund balance of \$837,412
<b>Total</b>	<b><u>\$5,965,307.11</u></b>	<b><u>\$5,997,539.84</u></b>	<b><u>(<u>\$32,232.73</u>)</u></b>	



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** March 23, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Setting public hearing to enter into Development Agreement with MJR Developments

---

**BACKGROUND:** On Monday, the Council will need to set the public hearing to enter into a development agreement with MJR Development (Jarrod Ruckle) for the Whitetail Ridge Development. The Council will be setting the public hearing for April 13, 2020. This agreement will consist of providing an economic development grant for all of the public improvements for Big Creek Valley Plat 2, which will consist of 30 new homes, the total for such payments not to exceed \$1,900,000. The proposed development agreement is available in your packet.

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

**FINANCIAL CONSIDERATIONS:** There are no financial considerations to consider, as we are just setting the public hearing at Monday's meeting.

**RECOMMENDATION:** It is my recommendation that the Council set the public hearing for April 13, 2020.

## **ITEM TO INCLUDE ON AGENDA**

### **CITY OF POLK CITY, IOWA**

March 23, 2020

6:00 P.M.

#### Whitetail Ridge Residential Urban Renewal Plan

- Resolution fixing date for a public hearing on the proposal to enter into a Development Agreement with Polk County, Iowa and MJR Developments, L.L.C.

### IMPORTANT INFORMATION

1. The above agenda items should be included, along with any other agenda items, in the meeting agenda. The agenda should be posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting. If no such office exists, the notice must be posted at the building in which the meeting is to be held.
2. If you do not now have a bulletin board designated as above mentioned, designate one and establish a uniform policy of posting your notices of meeting and tentative agenda.
3. Notice and tentative agenda must be posted at least 24 hours prior to the commencement of the meeting.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21,  
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.

March 23, 2020

The City Council of the City of Polk City in the State of Iowa, met in \_\_\_\_\_ session, in the Council Chambers, City Hall, 112 3rd Street, Polk City, Iowa, at 6:00 P.M., on the above date. There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

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

Vacant: \_\_\_\_\_

\* \* \* \* \*

Council Member \_\_\_\_\_ then introduced the following proposed Resolution entitled "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO ENTER INTO A DEVELOPMENT AGREEMENT WITH POLK COUNTY, IOWA AND MJR DEVELOPMENTS, L.L.C., AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called, and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

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



RESOLUTION NO. 2020-26

RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO ENTER INTO A DEVELOPMENT AGREEMENT WITH POLK COUNTY, IOWA AND MJR DEVELOPMENTS, L.L.C., AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, by Resolution No. 9, adopted November 7, 2017, the Board of Supervisors of Polk County, Iowa (the "County") found and determined that certain areas located within the County are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Whitetail Ridge Residential Urban Renewal Plan (the "Urban Renewal Plan" or "Plan") for the Whitetail Ridge Residential Urban Renewal Area (the "Urban Renewal Area" or "Area") described therein, which Plan as amended, is on file in the office of the Recorder of Polk County; and

WHEREAS, the Plan has been amended by Amendment No. 1 in 2019, and is proposed to be further amended by an Amendment No. 2, planned for the Polk County Board of Supervisor's consideration on April 14, 2020; and

WHEREAS, it is desirable that properties within the Area be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, the City has received a proposal from Polk County, Iowa and MJR Developments, L.L.C. (the "Developer"), in the form of a proposed Development Agreement (the "Agreement") by and between the City, the County, and the Developer, pursuant to which, among other things, the Developer would agree to construct certain Minimum Improvements and Public Improvements (as those terms are defined in the Agreement) on certain real property located within the Urban Renewal Area as defined and legally described in the Agreement ("Development Property") and consisting of the construction of a phase of a single-family housing project including approximately 30 Housing Units, together with all related site improvements for the Big Creek Valley Subdivision Plat 2, as outlined in the proposed Agreement; and

WHEREAS, the Agreement further proposes that the County will make up to twenty (20) consecutive semi-annual payments of Economic Development Grants to Developer consisting of 58.88% of the Tax Increments pursuant to Iowa Code Section 403.19 and generated by the construction of the Minimum Improvements, the cumulative total for all such payments not to exceed the lesser of (i) \$1,900,000 or (ii) the actual costs of the Public Improvements, under the terms and following satisfaction of the conditions set forth in the Agreement; and

WHEREAS, the Agreement further proposes that the City will be responsible for receiving and using the portion of the Tax Increments required to be used for low and moderate income (LMI) housing assistance (approximately 41.12%) and will comply with all provisions of Chapter 403 relating to such use, under the terms and following satisfaction of the terms set forth in the Agreement; and

WHEREAS, Chapters 15A and 403, Code of Iowa, (the "Urban Renewal Law") authorize cities and counties to make grants for economic development in furtherance of the objectives of

an urban renewal project and to appropriate such funds and make such expenditures as may be necessary to carry out the purposes of said Chapter, and to levy taxes and assessments for such purposes; and

WHEREAS, the Council has determined that the Agreement is in the best interests of the City and the residents thereof and that the performance by the City of its obligations thereunder is a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Agreement and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403, Code of Iowa, taking into account the factors set forth therein; and

WHEREAS, neither the Urban Renewal Law nor any other Code provision sets forth any procedural action required to be taken before said economic development activities can occur under the Agreement, and pursuant to Section 364.6, Code of Iowa, it is deemed sufficient if the action hereinafter described be taken and the City Clerk publish notice of the proposal and of the time and place of the meeting at which the Council proposes to take action thereon and to receive oral and/or written objections from any resident or property owner of said City to such action.

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

Section 1. That this Council meet in the Council Chambers, City Hall, 112 3rd Street, Polk City, Iowa, at 6:00 P.M. on April 13, 2020, for the purpose of taking action on the matter of the proposal to enter into a Development Agreement with Polk County, Iowa and MJR Developments, L.L.C.

Section 2. That the City Clerk is hereby directed to cause at least one publication to be made of a notice of said meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in said City, said publication to be not less than four (4) clear days nor more than twenty (20) days before the date of said public meeting.

Section 3. The notice of the proposed action shall be in substantially the following form:

**(One publication required)**

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF  
THE CITY OF POLK CITY IN THE STATE OF IOWA, ON THE  
MATTER OF THE PROPOSAL TO ENTER INTO A  
DEVELOPMENT AGREEMENT WITH POLK COUNTY, IOWA  
AND MJR DEVELOPMENTS, L.L.C., AND THE HEARING  
THEREON

PUBLIC NOTICE is hereby given that the Council of the City of Polk City in the State of Iowa, will hold a public hearing on April 13, 2020, at 6:00 P.M. in the Council Chambers, City Hall, 112 3rd Street, Polk City, Iowa, at which meeting the Council proposes to take action on the proposal to enter into a Development Agreement (the "Agreement") with Polk County, Iowa (the "County") and MJR Developments, L.L.C. (the "Developer").

The Agreement would obligate the Developer to construct certain Minimum Improvements and Public Improvements (as those terms are defined in the Agreement) on certain real property located within the County's Whitetail Ridge Residential Urban Renewal Area as defined and legally described in the Agreement, consisting of the construction of a phase of a single-family housing project including approximately 30 Housing Units, together with all related site improvements for the Big Creek Valley Subdivision Plat 2, under the terms and following satisfaction of the conditions set forth in the Agreement.

The Agreement would further obligate the County to make up to twenty (20) consecutive semi-annual payments of Economic Development Grants to Developer consisting of 58.88% of the Tax Increments pursuant to Iowa Code Section 403.19 and generated by the construction of the Minimum Improvements, the cumulative total for all such payments not to exceed the lesser of (i) \$1,900,000 or (ii) the actual costs of the Public Improvements, under the terms and following satisfaction of the conditions set forth in the Agreement.

The Agreement further proposes that the City will be responsible for receiving and using the portion of the Tax Increments required to be used for LMI housing assistance (currently 41.12%) and will comply with all provisions of Chapter 403 relating to such use, under the terms and following satisfaction of the terms set forth in the Agreement.

A copy of the Agreement is on file for public inspection during regular business hours in the office of the City Clerk, City Hall, City of Polk City, Iowa.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of said City, to the proposal to enter into the Agreement with the County and Developer. After all objections have been received and considered, the Council will at this meeting or at any adjournment thereof, take additional action on the proposal or will abandon the proposal to authorize said Agreement.

This notice is given by order of the City Council of the City of Polk City in the State of Iowa, as provided by Section 364.6, Code of Iowa.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk, City of Polk City in the State of Iowa

(End of Notice)

PASSED AND APPROVED this 23<sup>rd</sup> day of March, 2020.

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Mayor

ATTEST:

---

City Clerk

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF POLK )

I, the undersigned City Clerk of the City of Polk City, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk, City of Polk City, State of Iowa

(SEAL)



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** March 23, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Setting the public hearing to approve DA with Kimberley Development Corp.

---

**BACKGROUND:** On Monday evening, the Council will need to set a public hearing for April 13, 2020 in relation to entering into a development agreement with Kimberley Development for trail improvements, not to exceed \$110,000.

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

**FINANCIAL CONSIDERATIONS:** There are no financial considerations at this time as the Council is just setting the public hearing for a future Council meeting.

**RECOMMENDATION:** It is my recommendation that the Council set the public hearing for the regularly scheduled Council meeting on April 13, 2020.

SET DATE FOR HEARING ON  
DEVELOPMENT AGREEMENT AND  
TAX INCREMENT PAYMENTS

(Kimberley Development Corporation)

511493-1

Polk City, Iowa

March 23, 2020

A meeting of the City Council of the City of Polk City, Iowa, was held at \_\_\_\_\_ o'clock  
\_\_\_\_.m., on March 23, 2020, at the \_\_\_\_\_, Polk City, Iowa, pursuant  
to the rules of the Council.

The Mayor presided and the roll was called, showing members present and absent as  
follows:

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

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

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

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

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

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



RESOLUTION NO. 2020-27

Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Kimberley Development Corporation, Including Annual Appropriation Tax Increment Payments

WHEREAS, the City of Polk City, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City proposes to enter into a certain development agreement (the “Development Agreement”) with Kimberley Development Corporation (the “Corporation”) in connection with the construction of trail improvements that will serve certain commercial property on certain real property situated at the intersection of Bridge Road and 3rd Street in the Urban Renewal Area; and

WHEREAS, the Development Agreement would provide financial incentives to the Corporation in the form of annual appropriation incremental property tax payments in an amount not to exceed \$110,000 under the authority of Section 403.9(1) of the Code of Iowa; and

WHEREAS, it is necessary to set a date for a public hearing on the Development Agreement, pursuant to Section 403.9 of the Code of Iowa;

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

Section 1. This City Council shall meet on April 13, 2020, at \_\_\_\_\_ o’clock \_\_.m., at the \_\_\_\_\_, in the City, at which time and place proceedings will be instituted and action taken to approve the Development Agreement and to authorize the annual appropriation incremental property tax payments.

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

NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT  
WITH KIMBERLEY DEVELOPMENT CORPORATION AND  
AUTHORIZATION OF ANNUAL APPROPRIATION TAX INCREMENT  
PAYMENTS

The City Council of the City of Polk City, Iowa, will meet at the \_\_\_\_\_,  
on April 13, 2020, at \_\_\_\_\_ o'clock \_\_\_\_m., at which time and place proceedings will be  
instituted and action taken to approve a Development Agreement between the City and Kimberley  
Development Corporation (the "Corporation") in connection with the construction of trail  
improvements that will serve certain commercial property on certain real property situated at the  
intersection of Bridge Road and 3rd Street in the Polk City Area II Urban Renewal Area, which  
Development Agreement provides for certain financial incentives in the form of incremental  
property tax payments to the Corporation in a total amount not exceeding \$110,000 as authorized  
by Section 403.9 of the Code of Iowa.

The agreement to make incremental property tax payments to the Corporation will not be  
a general obligation of the City, but will be payable solely and only from incremental property tax  
revenues generated within the Polk City Area II Urban Renewal Area. Some or all of the payments  
under the Development Agreement may be made subject to annual appropriation by the City  
Council.

At the meeting, the City Council will receive oral or written objections from any resident  
or property owner of the City. Thereafter, the City Council may, at the meeting or at an  
adjournment thereof, take additional action to approve the Development Agreement or may  
abandon the proposal.

This notice is given by order of the City Council of Polk City, Iowa, in accordance with  
Section 403.9 of the Code of Iowa.

Jenny Gibbons  
City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 23, 2020.

\_\_\_\_\_  
Mayor

Attest:

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

••••

On motion and vote the meeting adjourned.

\_\_\_\_\_  
Mayor

Attest:

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

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

I, the undersigned, City Clerk of the City of Polk City, hereby certify that the foregoing is a true and correct copy of the minutes of the Council of the City relating to the adoption of a resolution to fix a date of meeting at which it is proposed to take action to approve a Development Agreement.

I do further certify that the notice of hearing, to which the printed slip attached to the publisher's original affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

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

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

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

**(PLEASE NOTE: Do not sign and date this certificate until you have checked a copy of the published notice and have verified that it was published on the date indicated in the publisher's affidavit.)**



March 19, 2020

**Via Email**

Chelsea Huisman  
City Manager/City Hall  
Polk City, IA

Re: Development Agreement (Kimberley Development Corporation)  
Our File No. 511493-1

Dear Chelsea:

Attached please find copies of proceedings to enable the City Council to act on March 23<sup>rd</sup> to set April 13<sup>th</sup> as the date for a public hearing on the proposed Development Agreement with Kimberley Development Corporation, including the proposal for tax increment payments.

The notice of public hearing on the Development Agreement must be published once, not less than four (4) and not more than twenty (20) days prior to the City Council meeting at which the hearing will be held. The last date on which the notice can effectively be published is April 9, 2020. Please print an extra copy of the notice for delivery to the newspaper. Please insert the time and place of the hearing in both the resolution and the notice and email a copy of the published notice to [lemke.susan@dorsey.com](mailto:lemke.susan@dorsey.com).

We will prepare and forward to you in time for the April 13<sup>th</sup> meeting the necessary proceedings to approve the Development Agreement.

We would appreciate receiving one fully executed copy of these proceedings as soon as they are available.

Please contact John Danos or me if you have questions.

Kind regards,

Amy Bjork

Attachments

cc: Jenny Gibbons  
Lindsey Huber



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

**Date:** March 23, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Safe Building Services Agreement

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**BACKGROUND:** In your packet for consideration on Monday is an updated service agreement from Safe Building. The agreement outlines permitting and zoning code enforcement. The fee structure is not changing, and the breakdown of fees will remain as is, but they are outlined in the agreement and are based on total valuation of each project.

The agreement also outlines an hourly rate for code enforcement at \$75. Code enforcement seems to be an area we are lacking in, and this will help alleviate that. This is simply to follow-up when a nuisance becomes aware to us, and we ask Safe Building to go complete an inspection. They will not drive around looking for nuisances but will only follow-up when city staff directs them to. I believe this will assist the City until we decide the time is necessary to have a code enforcement position on staff.

**ALTERNATIVES:** Do not approve the agreement.

**FINANCIAL CONSIDERATIONS:** There are no new financial considerations at this point. The fee structure is not changing, and Safe Building has been assisting us with code enforcement on an as needed basis. This simply outlines all their services into one document.

**RECOMMENDATION:** It is my recommendation that the Council approve the service agreement with Safe Building.



## SERVICES AGREEMENT

This Services Agreement (“**Agreement**”) is made and entered into this \_\_\_\_ day of (month) 2020 (the “**Effective Date**”) by and between Safe Building (“**Contractor**”) and the City of (city) (“**City**”).

1. **Services to be Provided.** Contractor shall provide those services detailed in Schedule A, attached hereto and incorporated herein by reference (hereinafter referred to as the “**Services**”).

2. **Compensation.** In consideration of Contractor’s Services hereunder, City shall pay Contractor the fees outlined in Schedule B, attached hereto and incorporated herein by reference. Schedule B may be revised by Contractor unilaterally every twelve (12) months by providing City with sixty (60) days prior written notice of the new fee schedule. All payments under the Agreement shall be due upon receipt of Contractor’s invoice and payable no later than thirty (30) days from the date of the invoice. Contractor reserves the right to cease providing Services at any time due to City’s failure to make timely payment.

In the event City fails to pay any invoice in a timely manner and Contractor takes action to collect such amounts, City shall be responsible for all costs and fees, including legal fees, Contractor incurred in enforcing this Agreement.

3. **Term and Termination.** The initial term of this Agreement will begin on the Effective Date and shall continue for one (1) year unless earlier terminated (the “**Term**”). The Term shall automatically renew for successive one year terms. In any event, this Agreement may be terminated by either party with or without cause by giving the other party thirty (30) days prior written notice.

4. **Relationship of the Parties.** The parties hereto are independent contractors. This Agreement does not constitute and shall not be construed in any manner so as to create between these parties a joint venture, employment relationship, agency agreement, partnership or any other relationship other than that of independent contractors, except that Contractor shall be treated as Building Official, Electrical Code Official, Plumbing Code Official and Mechanical Code Official or other applicable official for the City for the purposes of code enforcement as set out by the International Code Council.

5. **Responsibility, Indemnification and Limitation of Liability.** Contractor makes no warranty relating to any City provided materials and does not warrant any action or inaction by City and has no responsibility therefore. Contractor makes no representations regarding the accuracy of City provided materials which are and remain the exclusive responsibility of the City.



The International Code Council sets forth guidelines for the indemnification of Contractor and for the purposes of this Agreement, City accepts such guidelines, a copy of which is attached hereto as Schedule C, and agrees to indemnify and defend Contractor from any and all claims arising out of the performance of this Agreement in any form including all statutory and common law claims except those of gross negligence. City shall not indemnify Contractor for employee issues such as workers' compensation and wage hour issues.

6. **Miscellaneous Provisions.** This Agreement may not be assigned by either party without the express written consent of the other party. This Agreement is for the benefit of the parties hereto and there shall be no third-party beneficiary. This Agreement may not be amended unless done so in writing, signed by both parties, and approved by the City Council; provided however, Schedule B may be amended by Contractor as provided for in Section 2. The invalidity of any provision of this Agreement shall not affect the validity or enforceability of any other provision. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

**SAFE BUILDING**

**CITY/CLIENT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Address: 103 2<sup>nd</sup> St/ PO Box 107

Address: \_\_\_\_\_

Polk City, IA 50226

\_\_\_\_\_





## **SCHEDULE A - Services**

### **Permitted plan review and inspection services:**

The Services to be provided under this Agreement include, but are not limited to Building, Electrical, Mechanical and Plumbing and (\*Zoning Code Enforcement) based on the City's most recently adopted International Code Council Codes, the National Electrical Code, and the City's Code of Ordinances.

- Review building permits, plans, and other construction documents for residential and commercial projects.
- Review and approve trade permits.
- Provide owners, contractors, and city with plan review notes with approved building permits upon completion of plan review.
- Conduct required inspections throughout project until construction is finished, and project is complete. Generally Safe Building is responsible for all work inside the lot line with the exceptions of sewer/water/storm, sidewalk, and approach inspections. We will also verify sod/seed is established prior to new construction being closed.
- Provide city with documentation of completion of projects.
- Field questions throughout review and inspection process.
- Site and street cleanliness during construction.

### **Unpermitted Services – Building nuisance and work without a permit:**

Inspections, reports, and consulting for nuisance properties provided to the City based on the current adopted International Property Maintenance Code, Dangerous Buildings chapter 145 in the city ordinances, and/or any applicable city or state codes can be completed at City's request at any time. The following items are covered during the nuisance process:

- Investigation/Inspection documentation.
- Report of findings complete with pictures and code/ ordinance references.
- Collaboration with City, City attorney and other team members to prepare necessary legal paperwork.
- Follow up consulting, court preparation and appearances and other work related to court.

\* Zoning is a “joint” effort between Safe Building, City personal and City engineering.



## SCHEDULE B – Fee Schedule

### Permitted plan review and inspection services:

TOTAL VALUATION	PERMIT FEE	SBCT FEE
\$1 to \$500	\$75	75%
\$501 to \$2,000	\$75 for the first \$500 plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2000	75%
\$2,001 to \$25,000	\$75 for the first \$2,000 plus \$12.50 for each additional \$1000 or fraction thereof, to and including \$25,000	75%
\$25,001 to \$50,000	\$352 for the first \$25,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$50,000	70%
\$50,001 to \$100,000	\$580 for the first \$50,000 plus \$6.25 for each additional \$1,000, or fraction thereof, to and including \$100,000	65%
\$100,001 to \$500,000	\$895 for the first \$100,000 plus \$5 for each additional \$1000 or fraction thereof, to and including \$500,000	65%
\$500,001 to \$1,000,000	\$2,855 for the first \$500,000 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	60%
\$1,000,001 and up	\$4,955 for the first \$1,000,000 plus \$2.75 for each additional \$1,000, or fraction there of	60%
New Construction Trade permit	\$75 per trade permit: Temp Electrical, Electrical, Mechanical, & Plumbing	90%
Temporary Certificate of Occupancy	\$250	\$225

When plans, engineering calculations or specifications are necessary, a plan check fee is required equal to 65% of the permit fee. Generally, this plan check fee is waived for conventional one, two and three family residential projects. All other projects normally require the plan check fee in addition to the regular permit fees. SBCT retains 100% of the plan check fee.



**Unpermitted Services – Building nuisance and work without a permit:**

For other code enforcement, consulting services and legal services including court preparation and appearances the following rates plus expenses apply:

- Hourly: \$75
- Mileage: Current government reimbursement rate (if travel outside Polk City is required).
- Expenses: Actual costs (receipts provided)



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## SCHEDULE C - FROM THE ADMINISTRATION SECTION OF THE 2012 INTERNATIONAL CODES

**104.8 Liability.** The building official, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.



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

**Date:** 3/18/20  
**To:** Mayor & City Council  
**From:** Mike Schulte  
**Subject:** 2020 Lawn Care Services

---

**BACKGROUND:** It is time to approve the mowing and lawn care programs for the 2020 growing season. As you may remember, in 2017 we went out for bids on the mowing and lawn care services (fertilization and weed control). Total Quality Inc was the successful bidder. We placed in the bid documents that if Polk City so chooses we could renew the contract annually, up to 4 more years (2021), if both parties agree on the conditions.

I met with Charlie Husack, Owner of Total Quality Inc and we came up with an amended plan that will save \$942 per year on the weed control portion. If you look at the price list provided, we are adding more areas that need to be treated, they are marked in red under the Lawn Care column. To help offset the new areas to be treated and reduce the cost, we went from a 5-step program in some areas to a less costly 3- step program.

**ALTERNATIVES:** Do not extend contract

**FINANCIAL CONSIDERATIONS:** The per mowing price stays the same as last year at \$3,377. Also, as a cost saving measure we reduced the number of mowing's per year from 25 to 20. To be clear we will mow as many times as needed to keep the city looking good but if there are times when we can stretch from once per week to 10 days to reduce the total number of times we mow, we will.

Total Quality Inc.      \$3,377 per mowing (one time)  
   \$19,279 per growing season (fertilization and weed control)

The contract calls for once per week mowing (as needed) on all properties and twice a week mowing at the Town Square and Sports Complex. It also calls for a 5 – Step or 3- step application programs in most turf areas and a 7 – step application program at the Sports Complex

**RECOMMENDATION:** As you all know Total Quality Inc. has provided these services in the past and has performed very well for Polk City. I would recommend approval for both the mowing and fertilization/weed control contracts with Total Quality Inc.

March 18, 2020

City of Polk City  
PO Box 426  
Polk City, IA 50226

Dear Mike:

Indicated below are costs per mowing and application for the individual properties for the City of Polk City for the 2020 season. Yearly mowing will be based on 20 mowings per year.

<u>Property</u>	<u>Mowing</u>	<u>Lawn Care</u>	<u>Sprinkler Systems</u>
1. City Square - 15	\$50	\$174 (5 step )	11.00/zone (75.00 backflow test)
2. Sports Complex 20	\$500	\$923 (7 step program)	
3. Kiwanas Park 6	\$365	\$550 (5 step)	
4. Miller Park 13	\$90	\$151 (5 step)	
5. Library 4	\$54	\$69 (5 step)	11.00/zone (75.00 backflow test)
6. Iron Lagoon 10	\$110	\$104 (5 step)	
7. Leonard Park 11	\$90	\$151 (3 step)	
8. City Hall 14	\$30	\$70 (3 step)	
9. Lakeside Park 16	\$95	\$151 (3 step)	
10. Marina Cove 25	\$140	\$205 (3 step)	
11. Maintenance Shed 7	\$273	\$475 (3 step)	
12. Lot N. of Kiwanas	Part of Park	\$105 (3 step)	
13. Davis St Lot 18	\$180	\$343 (3 step)	
14. Doc Simmer Park 17	\$110	\$195 (3 step)	
15. Water Pit (SE Town) 30	\$40		
16. S. Welcome Sign 29	\$30	\$45 (3 step)	
17. N. 3 <sup>rd</sup> St. ROW 3	\$45		
18. E. 118 <sup>th</sup> St. ROW 8	\$80		
19. Beebe Cemetary 19	\$35		
20. S. 3 <sup>rd</sup> St. ROW 22	\$40		
21. Southside Dr. 24	\$40		
22. W. Bridge Rd. 21	\$85		
23. N. Welcome Sign 1	\$30	\$45 (3 step)	
24. Parker Blvd Prairie Area 12	\$25	\$75 (3step)	
25. <u>E. Entrance Sign 118<sup>th</sup></u>	\$30	\$135 (3 step)	
26. Lost Lake Park 2	\$80	\$209 (3 step)	
27. Westside Park 5	\$90	\$105 (3 step)	
28. S. 14 <sup>th</sup> St. ROW 28	\$30		
29. E. Southside Dr. Lift Station 27	\$60		
30. Waste Water Lagoon 23	\$275		
31. 12 Oaks 26	\$128	\$244 (3 step)	
32. Linear park 9	\$147	\$260 (3 step)	
Total per week:	\$3377/week	\$16,675/year (does not include Red Pricing above)	
		\$19,279/year (does include Red Pricing above)	

Mike, if you have any questions or concerns about the above information, please call. Thank You!

Charlie Husak, Owner  
Total Quality, Inc.  
515-984-6605 515-371-4501



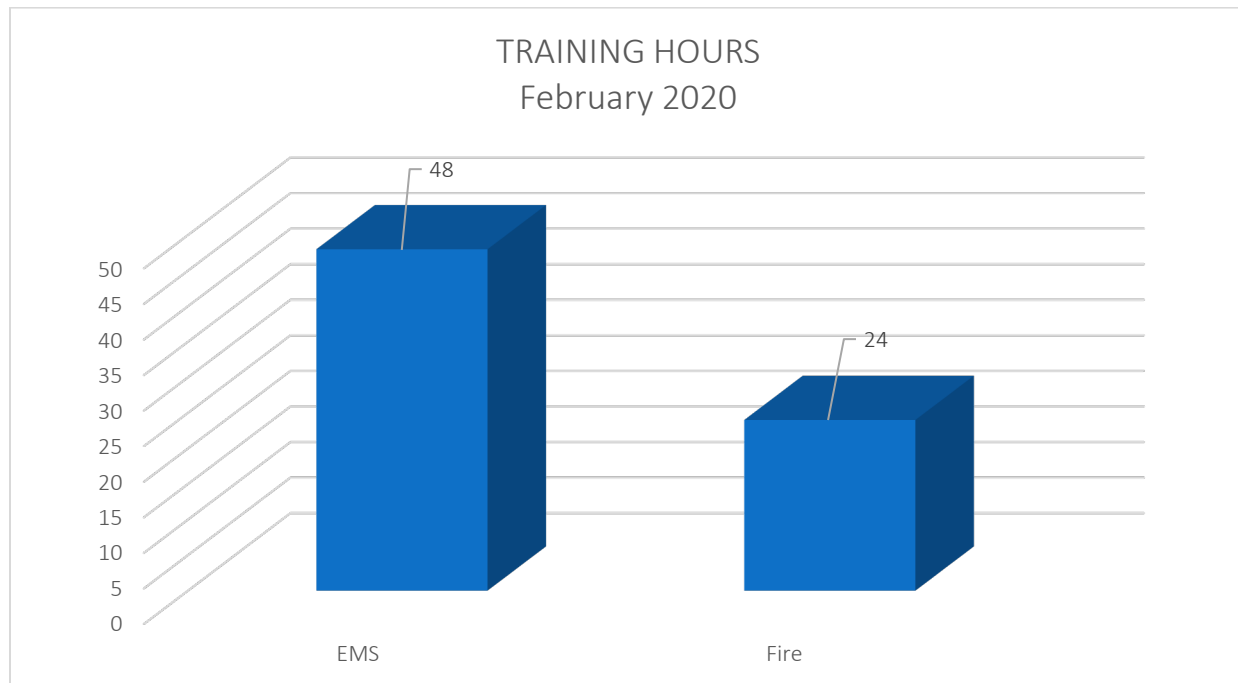
## City of Polk City, Iowa City Council Agenda Communication

**Date:** March 23, 2020  
**To:** Mayor & City Council  
**From:** Jim Mitchell – Fire Chief  
**Subject:** February 2020 Monthly Report

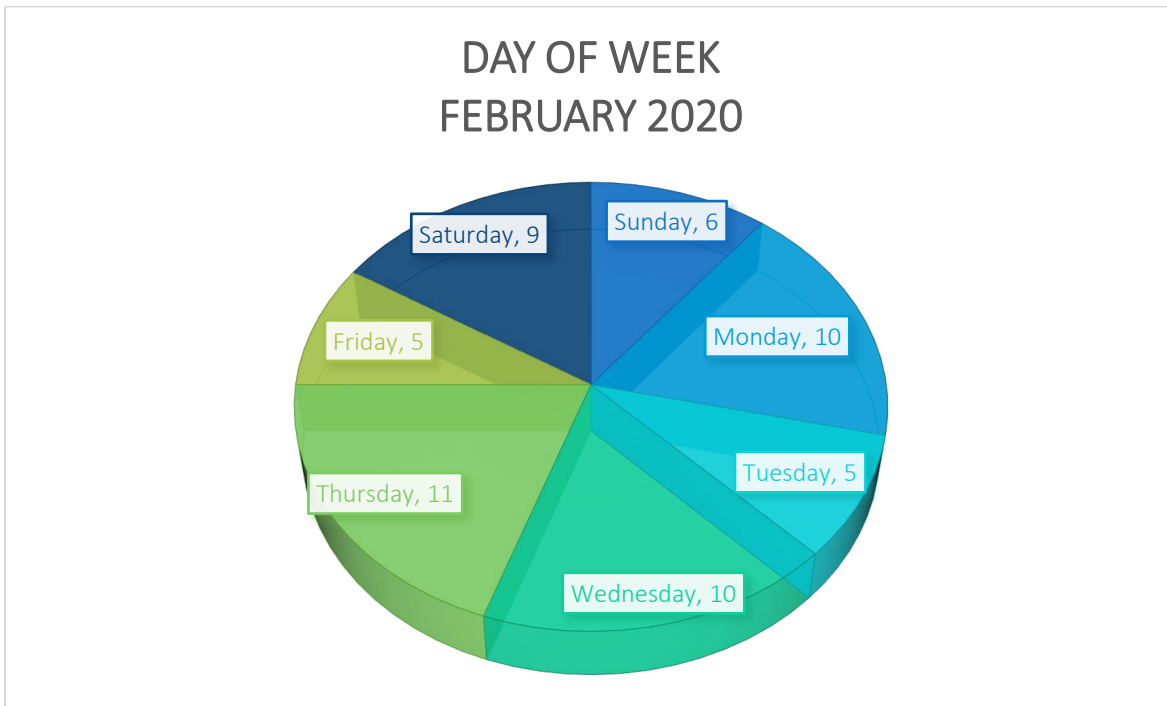
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**BACKGROUND:** February 2020 was not quite as busy as February 2019. PCFD had a total of 61 calls for service during February 2019 and 57 this year.

We focused on emergency medical training due to EMT and Paramedic recertification in April. Training topics included Altered Mental Status, Field Triage, Crew Management, Ambulance Safety and SCBA & RIT Pack training. We had a total of 48 EMS hours and 24 fire training hours.

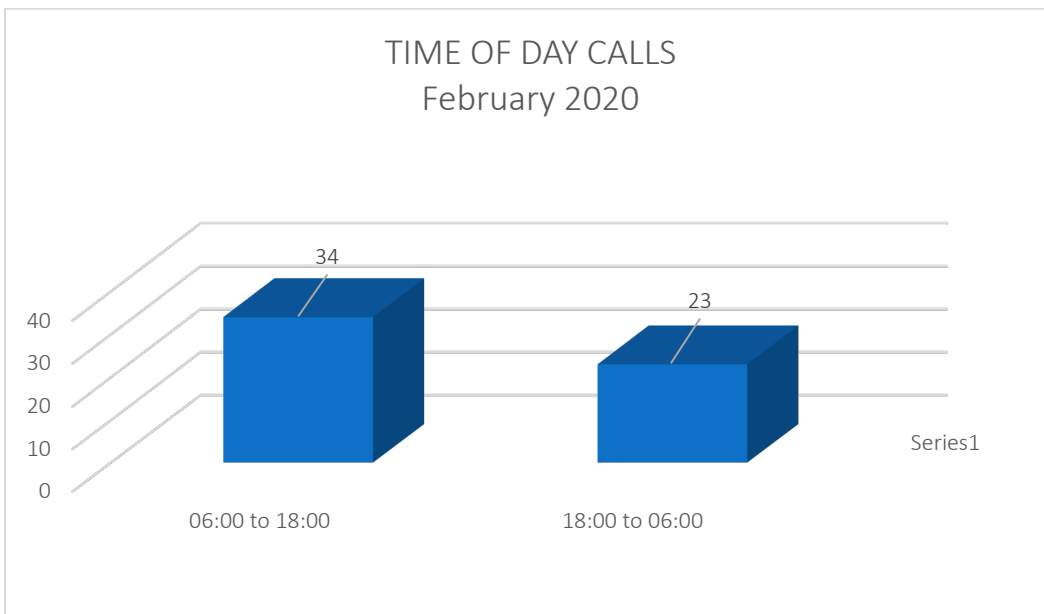


The call volume was busiest on Thursday with 11 calls for service in February:



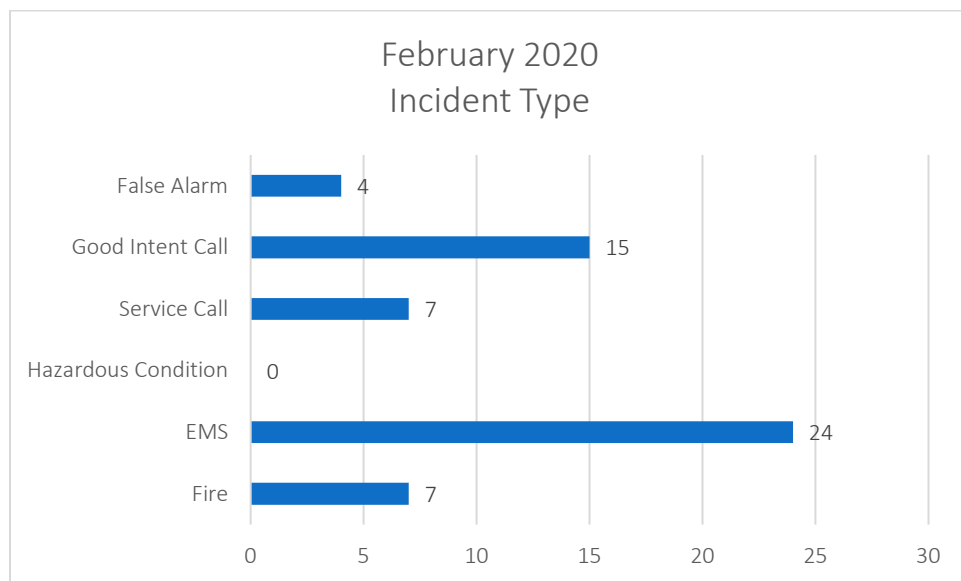
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
6	10	5	10	11	5	9	<b>57</b>

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





The “Incident Type” of calls was predominately EMS related with a total of 57 calls for service for the month:



We had no request for station tours. We provided a ride to school for a young man celebrating his 9<sup>th</sup> birthday. The PCFD donated a “ride on a fire truck” to the North Polk Foundation’s silent auction and his parents won the bid.





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** March 23, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Kimberley agreement to complete-Crossroads at the Lakes Plat II

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**BACKGROUND:** On Monday, the Council will be asked to take action on the Crossroads at the Lakes Plat II agreement to complete. A copy of the agreement is in your packet for review.

There are some items left on the punch list, but the developer has provided certified checks to the City to cover the costs of those items. The checks are in the amounts of \$75,000 and \$12,600.

**ALTERNATIVES:** Do not approve the agreement to complete

**FINANCIAL CONSIDERATIONS:** None

**RECOMMENDATION:** It is my recommendation that the Council approve the agreement to complete.

**RESOLUTION NO. 2020-29**

**A RESOLUTION APPROVING AN AGREEMENT TO COMPLETE FOR  
CROSSROADS AT THE LAKES PLAT 2**

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**WHEREAS**, the final plat was approved for Crossroads at the Lakes Plat 2 on April 9, 2018 by the City of Polk City; and

**WHEREAS**, the Developer, Kimberley Development Corporation, has substantially completed construction of public improvements in accordance with Construction Drawings approved for Crossroads at the Lakes Plat 2 that were approved by the City of Polk City on April 9, 2018 except for items enumerated on the punchlist dated March 6, 2020; and

**WHEREAS**, the Developer is desirous of the issuance of Building Permits for lots within said Plat 2 and has signed an Agreement to Complete which covers their responsibility for completing the outstanding punchlist items; and

**WHEREAS**, the developer has provided a Security Check in the amount of \$75,000 to the City of Polk City as security for the completion of a portion of said Punchlist items that shall be completed by April 30, 2020; specifically Punchlist Items #1, #4 and #6 as well as the rock check at the end of E. Bridge Road included as part of Item #3, upon completion, said security will be released to the Developer by Resolution of City Council; and

**WHEREAS**, the developer has provided a Certified Check in the amount of \$12,600 to Polk City as security for the completion of all remaining Punchlist items. All Punchlist items shall be completed by September 1, 2020, upon completion, said security will be released to the Developer by Resolution of City Council; and

**WHEREAS**, no permanent Certificates of Occupancy shall be issued until the public improvements are ready to be accepted by City Council; and

**WHEREAS**, the City Engineer and the City Attorney recommend approval of the Agreement to Complete for Crossroads at the Lakes Plat 2.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the City Engineer and the City Attorney and deems it appropriate to approve the Agreement to Complete for Crossroads at the Lakes Plat 2.

**PASSED AND APPROVED** the 23rd day March 2020.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

**POLK CITY: CROSSROADS AT THE LAKES PLAT 2**

**PUNCH LIST**

**WALK-THRU: October 4, 2019**

**PUNCHLIST #6: March 12, 2020**

The following items shall be completed prior to Council acceptance of the public improvements:

1. Remove sediment from all detention basins, including two wet-bottom ponds and two dry-bottom basins, unless as-built survey demonstrates compliance with approved construction drawings. Provide as-built survey to demonstrate grading of all basins conforms to plans. Clean out storm sewer and riprap if necessary.
2. Re-seed and over seed as necessary at all detention basins to stabilize all slopes. Install silt fence to stabilize after work is complete. (Refer to attached Exhibit A developed on site during walk-thru.)
3. Repair erosion and straw mat at the hydrant and valve located just beyond the end of pavement markers. Install additional erosion control devices as needed to stabilize this area, including a rock check dam to direct pavement runoff toward the intakes. (Refer to Exhibit A.)
4. Remove the remaining traffic control devices along S. 3<sup>rd</sup> Street and construction debris remaining on Lot 39.
5. Repair grading at rills, including on future trail. Install and/or repair erosion control as needed to stabilize site; coordinate with Deb Beck on this issue. (Refer to Exhibit A.)
6. As per Storm Sewer Video Inspection Review, clean riprap on outlet pipe in detention basin 2D on Lot 15. Clean out storm sewer pipe if necessary per direction from Deb Beck.
7. Complete pavement markings on the approach to 3<sup>rd</sup> Street in accordance with approved Construction Drawings. Pavement markings as installed are not acceptable. Pavement markings shall be in accordance with Sheet 31 of the approved construction drawings and shall be durable pavement markings.
8. Developer's Engineer shall provide as-built survey following clean out of all detention basins/ponds. All as-built survey will need to include professional seals and date of survey.
9. Reimburse City for all Engineering review fees.

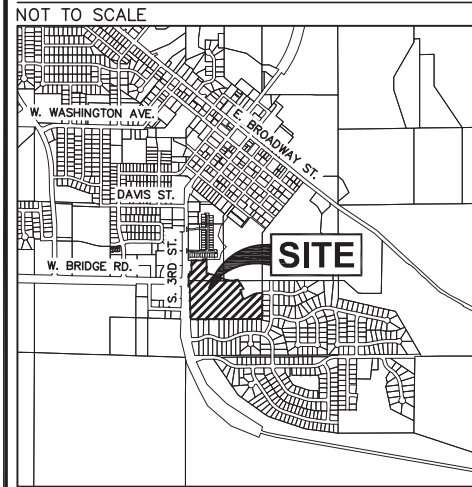
Note: Contact Kathleen for punch list update when all contractor items have been addressed.



# CROSSROADS AT THE LAKES PLAT 2

EXHIBIT A:  
SHEET 1 OF 2

## VICINITY MAP



POLK CITY, IOWA

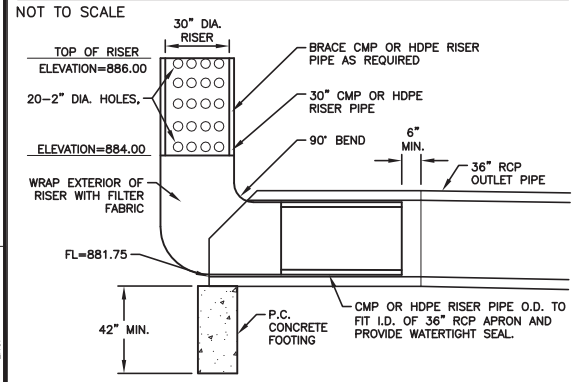
## STABILIZATION QUANTITIES

ITEM NO.	ITEM	UNIT	TOTAL
1	SILT FENCE	LF	9,210
2	SEEDING, FERTILIZING, AND MULCHING	AC	37.16
3	INLET PROTECTION DEVICES	EA	12
4	CONCRETE WASHOUT PIT	EA	1
5	15" PVC TEMPORARY STANDPIPE	EA	1
6	30" PVC TEMPORARY STANDPIPE	EA	2

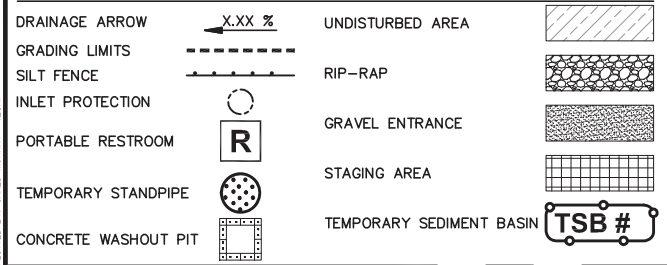
## DISCHARGE POINT SUMMARY

DISCHARGE POINT #1 TO AN UNNAMED TRIBUTARY OF BIG CREEK ±2000 FT	24.5 ACRES
TOTAL AREA DISTURBED TO DISCHARGE POINT	88,200 CU FT
STORAGE VOLUME REQUIRED (# OF ACRES*3600 CU FT)	
VOLUME PROVIDED IN SILT FENCE (3876 LF @ 4.5 CU FT/LF OF FENCE)	17,442 CU FT
VOLUME PROVIDED IN TSB #1	63,125 CU FT
VOLUME PROVIDED IN TSB #2	54,799 CU FT
TOTAL VOLUME PROVIDED	133,366 CU FT
DISCHARGE POINT #2 TO AN UNNAMED TRIBUTARY OF BIG CREEK ±3000 FT	1.17 ACRES
TOTAL AREA DISTURBED TO DISCHARGE POINT	4,212 CU FT
STORAGE VOLUME REQUIRED (# OF ACRES*3600 CU FT)	
VOLUME PROVIDED IN SILT FENCE (1183 LF @ 4.5 CU FT/LF OF FENCE)	5,324 CU FT
TOTAL VOLUME PROVIDED	5,324 CU FT
DISCHARGE POINT #3 TO AN UNNAMED TRIBUTARY OF BIG CREEK ±1200 FT	13.5 ACRES
TOTAL AREA DISTURBED TO DISCHARGE POINT	48,600 CU FT
STORAGE VOLUME REQUIRED (# OF ACRES*3600 CU FT)	
VOLUME PROVIDED IN TSB #3	24,308 CU FT
VOLUME PROVIDED IN SILT FENCE (4151 LF @ 9 CU FT/LF OF FENCE)	37,359 CU FT
TOTAL VOLUME PROVIDED	61,667 CU FT

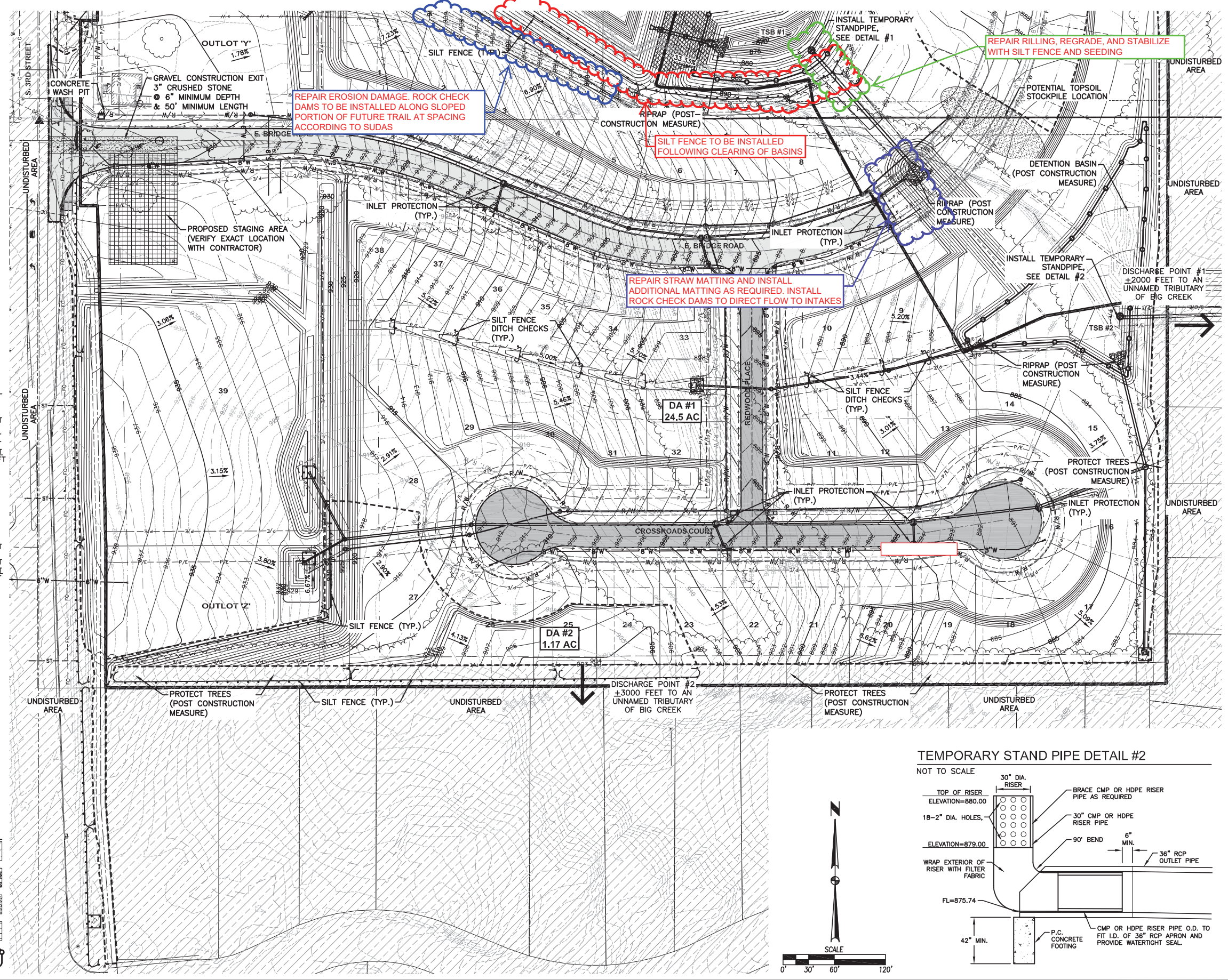
## TEMPORARY STAND PIPE DETAIL #1



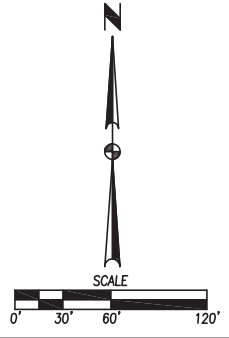
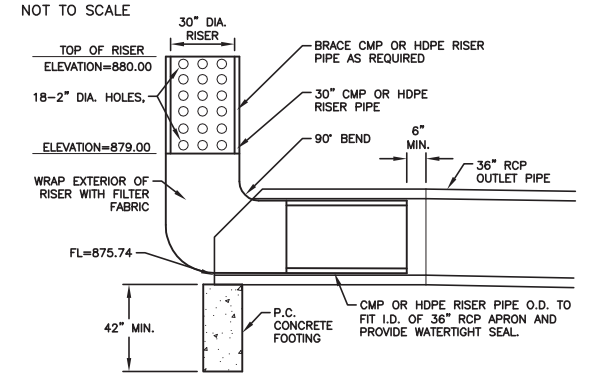
## SWPPP LEGEND



## EROSION AND SEDIMENT CONTROL PLAN



## TEMPORARY STAND PIPE DETAIL #2



FILE: H:\1708469\1708469-SWPPP.DWG COMMENT: 4/9/2018 12:44 PM  
 PLOTTED BY: JARED MURRAY TECH

DATE	04/03/18
FINAL SUBMITTAL	03/15/18
THIRD SUBMITTAL	02/21/18
SECOND SUBMITTAL	
FIRST SUBMITTAL	12/15/17

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

**CSA**  
 CIVIL DESIGN ADVANTAGE  
 POLK CITY, IOWA

**CROSSROADS AT THE LAKES PLAT 2**  
 EROSION AND SEDIMENT CONTROL PLAN  
 9/35  
 1708.469



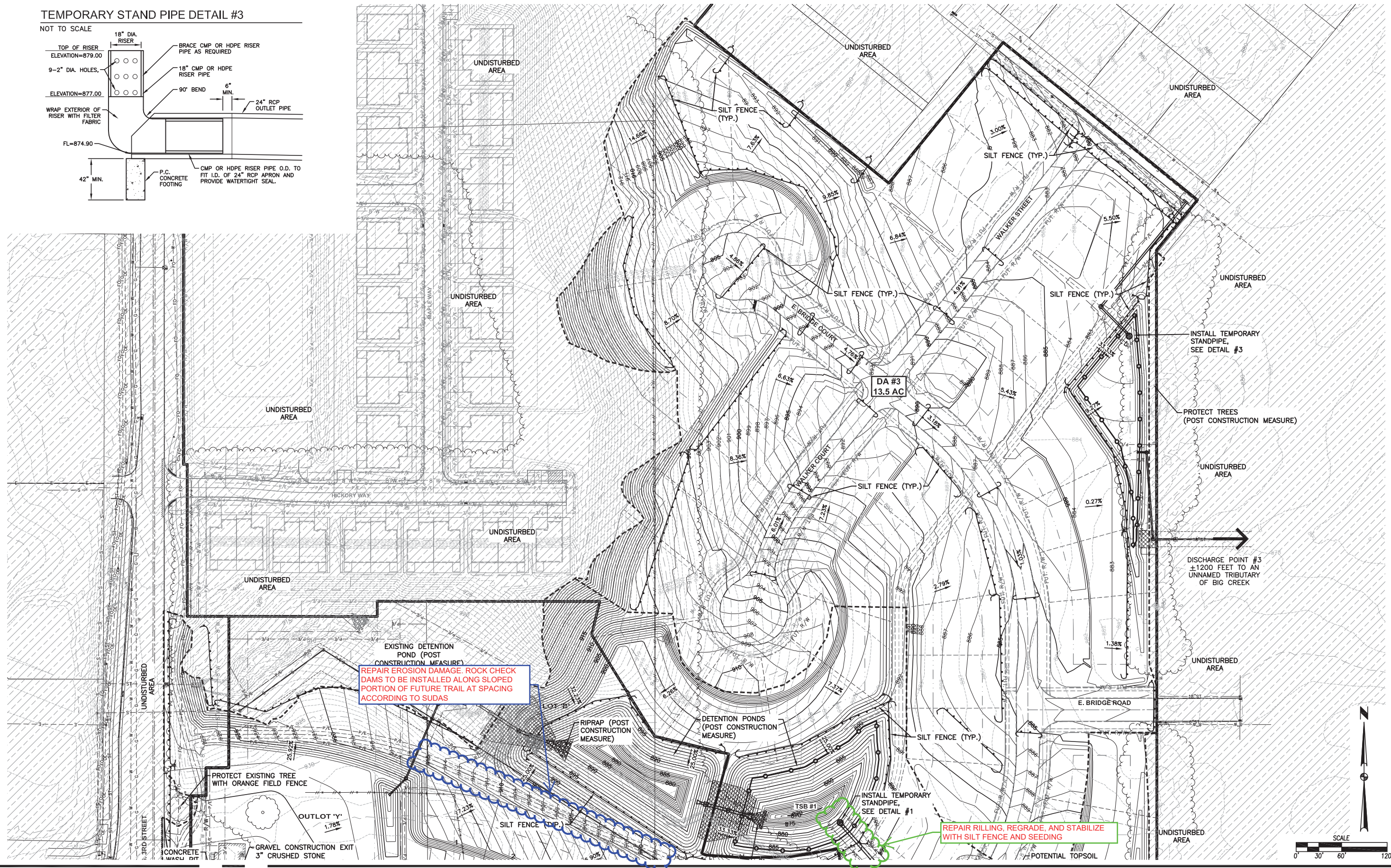
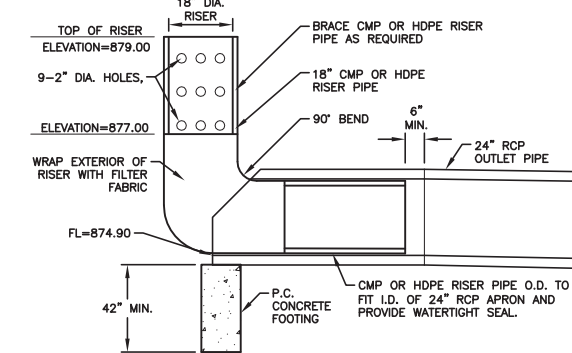
# CROSSROADS AT THE LAKES PLAT 2

## EROSION AND SEDIMENT CONTROL PLAN

EXHIBIT A  
SHEET 2 OF 2

### TEMPORARY STAND PIPE DETAIL #3

NOT TO SCALE



REPAIR EROSION DAMAGE. ROCK CHECK DAMS TO BE INSTALLED ALONG SLOPED PORTION OF FUTURE TRAIL AT SPACING ACCORDING TO SUDAS

REPAIR RILLING, REGRADE, AND STABILIZE WITH SILT FENCE AND SEEDING

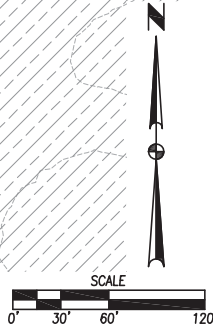
FILE: H:\2017\1708469\DWG\1708469-5RPP.DWG  
 COMMENT: 4/2/2018 12:45 PM  
 PLOTTED BY: JACED MURRAY  
 TCK:

DATE	REVISIONS
04/03/18 <td>FINAL SUBMITTAL</td>	FINAL SUBMITTAL
03/15/18 <td>THIRD SUBMITTAL</td>	THIRD SUBMITTAL
02/21/18 <td>SECOND SUBMITTAL</td>	SECOND SUBMITTAL
12/15/17 <td>FIRST SUBMITTAL</td>	FIRST SUBMITTAL

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



**10** CROSSROADS AT THE LAKES PLAT 2  
**35** EROSION AND SEDIMENT CONTROL PLAN  
 1708.469  
 POLK CITY, IOWA





## AGREEMENT TO COMPLETE PUBLIC IMPROVEMENTS CROSSROADS AT THE LAKES PLAT 2

THIS AGREEMENT made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2020, by and Kimberley Development Corporation, c/o Bill Kimberley, 2785 N, Ankeny Boulevard, Ankeny IA 50023; an Iowa Corporation ("Developer") and the City of Polk City, Iowa, an Iowa municipal corporation, ("Polk City").

WHEREAS, on April 9, 2018, the City of Polk City approved the Construction Drawings for Public Improvements for Crossroads at the Lakes Plat 2; and

WHEREAS, on April 9, 2018, the City of Polk City approved the Final Plat, including Subdivision Bonds, for Crossroads at the Lakes Plat 2; and

WHEREAS, the Developer has substantially completed construction of the public improvements in accordance with said approved Construction Drawings for Crossroads at the Lakes Plat 2, however certain public improvements have not yet been completed by the Developer to the satisfaction of Polk City; and

WHEREAS, the Developer is desirous of the issuance of Building Permits for lots within said Plat 2 in accordance with the regulations and requirements of Polk City subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of Polk City approving said plat and in further consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. Developer has not yet completed the attached Punchlist #6 dated March 6, 2020. Developer shall complete these Punchlist items (the "Improvements") in accordance with Polk City specifications and the approved Construction Drawings.
2. Developer has provided a certified check in the amount of **\$75,000** to the City of Polk City as security for the completion of a portion of said Punchlist; specifically Punchlist Items #1, #4 and #6 as well as the rock check at the end of E. Bridge Road included as part of Item #3. These Punchlist items shall be completed by April 30, 2020. Upon completion, said security will be released to the Developer by Resolution of City Council.
3. Developer has provided a certified check in the amount of **\$12,600** to Polk City as security for the completion of all remaining Punchlist items. All Punchlist items shall be completed by September 1, 2020. Upon completion, said security will be released to the Developer by Resolution of City Council.

4. In consideration of the Polk City's receipt of the aforementioned security and the developer's agreement to fulfill their obligation to complete the public improvements; Polk City agrees to issue Building Permits and Temporary Certificates of Occupancy in accordance with Polk City Municipal Code, including applicable Building Codes. Once all punchlist items have been completed, other than confirmation that grass has been fully established, permanent Certificates of Occupancy shall be issued in accordance with city building code requirements.
  
5. Developer agrees that in the event Developer fails to complete the Improvements in accordance with this Agreement, upon receipt of any invoice therefor, Polk City shall use the funds provided by the Developer to pay any and all actual costs incurred by Polk City for legal services, engineering services including construction observation, contractor services, and/or services of other persons or entities employed by Polk City (other than Polk City staff personnel) for, or any way involved in, the review, construction, and inspection of Crossroads at the Lakes Plat 2 and all Improvements intended for public use or benefit or to be constructed or caused to be constructed by the Developer.
  
6. Following completion of all items on aforementioned Punchlist, including establishment of grass, and payment of all fees, the Public Improvements for Crossroads at the Lakes Plat 2 shall be accepted by the City Council of Polk City.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

KIMBERLEY DEVELOPMENT CORPORATION

CITY OF POLK CITY, IOWA

By: \_\_\_\_\_

By: \_\_\_\_\_

Jason Morse, Mayor

Name: \_\_\_\_\_

ATTEST:

Title: \_\_\_\_\_

\_\_\_\_\_

Jenny Gibbons, City Clerk



**POLK CITY: CROSSROADS AT THE LAKES PLAT 2**  
**AGREEMENT TO COMPLETE**  
**PUNCHLIST #6: March 12, 2020**

Punchlist Item Number and Description	Cost basis	Cost
1. Remove sediment from all detention basins, including two wet-bottom ponds and two dry-bottom basins, unless as-built survey demonstrates compliance with approved construction drawings. Provide as-built survey to demonstrate grading of all basins conforms to plans. Clean out storm sewer and riprap if necessary.	McAninch to demuck basins per contractor quote	\$ 75,000.00
6. As per Storm Sewer Video Inspection Review, clean riprap on outlet pipe in detention basin 2D on Lot 15. Clean out storm sewer pipe if necessary per direction from Deb Beck.	Pipe and riprap clean-out Included in cost for McAninch to demuck basins per Jenna Kimberley	\$ -
3B. Install rock check dam at end of E. Bridge Road paving to direct pavement runoff toward the intakes. (Refer to Exhibit A.)	McAninch rock check dam included in Item #1 Per Matt Dykstra	\$ -
4. Remove the remaining traffic control devices along S. 3 <sup>rd</sup> Street and construction debris remaining on Lot 39.	McAninch removal of debris included in Item #1 per Matt Dykstra	\$ -
<b>Check #1</b>		<b>\$ 75,000.00</b>
2. Re-seed and over seed as necessary to stabilize all slopes. Install silt fence to stabilize after work is complete. (Refer to attached Exhibit A developed on site during walk-thru.)	Soil-Tek Seed & Erosion Control per contractor quote	\$ 9,000.00
3A. Repair erosion and straw mat at the hydrant and valve located just beyond the end of pavement markers. Install additional erosion control devices as needed to stabilize this area. (Refer to Exhibit A.)	Soil-Tek erosion control at end of Bridge Road per contractor quote	\$ 1,000.00
5. Repair grading at rills, including on future trail. Install and/or repair erosion control as needed to stabilize site; coordinate with Deb Beck on this issue. (Refer to Exhibit A.)	Soil-Tek included in quote for Item #2 per contractor quote	\$ -
7. Complete pavement markings on the approach to 3rd Street in accordance with approved Construction Drawings. Pavement markings as installed are not acceptable. Pavement markings shall be in accordance with Sheet 31 of the approved construction drawings and shall be durable pavement markings.	Contractor price per Jenna Kimberley	\$ 2,000.00
8. Developer's Engineer shall provide as-built survey following clean out of all detention basins/ponds. All as-built survey will need to include professional seals and date of survey.	Fee per Erin Ollendike email	\$ 600.00
<b>Check #2</b>		<b>\$ 12,600.00</b>



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

**Date:** March 23, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Sanitary Sewer Rate Ordinance

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**BACKGROUND:** On Monday, the Council will have the second reading of the sewer rate Ordinance with the new proposed rates which will go into effect for the July utility bills. Listed below are the changes the Council agreed to during the budget process (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. 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 second reading of the Sewer rate Ordinance. This Ordinance will not take effect until July 1<sup>st</sup>, therefore there is no need to waive 3<sup>rd</sup> reading of the Ordinance and the Council can just have that reading occur at the April 13<sup>th</sup> meeting.

**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:

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Jenny Gibbons, City Clerk

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



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** March 23, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Appointment to the Parks and Recreation Commission

---

**BACKGROUND:** We have received 2 applications for the open position on the Parks and Recreation Commission, one from Steve Karsjen and one from Demi Johnson.

**ALTERNATIVES:** No alternatives, the Council needs to select one of the applicants

**FINANCIAL CONSIDERATIONS:** None

**RECOMMENDATION:** It is my recommendation that the Council take the gender balance requirement into consideration for this appointment. The Parks Commission make-up currently consists of 5 females, and 1 male, therefore, to be in compliance with both State Law and the City's recent gender balance policy the Council should appoint Steve Karsjen.

I would further state that I think this is a good step getting 2 applications for one vacancy. I would suggest we reach out to the other candidate and encourage them to apply for future openings we have on our boards and commissions.