

Agenda

Notice of Meeting

Polk City | City Council

May 11, 2020 | 6:00 pm

City Hall | Council Chambers

Due to Covid-19 Mayor and Council will meet via ZOOM

Public 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

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

Broadcast playback will be available at <https://polkcityia.gov/page/LiveStream>

Jason Morse | Mayor

David Dvorak | Pro Tem

City Council Members: Jeff Walters | Mandy Vogel | Ron Anderson | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearing

- a. Vacation of a portion of the Overland Flowage Easement in White Tail Ridge Plat 2
 - i. Public Hearing
 - ii. First Reading of Ordinance 2020-600
- b. Comp Plan Amendment
 - i. Public Hearing
 - ii. Resolution 2020-48 approving Comp Plan Admendment
- c. Snetselaar & Lillskau Petitions to Rezone
 - i. Public Hearing
 - ii. First Reading of Ordinance 2020-900 rezoning 82.82 acres to R1
 - iii. First Reading of Ordinance 2020-1000 rezoning 31.86 acres to R2
 - iv. First Reading of Ordinance 2020-1100 rezoning 14.60 acres to R2A
 - v. First Reading of Ordinance 2020-1200 rezoning 34.16 acres to C2

5. Consent Items

- a. City Council Meeting Minutes for April 27, 2020
- b. City Council Work Session Meeting Minutes for April 27, 2020
- c. Claims listing May 11, 2020
- d. March 2020 Finance Report
- e. Amend the Polk City Employee Handbook regarding pay periods
- f. Approve twelve months Class C Liquor License for Kum & Go with Sunday Sales effective 7/1/20
- g. Approve Twelve-month Tobacco Permit for Fareway Stores Inc. #137 effective July 1, 2020
- h. Approve Twelve-month Tobacco Permit for Casey's Store #1144 effective July 1, 2020
- i. Resolution 2020-49 Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Kwik Trip, Inc., Including Annual Appropriation Tax Increment Payments
- j. Appoint Rod Bergren to the vacancy on the Library Board with a term expiring 6/30/2025
- k. Twelve months High Proof Brew Pub Liquor License for Fenders effective July 14, 2020

- l. Resolution 2020-50 setting Public Hearing for the intent to assign and convey improvements, property and permanent easements to the WRA
- m. Resolution 2020-54 setting Public Hearing for FY 19/20 Budget Amendment
- n. Receive and file the April 6, 2020 Library Board Meeting Minutes
- o. Receive and file the April 2020 Library Stats Report
- p. Receive and file the April 2020 Library Director Report
- q. Acknowledge Library Resolution 2020-03L, Special Revenue Fund, Expendable Trust Account
- r. Resolution 2020-51 authorizing the disposal of non-function or obsolete Police equipment and gear
- s. Receive and file the April 2020 Water Report
- t. Receive and file the May 11, 2020 Parks and Recreation Department Updates

6. Business Items

- a. Resolution 2020-52 approving Pay App No. 4 for the 2019 Street Repair Project in the amount of \$29,737.85
- b. Resolution 2020-53 approving a Memorandum of Understanding with Metro Waste Authority and approving an Agreement for the Collection of Solid Waste between Metro Waste Authority and Ankeny Sanitation, Inc.
- c. Review City Website proposals and approve redesign
- d. First Reading of Ordinance 2020-500 amending Chapter 106 concerning collection of solid waste
- e. First Reading of Ordinance 2020-700 amending Water Rates
- f. First Reading of Ordinance 2020-800 amending the provisions regarding Fireworks
- g. Third and final Reading of Ordinance 2020-400 Adding Recycling Chapter

7. Reports & Particulars

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

8. Adjournment

--next meeting date TUESDAY May 26, 2020

ORDINANCE NO. 2020-600

**ORDINANCE VACATING A PORTION OF THE OVERLAND
FLOWAGE EASEMENT IN WHITE TAIL RIDGE PLAT 2.**

WHEREAS, on the 11th day of May 2020, pursuant to published notice as required by law, the City Council has held a public hearing on a proposal to vacate a portion of the Overland Flowage Easement within property legally described as follows:

A STRIP OF LAND IN LOTS 4 AND 5 WHITETAIL RIDGE PLAT 2, AN OFFICIAL PLAT, POLK CITY, POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH CORNER OF SAID LOT 5; THENCE ALONG THE SOUTHWEST LOT LINE OF SAID LOT 5 NORTH 33°40'36" WEST, A DISTANCE OF 15.25 FEET TO THE POINT OF BEGINNING; THENCE ALONG THE SOUTHWEST LOT LINE OF SAID LOT 5 NORTH 33°40'36" WEST, A DISTANCE OF 15.24 FEET; THENCE NORTH 45°54'47" EAST, A DISTANCE OF 252.92 FEET TO THE EAST LOT LINE OF SAID LOT 5; THENCE SOUTH 26°23'17" EAST, A DISTANCE OF 31.49 FEET ALONG SAID EAST LINE TO THE NORTH CORNER OF SAID LOT 4; THENCE SOUTH 26°23'17" EAST, A DISTANCE OF 58.83 FEET ALONG THE EAST LINE OF SAID LOT 4; THENCE NORTH 69°49'01" WEST, A DISTANCE OF 78.86 FEET; THENCE SOUTH 45°54'47" WEST, A DISTANCE OF 193.98 FEET TO THE POINT OF BEGINNING. CONTAINING 5,800 SQUARE FEET (0.133 ACRES) MORE OR LESS.

WHEREAS, the City Council of the City of Polk City, Iowa, has determined that it is in the best interest of the City to vacate said easement.

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

Section 1. The City of Polk City, Iowa, hereby vacates the following described Overland Flowage easement:

A STRIP OF LAND IN LOTS 4 AND 5 WHITETAIL RIDGE PLAT 2, AN OFFICIAL PLAT, POLK CITY, POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH CORNER OF SAID LOT 5; THENCE ALONG THE SOUTHWEST LOT LINE OF SAID LOT 5 NORTH 33°40'36" WEST, A DISTANCE OF 15.25 FEET TO THE POINT OF BEGINNING; THENCE ALONG THE SOUTHWEST LOT LINE OF SAID LOT 5 NORTH 33°40'36" WEST, A DISTANCE OF 15.24 FEET; THENCE NORTH 45°54'47" EAST, A DISTANCE OF 252.92 FEET TO THE EAST LOT LINE OF SAID LOT 5; THENCE SOUTH 26°23'17" EAST, A DISTANCE OF 31.49 FEET ALONG SAID EAST LINE TO THE NORTH CORNER OF SAID LOT 4; THENCE SOUTH 26°23'17" EAST, A DISTANCE OF 58.83 FEET ALONG THE EAST LINE OF SAID LOT 4; THENCE NORTH 69°49'01" WEST, A DISTANCE OF 78.86 FEET; THENCE SOUTH 45°54'47" WEST, A DISTANCE OF 193.98 FEET TO THE POINT OF BEGINNING. CONTAINING 5,800 SQUARE FEET (0.133 ACRES) MORE OR LESS.

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

Section 3. This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____ 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION NO. 2020-48

**A RESOLUTION APPROVING AN AMENDMENT TO THE 2016 POLK CITY
COMPREHENSIVE PLAN FOR AN AREA IN THE VICINITY OF NW 44TH STREET
AND E. SOUTHSIDE DR. BY UPDATING THE FUTURE LAND USE MAP**

WHEREAS, the City of Polk City adopted the 2016 Comprehensive Plan (Comp Plan) entitled “Imagine Polk City – A Bridge to the Future” on April 11, 2016 and amended on May 9, 2016 with a second amendment on November 14, 2016, a third amendment on July 8, 2019 and a fourth amendment on July 22, 2019; and

WHEREAS, Andy Snetselar and Genevieve Liliskau have submitted a request to amend the Future Land Use Plan for the area located on the southwest side NW 44th Street and E. Southside Dr. in Polk City, Iowa; and

WHEREAS, the Future Land Use Plan (Map 7.1) included in said Comprehensive Plan designates the Subject Property with a Commercial, High Density Residential, Medium Density Residential, Open Space, and Park uses; and

WHEREAS, after careful review of this matter, the Planning & Zoning Commission has recommended that said Future Land Use Plan be amended to designate the Subject Property as Commercial, Medium Density Residential, Low Density Residential, Open Space, and Park uses in conformance with Exhibit A attached hereto; and

WHEREAS, the City Council of the City of Polk City, Iowa believes it to be in the best interest of the City to amend the Comprehensive Plan’s Future Land Use Plan (Map 7.1) by changing the land use designation of the Subject Property from Commercial, High Density Residential, Medium Density Residential, Open Space, and Park uses to Commercial, Medium Density Residential, Low Density Residential, Open Space, and Park uses.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa that the 2016 Comprehensive Plan entitled “Imagine Polk City – A Bridge to the Future” is hereby amended to designate the Subject Property described above as Mixed Use.

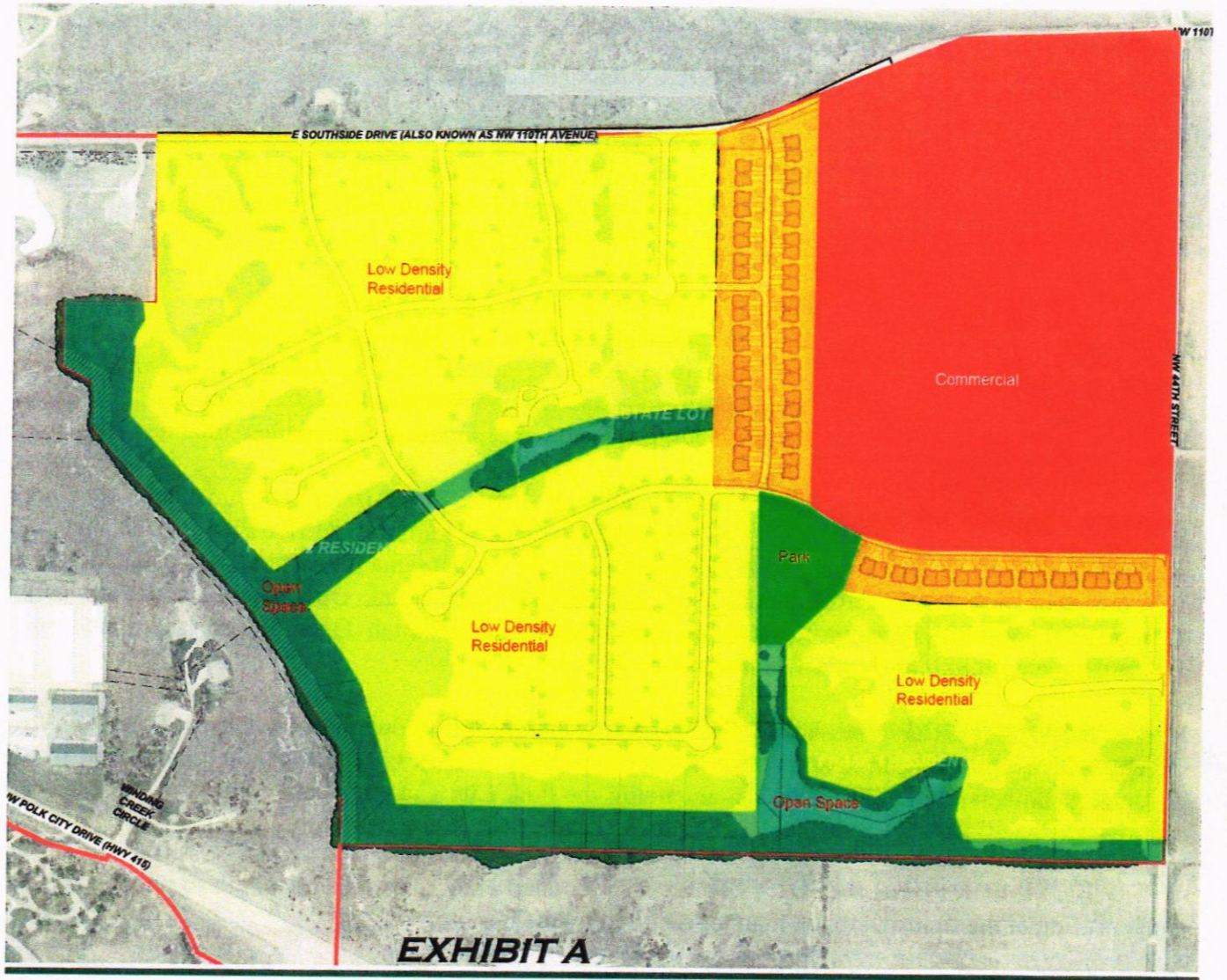
Passed and Approved this 11th day of May 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

EXHIBIT 'A'



REZONING PETITION REVIEW

Date: April 14, 2020
 Subject Property: Snetselaar & Lillskau property

Prepared by: Kathleen Connor
 Project No.: 119.1106.01

GENERAL INFORMATION:

The co-applicants, Andy Snetselaar and Genevieve Lillskau, have together submitted four (4) *Petitions to Rezone* the subject properties from A-1 to a mixture of C-2 Commercial, R-1 Single Family Detached Residential, R-2 One- and Two-family Residential, and R-2A Townhome Residential. The petitions have been signed by Andy Snetselaar and by Genevieve Lillskau. Mr. Snetselaar owns the property outlined in blue to the right, platted as the 92.12-acre Lot 3 of Red Cedar Prairie Plat 1. Ms. Lillskau owns the property outlined in red; the north 48.91 acres of which was platted as Outlot X of White Pine Prairie Plat 2 and the south 17.77 acres remains unplatted.



Applicants: Andy Snetselaar and Genevieve Lillskau				Existing Use: Ag, Estate residential	
Current Zoning: A-1				Future Use: Commercial; Low Density Residential; Medium Density Residential; Park; and Open Space.	
Requested Zoning:	Zoning District	Current Concept	Original Concept	Proposed Use:	Commercial; Low Density Residential: Approx. 64 R-1 lots, Approx. 74 R-2 lots, Approx. 60 townhomes Park; and Open Space.
(Net Ac.)					
	C-1	32.49 Ac.	20.92 Ac.		
	R-1	81.50 Ac.	81.71 Ac.		
	R-2	30.84 Ac.	40.18 Ac.		
	R-2A	13.96 Ac.	15.98 Ac.		
Total Net Area:		158.79 Ac.	158.79 Ac.		

Together, the applicants own sufficient property to consent to each of the four rezonings. (73.99% for C-2; 50.95% for R-1; 100% for R-2; and 99.98% for R-2A) The date of the required public hearing at City Council on these rezonings has not yet been set.

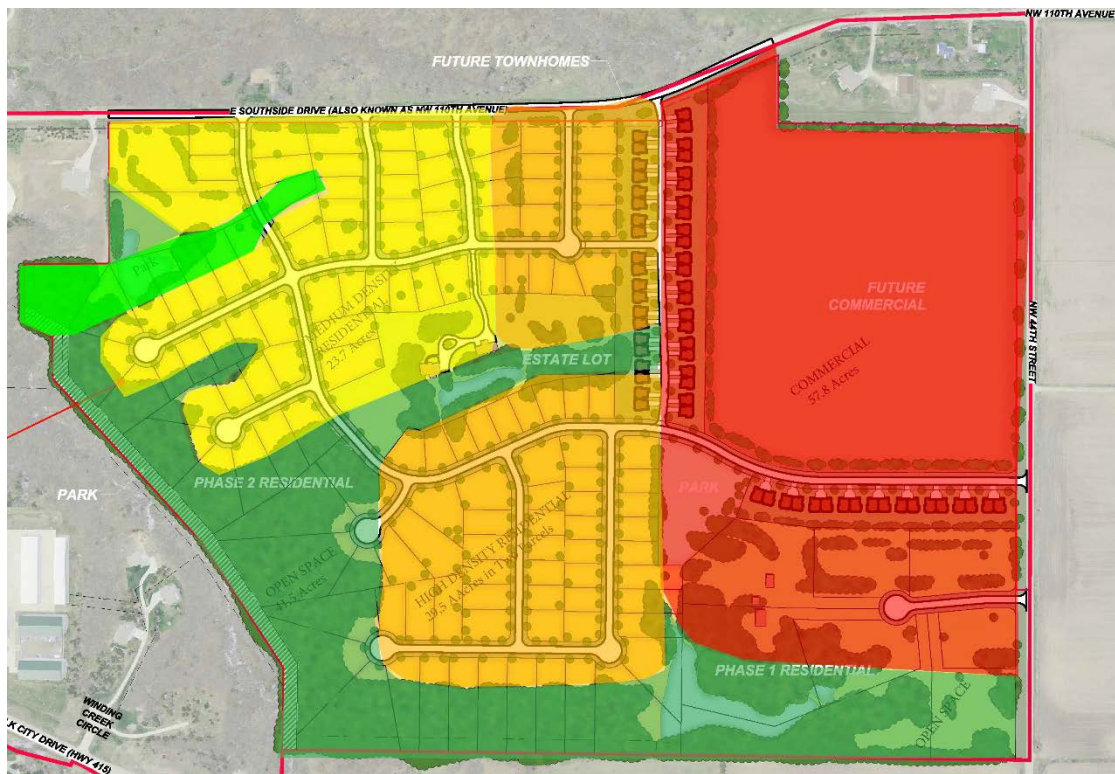
COMPREHENSIVE PLAN:

The Future Land Use Plan from Polk City’s 2016 Comprehensive Plan for the subject area is illustrated on the right. The rezonings as proposed are not in conformance with the land uses designated by the Comp Plan. As a result, approval of an amendment to the Future Land Use Plan is needed prior to approval of the rezonings.

The Comprehensive Plan designates the NW 44th Street corridor as a special development area, describing this street as an important municipal arterial and the only north-south alternative to 3rd Street. Planned commercial areas in this corridor should be protected. The plan also states that proposed development projects should be reviewed based on limited access to the street, cohesive development between parcels, and buffers or transitional uses to adjoining residential areas.



The applicants’ submitted a revised Concept Plan to clarify their intent for future development, and provide justification for the rezoning. To simplify review of the proposed changes to the Comp Plan, the intended Future Land Uses have been overlaid on the applicants’ revised Concept Plan below:



As depicted on the Concept Plan provided by the applicant, the proposed land use changes include:

1. Reduction to the size of the area designated for Commercial use.
 - a) The commercial area on Lillskau's property is now proposed to be 32.49 acres, significantly larger than the 20.92 acres of commercial area originally proposed but still less than designated on the Comprehensive Plan for commercial use.
2. Elimination of the High Density Residential use in this area.
 - a) High density residential uses would no longer included as the designated transitional use between the commercial area and medium density residential uses.
3. Relocation of the Medium Density Residential.
 - a) Medium density residential would be limited to a relatively narrow strip around the perimeter of the commercial area, serving as the transition use between commercial use and low density residential uses.
4. Addition of Low Density residential use.
 - a) The Comp Plan does not designate low density residential use in this area.
 - b) Low density would become the primary (71%) use of the property.
5. Reducing the Open Space area.
 - a) The heavily wooded areas on the southwest and south sides of the properties would be developed into estate-sized lots and as deep rear yards on otherwise-standard single family lots.
6. Adjustment of the Park area.
 - a) The proposed park would be located closer to the medium dense townhomes rather than near the natural ravine, but could offer more usable acreage for active recreation.

CONCEPT PLANS:

No formal approval of overall concept plan, entitled "Exhibit A" is required. The developer provided a revised concept plan to illustrate the general character of the development and relationships between adjoining land uses. P&Z and the developer should be aware the Concept Plan does not have sufficient detail, such a grading plan, to provide a complete review at this time, nor is it required for rezoning approval. Staff previously offered preliminary comments on the Concept Plan in a separate memo. Issues such as the size and location of the park, trail connectivity, detention requirements, and the phasing of streets, will be resolved at the time of preliminary platting, along with other platting issues and requirements.

To provide a better sense of scale for the proposed 32.5-acre C-2 commercial area, the developer has also provided a sample commercial development to illustrate an example of the number and size of buildings could potentially be developed in this commercial area.

REZONING CONSIDERATIONS:

Based on P&Z's approval to amend the Comprehensive Plan, the following additional comments should be considered prior to making a recommendation regarding rezoning:

1. Requiring a 50' wide Conservation Easement in the rear yards of the R-1 lots on the south and southwest sides of the development to preserve open space per the Comprehensive Plan and provide a buffer for the future commercial area to the south as designated on the Comprehensive Plan.
2. Each of the four revised Zoning Petitions shall be signed by the property owners.
3. Other such revisions or stipulations as may be required in accordance with P&Z's comments on the amendment to Comprehensive Plan.

RECOMMENDATION REGARDING COMPREHENSIVE PLAN AMENDMENT:

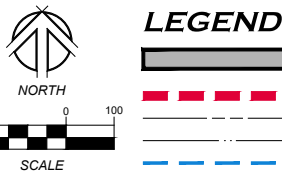
P&Z may proceed with one of the following options for amending Polk City's Comprehensive Plan at their meeting:

- A. Recommend Council approval of the applicant's request to amend the Future Land Use Plan to correspond to the concept plan as presented.
- B. Recommend Council deny the applicant's request to amend the Future Land Use Plan as presented.
- C. Recommend Council approval of the approval of the applicant's request to amend the Future Land Use Plan, subject to certain specific comments being addressed prior to this item being placed on the Council agenda for approval.

RECOMMENDATION REGARDING THE PROPOSED REZONINGS:

Based on P&Z's prior recommendation on an amendment to the Comprehensive Plan and the developer's provision of four signed petitions for rezoning, P&Z may proceed with one of the following options regarding the four proposed rezonings at their meeting:

- A. Recommend Council approval of the applicant's request to rezone portions of their property to C-2, R-1, R-2, and R-2A as presented.
- B. Recommend Council deny the applicant's request to rezone portions of their property to C-2, R-1, R-2, and R-2A as presented.
- C. Recommend Council approval of the approval of the applicant's request to rezone portions of their property to C-2, R-1, R-2, and R-2A, subject to certain specific comments being addressed prior to this item being placed on the Council agenda for approval. These comments may include, but are not limited to:
 1. That all properties shall be included in one plat of subdivision, with outlots setting aside property for future development and a separate outlot for each zoning district.
 2. That a 50' wide Conservation Easement be platted in the rear yards of the R-1 lots on the south and southwest sides of the development to preserve open space per the Comprehensive Plan and provide a buffer for the future commercial area to the south as designated on the Comprehensive Plan.
 3. Other such stipulations P&Z may recommend.



LEGEND

- SUBJECT COMP PLAN & RE-ZONING AREA
- POLK CITY CORPORATE LIMITS
- SECTION LINE
- EXISTING PROPERTY LINE
- 250 FEET BUFFER AREA

OFFICIAL PLAT OF THE S1/2 OF THE SE 1/4 EXCEPT 7A IN THE NE CORNER OF THE SAME AND THE SE 1/4 OF THE SW 1/4 OF SECTION 07 - TWP 80 - RGE 24

LOTS 1, 2, 3 AND 6 POLK COUNTY ZONING: AG AGRICULTURAL DISTRICT

OWNER: MOECKLY FAMILY FARM LLC
MAILING ADDRESS: 11380 NW 44TH ST, POLK CITY, IA 50226-1115

SECTION 06 - TWP 80 - RGE 24 AND THE WEST 1/2 OF THE NE 1/4 AND THE NORTH FR'L 1/2 OF THE NW 1/4 OF SECTION 07 - TWP 80 - RGE 24

PART OF LOT 5 POLK COUNTY ZONING: AG AGRICULTURAL DISTRICT

PART OF LOT 5

E SOUTHSIDE DRIVE (ALSO KNOWN AS NW 110TH AVENUE)

NORTH LINE OF LOT 3 RED CEDAR PRAIRIE PLAT 1

POINT OF BEGINNING SW CORNER OF LOT 2 WHITE PINE PRAIRIE PLAT 1

POLK CITY ZONING: R-1

NW 44TH STREET

NORTH HALF OF THE NW 1/4 OF SECTION 08-80-24 EXCEPT PARCEL B

OWNER: FAMILY FARM LLC
11380 NW 44TH ST
POLK CITY, IA 50226

PARCEL B OF NORTH HALF OF NW 1/4 OF SECTION 08-80-24

OWNER: MIDAMERICAN ENERGY CO
MAILING ADDRESS: TAX DEPT DMRT, POB 657, DES MOINES, IA 50306

POLK COUNTY ZONING: AT AGRICULTURAL TRANSITIONAL DISTRICT

SW 1/4 OF NW 1/4 OF SECTION 08-80-24

OWNER: MOECKLY FAMILY REVOCABLE LIVING TRUST
10781 NW 44TH ST
POLK CITY, IA 50226

MAILING ADDRESS: 3073 NE 126TH AVE, ELKHART, IA 50073

PART OF NORTH HALF OF SW 1/4 OF SECTION 08-80-24

POLK COUNTY ZONING: AT AGRICULTURAL TRANSITIONAL DISTRICT

PART OF SE 1/4 OF SECTION 07 - TWP 80 - RGE 24

POLK COUNTY ZONING: AT AGRICULTURAL TRANSITIONAL DISTRICT

OWNER: GENEVIEVE E LILLSKAU
10616 NW 44TH ST
POLK CITY, IA 50226-1119

POLK CITY ZONING: A-1 AGRICULTURAL DISTRICT

SOUTH LINE OF THE SE 1/4 OF THE NE 1/4 OF SECTION 07 - TWP 80 - RGE 24

OWNER: GENEVIEVE E LILLSKAU
10616 NW 44TH ST
POLK CITY, IA 50226-1119

POLK CITY ZONING: A-1 AGRICULTURAL DISTRICT

SOUTH LINE OF LOT 3 RED CEDAR PRAIRIE PLAT 1

PART OF SE 1/4 OF SECTION 07 - TWP 80 - RGE 24

POLK COUNTY ZONING: AT AGRICULTURAL TRANSITIONAL DISTRICT

OWNER: ANDREW & MARY SNETSLAAR
1920 E SOUTHSIDE DR
POLK CITY, IA 50226-5703

POLK CITY ZONING: A-1 AGRICULTURAL DISTRICT
R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT

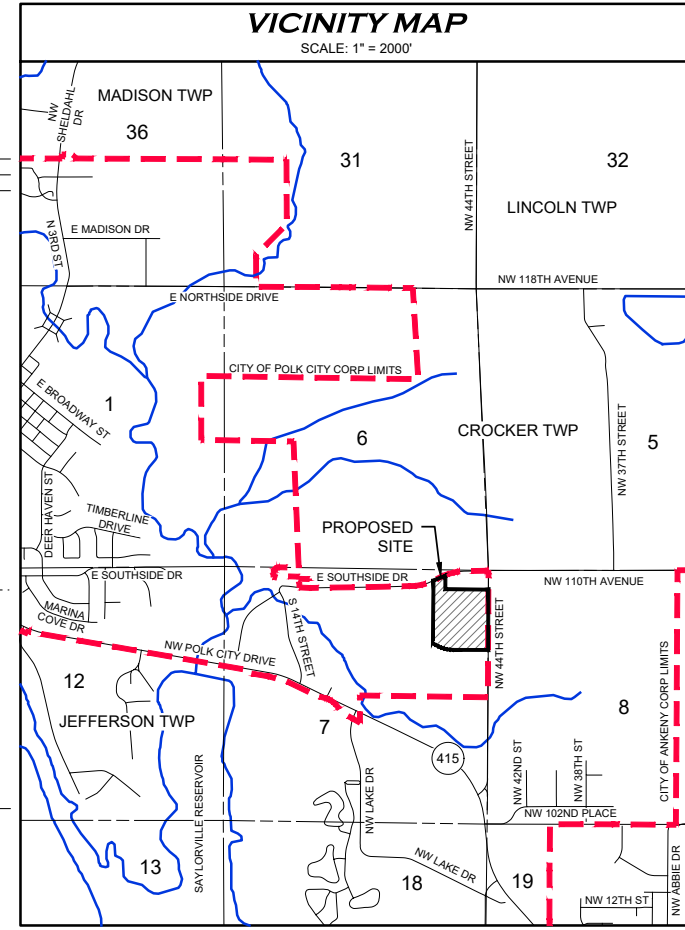
SOUTH LINE OF LOT 3 RED CEDAR PRAIRIE PLAT 1

SW 1/4 OF SW 1/4 OF SECTION 07 - TWP 80 - RGE 24 AND PART OF EAST HALF OF SW 1/4 OF SECTION 07 - TWP 80 - RGE 24

POLK CITY ZONING: U-1 PUBLIC UTILITY DISTRICT

NW LAKE DRIVE

NW POLK CITY DRIVE (HWY 415)



ADJACENT PROPERTY OWNERS

PROPERTY #	PROPERTY OWNER	PROPERTY DESCRIPTION	ACRES WITHIN 250 FT BUFFER	% WITHIN 250 FT BUFFER
#1	JERRY & BARBARA GREENWELL	EAST 24 RODS OF NORTH 12 RODS OF NE 1/4 OF SECTION 07 - TWP 80 - RGE 24	0.42	2.13%
#2	DAVID L & LYNSEY S MULDER	LOT 1 WHITE PINE PRAIRIE PLAT 1	1.59	8.10%
#3	PHILIP R & KELLY D IRLMEIER	LOT 2 WHITE PINE PRAIRIE PLAT 1	3.10	15.79%
#4	GENEVIEVE E LILLSKAU	OUTLOT X WHITE PINE PRAIRIE PLAT 1	11.88	60.60%
#5	ANDREW & MARY SNETSLAAR	LOT 3 RED CEDAR PRAIRIE PLAT 1	2.63	13.39%

OWNER / DEVELOPER
GENEVIEVE E LILLSKAU
10616 NW 44TH STREET
POLK CITY, IA 50226

ZONING NOTES

- EXISTING ZONING : A-1 AGRICULTURAL DISTRICT
- PROPOSED ZONING: C-2 COMMERCIAL DISTRICT

PROPOSED ZONING: C-2 COMMERCIAL DISTRICT DESCRIPTION

THAT PART OF OUTLOT X, WHITE PINE PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 2, OF SAID WHITE PINE PRAIRIE PLAT 1; THENCE SOUTH 89 DEGREES 21 MINUTES EAST, A DISTANCE OF 896 FEET; THENCE SOUTH 00 DEGREES 10 MINUTES WEST, A DISTANCE OF 1257 FEET; THENCE NORTH 89 DEGREES 50 MINUTES WEST, A DISTANCE OF 731 FEET; THENCE NORTHWESTERLY 380 FEET ALONG A CURVE TO THE RIGHT, TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 700 FEET, A DELTA ANGLE OF 31 DEGREES 08 MINUTES AND A CHORD DISTANCE OF 376 FEET WHICH BEARS NORTH 74 DEGREES 16 MINUTES WEST; THENCE NORTHWESTERLY 68 FEET ALONG A REVERSE CURVE TO THE LEFT, TANGENT TO THE LAST DESCRIBED CURVE, HAVING A RADIUS OF 600 FEET, A DELTA ANGLE OF 06 DEGREES 30 MINUTES AND A CHORD DISTANCE OF 68 FEET WHICH BEARS NORTH 61 DEGREES 57 MINUTES WEST; THENCE NORTH 00 DEGREES 34 MINUTES EAST, NOT TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 1271 FEET; THENCE NORTH 68 DEGREES 35 MINUTES EAST, A DISTANCE OF 252 FEET; THENCE SOUTH 21 DEGREES 25 MINUTES EAST, A DISTANCE OF 37 FEET; THENCE SOUTH 00 DEGREES 10 MINUTES WEST, A DISTANCE OF 240 FEET, TO THE POINT OF BEGINNING.

CONTAINING 34.16 ACRES, INCLUDING 1.67 ACRES OF ROAD RIGHT-OF-WAY.

1250 SW STATE STREET, SUITE A
ANKENY, IOWA 50023-2555
(515) 965-0123 phone - (515) 965-5322 fax
Civil Engineering - Land Surveying
Landscape Architecture

NILLES ASSOCIATES

REVISIONS:

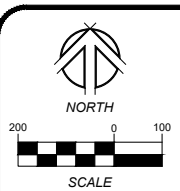
- 1) 02/02/20 - CITY REVIEW COMMENTS
- 2) 02/02/20 - REVISE ZONING BOUNDARIES
- 3) 04/02/20 - REVISE ZONING BOUNDARIES
- 4) 04/02/20 - REVISE ZONING BOUNDARIES
- 5) 04/02/20 - REVISE ZONING BOUNDARIES
- 6) 04/02/20 - REVISE ZONING BOUNDARIES
- 7) 04/02/20 - REVISE ZONING BOUNDARIES

NOTICE: NILLES ASSOCIATES, INC. WAIVES ANY AND ALL LIABILITY FOR DAMAGES OF ANY KIND, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING FROM THE USE OF THESE PLANS, SPECIFICATIONS, AND SCHEDULES, WHETHER SUCH DAMAGES ARE CAUSED BY NEGLIGENCE OR OTHERWISE, AND FOR PROBLEMS WHICH ARE NOT IDENTIFIED OR DISCLOSED HEREON. THIS NOTICE IS GIVEN WITH RESPECT TO ANY TERMS, CONDITIONS, OR RESTRICTIONS APPLICABLE TO ANY CONTRACTS WHICH MAY BE ENTERED INTO BY ANY PARTY.

PROJECT NAME: SNETSLAAR & LILLSKAU PROPERTY
POLK CITY, IOWA

PROPOSED ZONING EXHIBIT: C-2

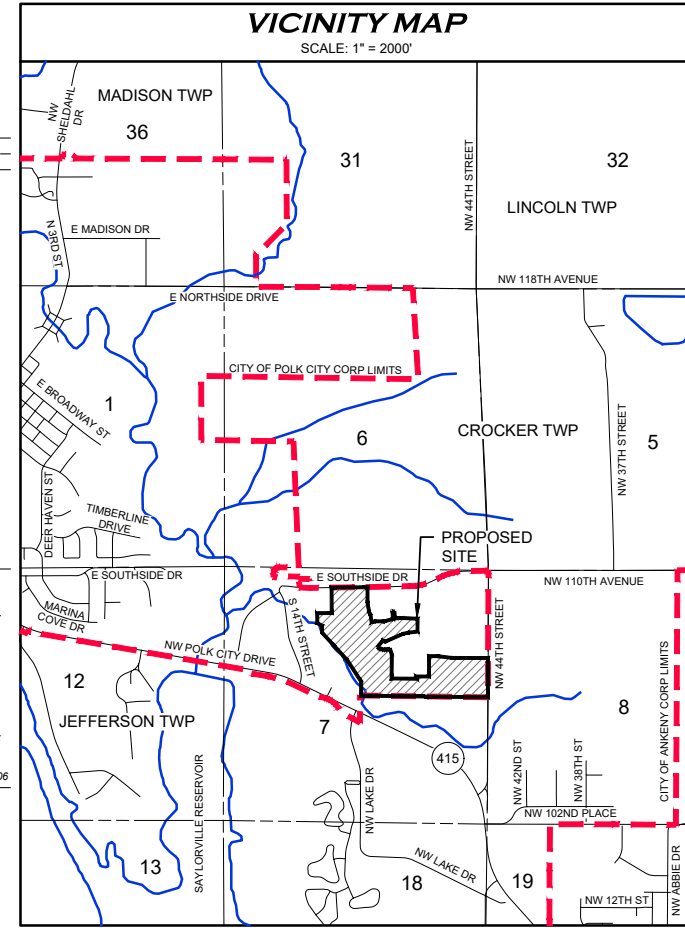
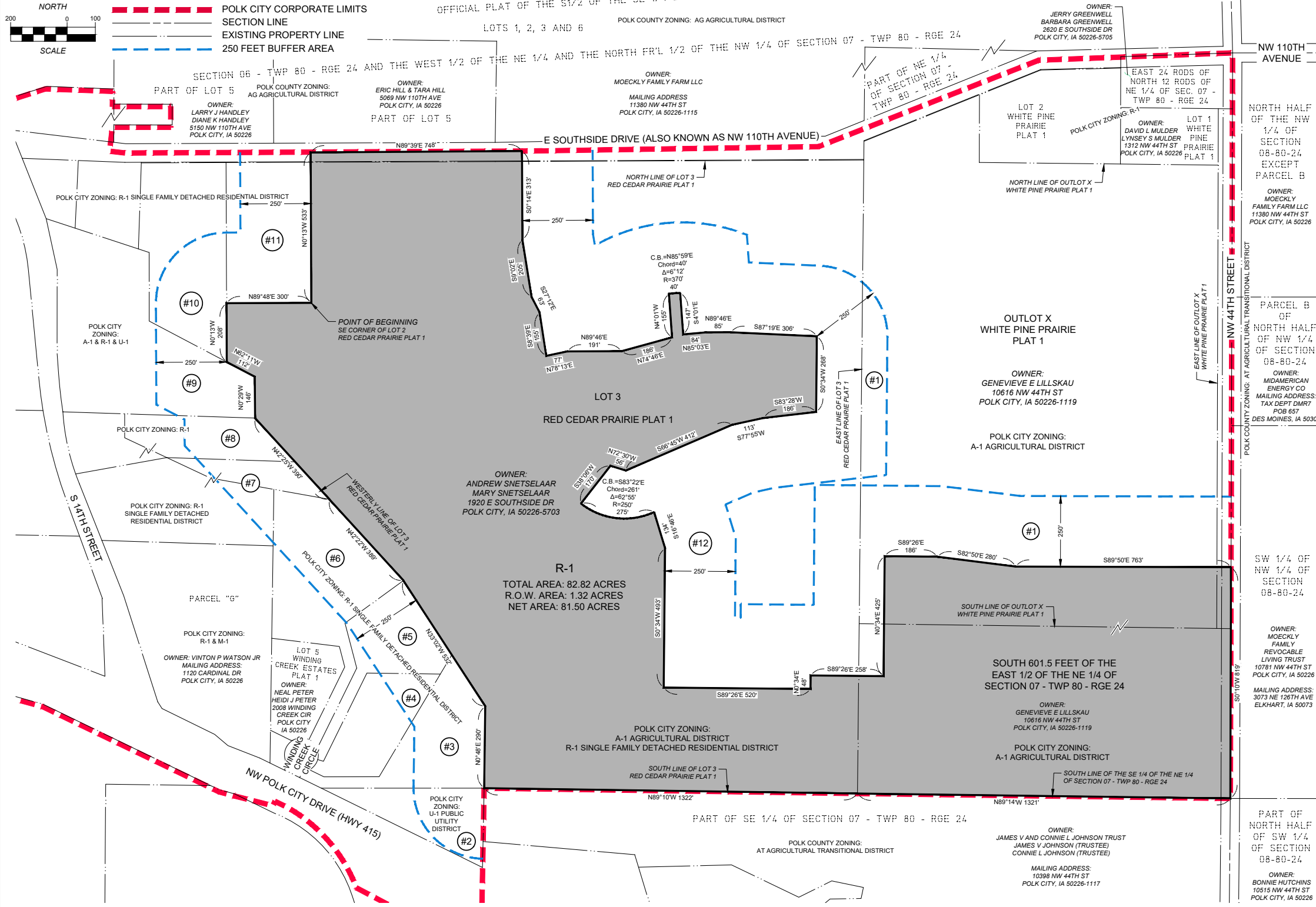
PROJECT NO.: 19137
DATE: 11/22/19
DRAWN BY: TJH
CHECKED BY: RJS
SHEET SIZE: 22" X 34"
SHEET TITLE: RZ-C2
SHEET NO.: 1/1



LEGEND

- SUBJECT COMP PLAN & RE-ZONING AREA
- POLK CITY CORPORATE LIMITS
- SECTION LINE
- EXISTING PROPERTY LINE
- 250 FEET BUFFER AREA

OFFICIAL PLAT OF THE S1/2 OF THE SE 1/4 EXCEPT 7A IN THE NE CORNER OF THE SAME AND THE SE 1/4 OF THE SW 1/4 OF SECTION 07 - TWP 80 - RGE 24



ADJACENT PROPERTY OWNERS				
PROPERTY #	PROPERTY OWNER	PROPERTY DESCRIPTION	ACRES WITHIN 250 FT BUFFER	% WITHIN 250 FT BUFFER
#1	GENEVIEVE E LILLSKAU	OUTLOT X WHITE PINE PRAIRIE PLAT 1 & SOUTH 601.5' OF EAST 1/2 OF NE 1/4 OF SECTION 07-80-24	9.42	19.47%
#2	CITY OF POLK CITY	PART OF SW 1/4 OF SECTION 07-80-24	1.11	0%
#3	JANSCO FARMS INC	LOT 1 WINDING CREEK ESTATES PLAT 1	2.13	4.41%
#4	TEDRIC G & SHAUNA R JANSEN	LOT 2 WINDING CREEK ESTATES PLAT 1	0.43	0.88%
#5	MATHEW G COOK & LAURA M COOK	LOT 3 WINDING CREEK ESTATES PLAT 1	1.69	3.49%
#6	NATHAN BURGOD & AMANDA BURGOD	LOT 4 WINDING CREEK ESTATES PLAT 1	2.64	5.46%
#7	JOHN D ALLEN & ROSEMARY ALLEN	LOT 6 WINDING CREEK ESTATES PLAT 1 & PARCEL I	1.25	2.58%
#8	DANIEL S PETERSEN	LOT 7 WINDING CREEK ESTATES PLAT 1 & PARCEL H	1.09	2.25%
#9	USA SAYLORVILLE DAM	SAYLORVILLE TRACT #248	1.84	0%
#10	DOUGLAS A LAYTON & MARLA K LAYTON	LOT 1 RED CEDAR PRAIRIE PLAT 1	1.94	4.01%
#11	RANDALL S KEYS & VICTORIA KEYS	LOT 2 RED CEDAR PRAIRIE PLAT 1	3.15	6.50%
#12	ANDREW & MARY SNETSELAAR	LOT 3 RED CEDAR PRAIRIE PLAT 1	24.65	50.95%

PROPOSED ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT DESCRIPTION

THAT PART OF LOT 3, RED CEDAR PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA; AND THAT PART OF OUTLOT X, WHITE PINE PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA; AND THAT PART OF THE SOUTH 601.5 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 07, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 2, OF SAID RED CEDAR PRAIRIE PLAT 1; THENCE NORTH 00 DEGREES 13 MINUTES WEST, A DISTANCE OF 533 FEET; THENCE NORTH 89 DEGREES 39 MINUTES EAST, A DISTANCE OF 748 FEET; THENCE SOUTH 00 DEGREES 14 MINUTES EAST, A DISTANCE OF 313 FEET; THENCE SOUTH 09 DEGREES 02 MINUTES EAST, A DISTANCE OF 205 FEET; THENCE SOUTH 27 DEGREES 12 MINUTES EAST, A DISTANCE OF 63 FEET; THENCE SOUTH 08 DEGREES 39 MINUTES EAST, A DISTANCE OF 155 FEET; THENCE NORTH 78 DEGREES 13 MINUTES EAST, A DISTANCE OF 77 FEET; THENCE NORTH 89 DEGREES 46 MINUTES EAST, A DISTANCE OF 191 FEET; THENCE NORTH 74 DEGREES 46 MINUTES EAST, A DISTANCE OF 186 FEET; THENCE NORTH 04 DEGREES 01 MINUTE WEST, A DISTANCE OF 155 FEET; THENCE NORTHEASTERLY 40 FEET ALONG A CURVE TO THE RIGHT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 370 FEET, A DELTA ANGLE OF 06 DEGREES 12 MINUTES AND A CHORD DISTANCE OF 40 FEET WHICH BEARS NORTH 85 DEGREES 59 MINUTES EAST; THENCE SOUTH 04 DEGREES 01 MINUTE EAST, NOT TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 147 FEET; THENCE NORTH 85 DEGREES 03 MINUTES EAST, A DISTANCE OF 84 FEET; THENCE NORTH 89 DEGREES 46 MINUTES EAST, A DISTANCE OF 85 FEET; THENCE SOUTH 87 DEGREES 19 MINUTES EAST, A DISTANCE OF 306 FEET; THENCE SOUTH 00 DEGREES 34 MINUTES WEST, A DISTANCE OF 268 FEET; THENCE SOUTH 83 DEGREES 28 MINUTES WEST, A DISTANCE OF 186 FEET; THENCE SOUTH 77 DEGREES 55 MINUTES WEST, A DISTANCE OF 113 FEET; THENCE SOUTH 66 DEGREES 45 MINUTES WEST, A DISTANCE OF 412 FEET; THENCE NORTH 72 DEGREES 30 MINUTES WEST, A DISTANCE OF 56 FEET; THENCE SOUTH 38 DEGREES 06 MINUTES WEST, A DISTANCE OF 170 FEET; THENCE SOUTHEASTERLY 275 FEET ALONG A CURVE TO THE LEFT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 250 FEET, A DELTA ANGLE OF 62 DEGREES 55 MINUTES AND A CHORD DISTANCE OF 261 FEET WHICH BEARS SOUTH 83 DEGREES 22 MINUTES EAST; THENCE SOUTH 16 DEGREES 46 MINUTES EAST, NOT TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 134 FEET; THENCE SOUTH 00 DEGREES 34 MINUTES WEST, A DISTANCE OF 493 FEET; THENCE SOUTH 89 DEGREES 26 MINUTES EAST, A DISTANCE OF 520 FEET; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 48 FEET; THENCE SOUTH 89 DEGREES 26 MINUTES EAST, A DISTANCE OF 258 FEET; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 425 FEET; THENCE SOUTH 89 DEGREES 26 MINUTES EAST, A DISTANCE OF 186 FEET; THENCE SOUTH 82 DEGREES 50 MINUTES EAST, A DISTANCE OF 280 FEET; THENCE SOUTH 89 DEGREES 50 MINUTES EAST, A DISTANCE OF 763 FEET; THENCE SOUTH 00 DEGREES 10 MINUTES WEST, A DISTANCE OF 819 FEET; THENCE NORTH 89 DEGREES 14 MINUTES WEST, A DISTANCE OF 1322 FEET; THENCE NORTH 00 DEGREES 48 MINUTES EAST, A DISTANCE OF 290 FEET; THENCE NORTH 33 DEGREES 02 MINUTES WEST, A DISTANCE OF 532 FEET; THENCE NORTH 42 DEGREES 22 MINUTES WEST, A DISTANCE OF 389 FEET; THENCE NORTH 42 DEGREES 25 MINUTES WEST, A DISTANCE OF 390 FEET; THENCE NORTH 00 DEGREES 29 MINUTES WEST, A DISTANCE OF 146 FEET; THENCE NORTH 62 DEGREES 11 MINUTES WEST, A DISTANCE OF 112 FEET; THENCE NORTH 00 DEGREES 13 MINUTES WEST, A DISTANCE OF 208 FEET; THENCE NORTH 89 DEGREES 48 MINUTES EAST, A DISTANCE OF 300 FEET, TO THE POINT OF BEGINNING. CONTAINING 82.82 ACRES, INCLUDING 1.32 ACRES OF ROAD RIGHT-OF-WAY.

OWNER / DEVELOPER

ANDREW SNETSELAAR
MARY SNETSELAAR
1920 E SOUTHSIDE DRIVE
POLK CITY, IA 50226

GENEVIEVE E LILLSKAU
10616 NW 44TH STREET
POLK CITY, IA 50226

ZONING NOTES

- EXISTING ZONING: A-1 AGRICULTURAL DISTRICT & R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT
- PROPOSED ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT

1250 SW STATE STREET, SUITE A
ANKENY, IOWA 50023-2556
(515) 965-0123 phone - (515) 965-5322 fax
Civil Engineering - Land Surveying
Landscape Architecture

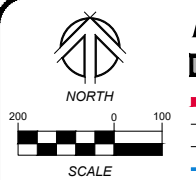
- REVISIONS:
- 1/20/20 - CITY REVIEW COMMENTS
 - 2/10/20 - CITY REVIEW COMMENTS
 - 3/10/20 - REVISE ZONING BOUNDARIES
 - 4/10/20 - REVISE ZONING BOUNDARIES
 - 5/10/20 - REVISE ZONING BOUNDARIES
 - 6/10/20 - REVISE ZONING BOUNDARIES
 - 7/10/20 - REVISE ZONING BOUNDARIES

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PROJECT NAME: SNETSELAAR & LILLESKAU PROPERTY
POLK CITY, IOWA

PROPOSED ZONING EXHIBIT: R-1

PROJECT NAME	NO.:	19137
DATE	DATE:	11/22/19
DRAWN BY:	BY:	TJH
CHECKED BY:	BY:	RJS
SHEET SIZE:	SIZE:	22" X 34"
SHEET TITLE:	TITLE:	RZ-R1
SHEET NO.:	NO.:	1/1



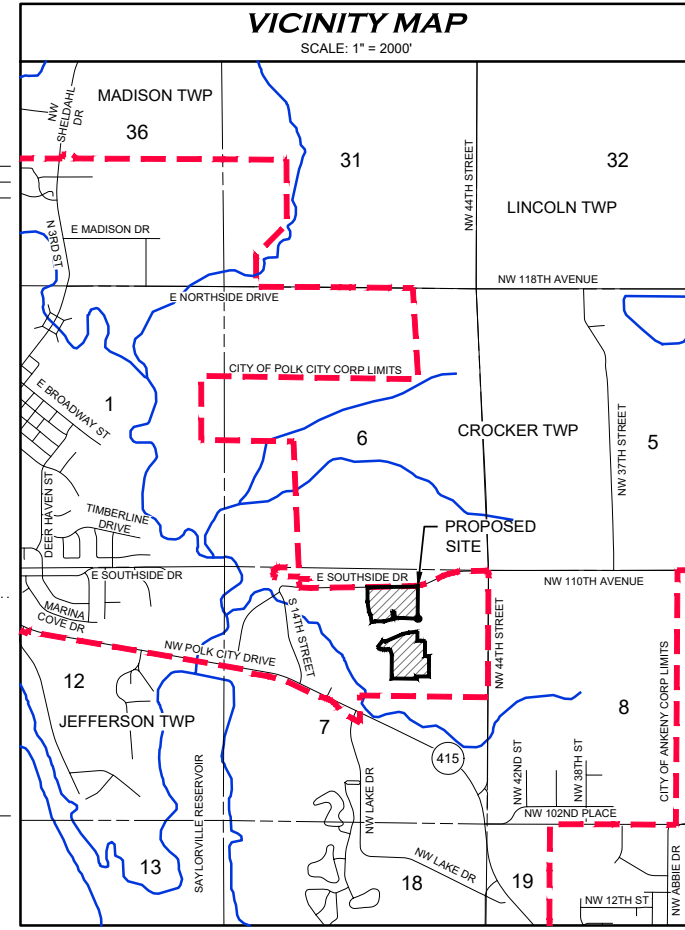
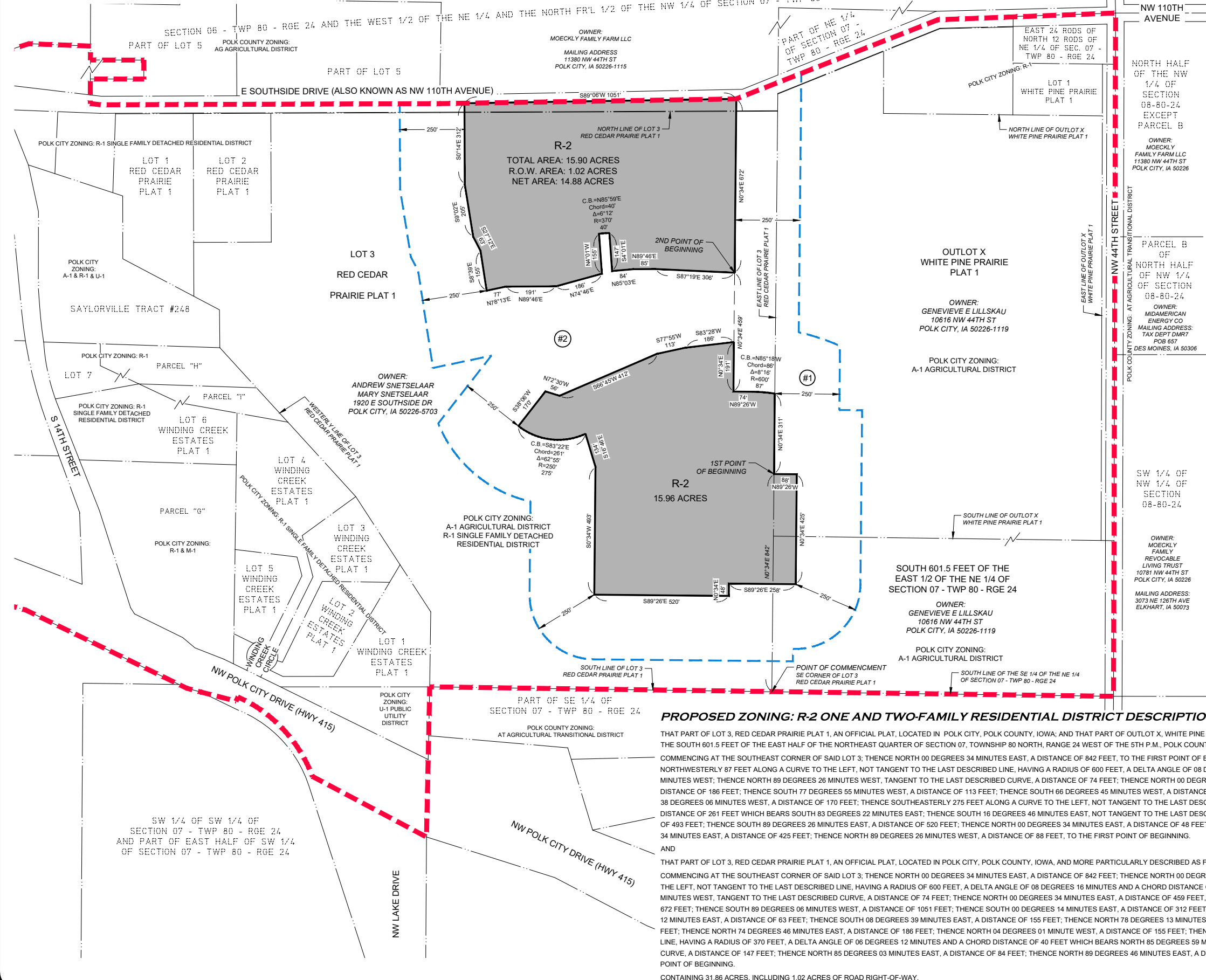
LEGEND

- SUBJECT COMP PLAN & RE-ZONING AREA
- POLK CITY CORPORATE LIMITS
- SECTION LINE
- EXISTING PROPERTY LINE
- 250 FEET BUFFER AREA

OFFICIAL PLAT OF THE S1/2 OF THE SE 1/4 EXCEPT 7A IN THE NE CORNER OF THE SAME AND THE SE 1/4 OF THE SW 1/4 OF SECTION 07 - TWP 80 - RGE 24

POLK COUNTY ZONING: AG AGRICULTURAL DISTRICT

LOTS 1, 2, 3 AND 6



ADJACENT PROPERTY OWNERS

PROPERTY #	PROPERTY OWNER	PROPERTY DESCRIPTION	ACRES WITHIN 250 FT BUFFER	% WITHIN 250 FT BUFFER
#1	GENEVIEVE E LILLSKAU	OUTLOT X WHITE PINE PRAIRIE PLAT 1 & THE SOUTH 601.5 FEET OF THE EAST 1/2 OF THE NE 1/4 OF SECTION 07 - TWP 80 - RGE 24	9.670	25.03%
#2	ANDREW & MARY SNETSELAAR	LOT 3 RED CEDAR PRAIRIE PLAT 1	28.959	74.97%

OWNER / DEVELOPER
 ANDREW SNETSELAAR
 MARY SNETSELAAR
 1920 E SOUTHSIDE DRIVE
 POLK CITY, IA 50226

ZONING NOTES

- EXISTING ZONING: A-1 AGRICULTURAL DISTRICT & R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT
- PROPOSED ZONING: R-2 ONE AND TWO-FAMILY RESIDENTIAL DISTRICT

GENEVIEVE E LILLSKAU
 10616 NW 44TH STREET
 POLK CITY, IA 50226

PROPOSED ZONING: R-2 ONE AND TWO-FAMILY RESIDENTIAL DISTRICT DESCRIPTION

THAT PART OF LOT 3, RED CEDAR PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA; AND THAT PART OF OUTLOT X, WHITE PINE PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA; AND THAT PART OF THE SOUTH 601.5 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 07, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 3; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 842 FEET, TO THE FIRST POINT OF BEGINNING; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 311 FEET; THENCE NORTHWESTERLY 87 FEET ALONG A CURVE TO THE LEFT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 800 FEET, A DELTA ANGLE OF 08 DEGREES 16 MINUTES AND A CHORD DISTANCE OF 86 FEET WHICH BEARS NORTH 85 DEGREES 18 MINUTES WEST; THENCE NORTH 89 DEGREES 26 MINUTES WEST, TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 74 FEET; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 191 FEET; THENCE SOUTH 83 DEGREES 28 MINUTES WEST, A DISTANCE OF 186 FEET; THENCE SOUTH 77 DEGREES 55 MINUTES WEST, A DISTANCE OF 113 FEET; THENCE SOUTH 66 DEGREES 45 MINUTES WEST, A DISTANCE OF 412 FEET; THENCE NORTH 72 DEGREES 30 MINUTES WEST, A DISTANCE OF 56 FEET; THENCE SOUTH 38 DEGREES 06 MINUTES WEST, A DISTANCE OF 170 FEET; THENCE SOUTHEASTERLY 275 FEET ALONG A CURVE TO THE LEFT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 250 FEET, A DELTA ANGLE OF 62 DEGREES 55 MINUTES AND A CHORD DISTANCE OF 261 FEET WHICH BEARS SOUTH 83 DEGREES 22 MINUTES EAST; THENCE SOUTH 16 DEGREES 46 MINUTES EAST, NOT TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 134 FEET; THENCE SOUTH 00 DEGREES 34 MINUTES WEST, A DISTANCE OF 493 FEET; THENCE SOUTH 89 DEGREES 26 MINUTES EAST, A DISTANCE OF 520 FEET; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 48 FEET; THENCE SOUTH 89 DEGREES 26 MINUTES EAST, A DISTANCE OF 258 FEET; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 425 FEET; THENCE NORTH 89 DEGREES 26 MINUTES WEST, A DISTANCE OF 88 FEET, TO THE FIRST POINT OF BEGINNING.

AND

THAT PART OF LOT 3, RED CEDAR PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 3; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 842 FEET; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 311 FEET; THENCE NORTHWESTERLY 87 FEET ALONG A CURVE TO THE LEFT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 800 FEET, A DELTA ANGLE OF 08 DEGREES 16 MINUTES AND A CHORD DISTANCE OF 86 FEET WHICH BEARS NORTH 85 DEGREES 18 MINUTES WEST; THENCE NORTH 89 DEGREES 26 MINUTES WEST, TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 74 FEET; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 459 FEET, TO THE SECOND POINT OF BEGINNING; THENCE NORTH 00 DEGREES 34 MINUTES EAST, A DISTANCE OF 672 FEET; THENCE SOUTH 89 DEGREES 06 MINUTES WEST, A DISTANCE OF 1051 FEET; THENCE SOUTH 00 DEGREES 14 MINUTES EAST, A DISTANCE OF 312 FEET; THENCE SOUTH 09 DEGREES 02 MINUTES EAST, A DISTANCE OF 205 FEET; THENCE SOUTH 27 DEGREES 12 MINUTES EAST, A DISTANCE OF 63 FEET; THENCE SOUTH 08 DEGREES 39 MINUTES EAST, A DISTANCE OF 155 FEET; THENCE NORTH 78 DEGREES 13 MINUTES EAST, A DISTANCE OF 77 FEET; THENCE NORTH 89 DEGREES 46 MINUTES EAST, A DISTANCE OF 191 FEET; THENCE NORTH 74 DEGREES 46 MINUTES EAST, A DISTANCE OF 186 FEET; THENCE NORTH 04 DEGREES 01 MINUTE WEST, A DISTANCE OF 155 FEET; THENCE NORTHEASTERLY 40 FEET ALONG A CURVE TO THE RIGHT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 370 FEET, A DELTA ANGLE OF 06 DEGREES 12 MINUTES AND A CHORD DISTANCE OF 40 FEET WHICH BEARS NORTH 85 DEGREES 59 MINUTES EAST; THENCE SOUTH 04 DEGREES 01 MINUTE EAST, NOT TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 147 FEET; THENCE NORTH 85 DEGREES 03 MINUTES EAST, A DISTANCE OF 84 FEET; THENCE NORTH 89 DEGREES 46 MINUTES EAST, A DISTANCE OF 85 FEET; THENCE SOUTH 87 DEGREES 19 MINUTES EAST, A DISTANCE OF 306 FEET, TO THE POINT OF BEGINNING.

CONTAINING 31.86 ACRES, INCLUDING 1.02 ACRES OF ROAD RIGHT-OF-WAY.

LEGEND

- SUBJECT COMP PLAN & RE-ZONING AREA
- POLK CITY CORPORATE LIMITS
- SECTION LINE
- EXISTING PROPERTY LINE
- 250 FEET BUFFER AREA

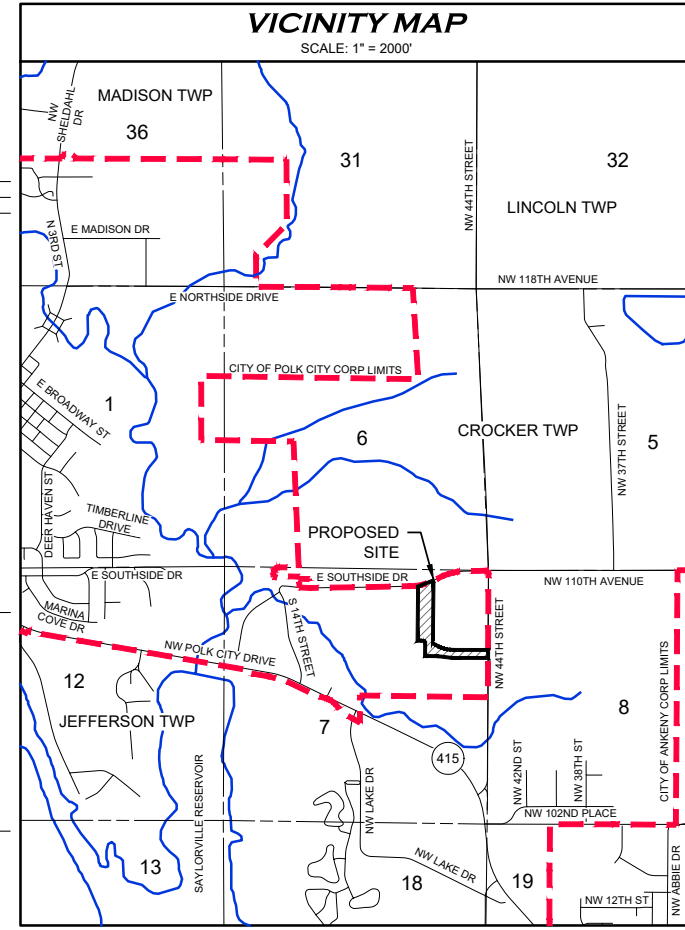
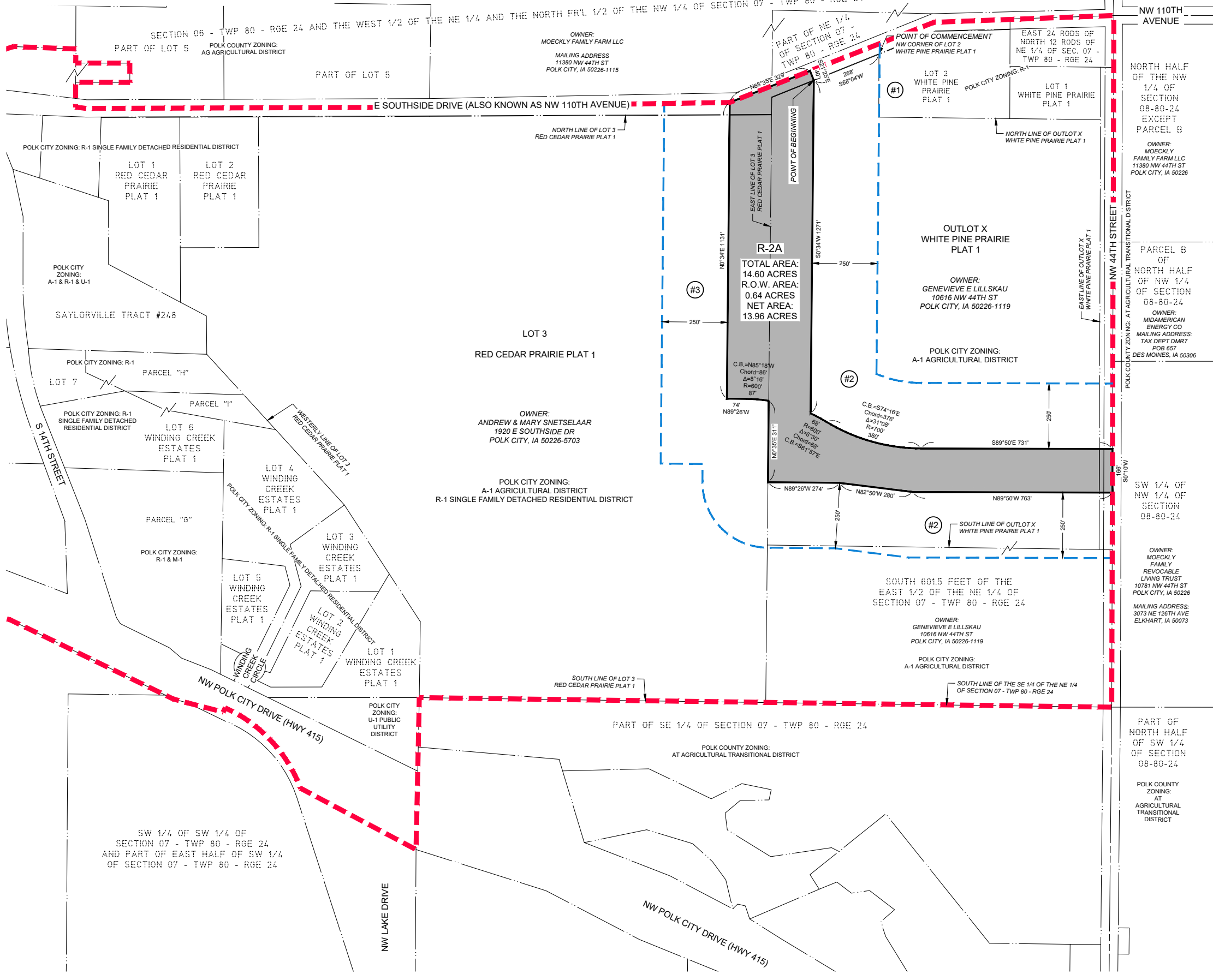
NORTH

SCALE

OFFICIAL PLAT OF THE S1/2 OF THE SE 1/4 EXCEPT 7A IN THE NE CORNER OF THE SAME AND THE SE 1/4 OF THE SW 1/4 OF SECTION 07 - TWP 80 - RGE 24

LOTS 1, 2, 3 AND 6

POLK COUNTY ZONING: AG AGRICULTURAL DISTRICT



ADJACENT PROPERTY OWNERS

PROPERTY #	PROPERTY OWNER	PROPERTY DESCRIPTION	ACRES WITHIN 250 FT BUFFER	% WITHIN 250 FT BUFFER
#1	PHILIP R & KELLY D IRLMEIER	LOT 2 WHITE PINE PRAIRIE PLAT 1	0.01	0.02%
#2	GENEVIEVE E LILLSKAU	OUTLOT X WHITE PINE PRAIRIE PLAT 1 & SOUTH 601.5 FEET OF THE EAST 1/2 OF THE NE 1/4 OF SECTION 07 - TWP 80 - RGE 24	20.10	66.62%
#3	ANDREW & MARY SNETSELAAR	LOT 3 RED CEDAR PRAIRIE PLAT 1	10.07	33.36%

OWNER / DEVELOPER
GENEVIEVE E LILLSKAU
10616 NW 44TH STREET
POLK CITY, IA 50226

ANDREW & MARY SNETSELAAR
1920 E SOUTHSIDE DRIVE
POLK CITY, IA 50226

ZONING NOTES

- EXISTING ZONING: A-1 AGRICULTURAL DISTRICT
- PROPOSED ZONING: R-2A TOWNHOME RESIDENTIAL DISTRICT

PROPOSED ZONING: R-2A TOWNHOME RESIDENTIAL DISTRICT DESCRIPTION

THAT PART OF OUTLOT X, WHITE PINE PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA; AND THAT PART OF LOT 3, RED CEDAR PRAIRIE PLAT 1, AN OFFICIAL PLAT, LOCATED IN POLK CITY, POLK COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 2, SAID WHITE PINE PRAIRIE PLAT 1; THENCE SOUTH 68 DEGREES 04 MINUTES WEST, A DISTANCE OF 268 FEET, TO THE POINT OF BEGINNING; THENCE SOUTH 00 DEGREES 34 MINUTES WEST, A DISTANCE OF 1271 FEET; THENCE SOUTHEASTERLY 68 FEET ALONG A CURVE TO THE RIGHT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 600 FEET, A DELTA ANGLE OF 06 DEGREES 30 MINUTES AND A CHORD DISTANCE OF 68 FEET WHICH BEARS SOUTH 61 DEGREES 57 MINUTES EAST; THENCE SOUTHEASTERLY 380 FEET ALONG A REVERSE CURVE TO THE LEFT, TANGENT TO THE LAST DESCRIBED CURVE, HAVING A RADIUS OF 700 FEET, A DELTA ANGLE OF 31 DEGREES 08 MINUTES AND A CHORD DISTANCE OF 376 FEET WHICH BEARS SOUTH 74 DEGREES 16 MINUTES EAST; THENCE SOUTH 89 DEGREES 50 MINUTES EAST, TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 731 FEET; THENCE SOUTH 00 DEGREES 10 MINUTES WEST, A DISTANCE OF 166 FEET; THENCE NORTH 89 DEGREES 50 MINUTES WEST, A DISTANCE OF 763 FEET; THENCE NORTH 82 DEGREES 50 MINUTES WEST, A DISTANCE OF 280 FEET; THENCE NORTH 89 DEGREES 26 MINUTES WEST, A DISTANCE OF 274 FEET; THENCE NORTH 00 DEGREES 35 MINUTES EAST, A DISTANCE OF 311 FEET; THENCE NORTHWESTERLY 87 FEET ALONG A CURVE TO THE LEFT, NOT TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 600 FEET, A DELTA ANGLE OF 08 DEGREES 16 MINUTES AND A CHORD DISTANCE OF 86 FEET WHICH BEARS NORTH 85 DEGREES 18 MINUTES WEST; THENCE NORTH 89 DEGREES 26 MINUTES WEST, TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 74 FEET; THENCE NORTH 00 DEGREES 34 MINUTES WEST, A DISTANCE OF 1131 FEET; THENCE NORTH 68 DEGREES 35 MINUTES EAST, A DISTANCE OF 329 FEET; THENCE SOUTH 21 DEGREES 25 MINUTES EAST, A DISTANCE OF 40 FEET, TO THE POINT OF BEGINNING.

CONTAINING 14.60 ACRES, INCLUDING 0.64 ACRES OF ROAD RIGHT-OF-WAY.

1250 SW STATE STREET, SUITE A
ANKENY, IOWA 50023-2555
(515) 965-0123 phone - (515) 965-5322 fax
Civil Engineering - Land Surveying
Landscape Architecture

NILLES ASSOCIATES

REVISIONS:

- 1) 02/02/20 - CITY REVIEW COMMENTS
- 2) 02/02/20 - CITY REVIEW COMMENTS
- 3) 04/02/20 - REVISE ZONING BOUNDARIES
- 4) 04/02/20 - REVISE ZONING BOUNDARIES
- 5) 04/02/20 - REVISE ZONING BOUNDARIES
- 6) 04/02/20 - REVISE ZONING BOUNDARIES
- 7) 04/02/20 - REVISE ZONING BOUNDARIES

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PROJECT NAME: SNETSLAAR & LILLSKAU PROPERTY
POLK CITY, IOWA

PROPOSED ZONING EXHIBIT: R-2A

PROJECT NUMBER: 19137
DATE: 11/22/19
DRAWN BY: TJH
CHECKED BY: RJS
SHEET SIZE: 22" X 34"
SHEET TITLE: RZ-R2A
SHEET NO.: 1/1

April 3, 2020

Snyder & Associates
c/o Kathleen Connor
2727 SW Snyder Blvd.
Ankeny, Iowa 50023

RE: Rezoning Requests for the Snetselaar / Lillskau Properties

Kathleen,

This letter accompanies the updated rezoning application for the Snetselaar / Lillskau properties. Our intent is to address your comments from the March 23, 2020 email from Chelsea Huisman on the revised concept plan associated with the rezoning.

We have made adjustments to the concept plan and to keep things simple I will reference your comments and follow with our responses in red.

Responses to the comments on the concept plan from the e-mail dated March 23, 2020:

Commercial use access. Per P&Z, access should be provided from the commercial area to the townhomes. The east west public street appears to provide this connection without requiring residents to drive onto E. Southside or NW 44th to get to the commercial area as they had to with the previous concept. So, from my perspective, this comment has been addressed. **Agreed.**

Commercial area. The commercial area increase from 28 acres to 31 acres which is likely not enough of a change for P&Z. Some options for addressing this concern include:

- Consider moving the cul-de-sac to the south and making the estate lots smaller, to increase the size of the commercial area.
- If topography prohibits moving the cul-de-sac much farther south, consider eliminating the townhomes and replacing them with commercial. The alignment of the east/west collector street could be adjusted if necessary so lots can accommodate commercial and parking south of the street. The zoning of this area could restrict certain uses such as convenience stores, restaurants and bars are not located south of the east/west street since they are not overly compatible with residential uses. The buffer trees between commercial and residential to the south should be planted when the estate lots are developed so there will be a mature screen by the time the commercial land develops. This also addresses the concern I mention below with Townhome Area #2; as a result, this may be my preferred option.
- Consider providing more detailed conceptual layout(s) for the commercial area, including buildings, parking envelope, required buffers, detention, and access locations. This concept, or optional concepts, should demonstrate the size and types of commercial buildings that could be developed. (Big box store with small outlots in front for restaurants or similar, strip centers with tenant spaces deep enough to accommodate larger uses such as Whole Foods, smaller strip centers, office buildings, or a combo.)

The commercial parcel size is 32.49 acres not including R.O.W. and it is the owners belief that this larger size and configuration should satisfy the Planning and Zoning commission. We believe it is vital to maintain the single strip of townhomes along the south to serve as a use buffer between the proposed commercial and the larger estate lots proposed in the southeast. We have included a drawing with an example commercial area showing that a minimum of 250,000 sf and potentially up to 300,000 square feet of commercial

development is possible. The example is shown on Exhibit Z and does not represent our intention on how the lot should be developed but simply what is possible.

Townhome Area #2. We are concerned with the townhomes having direct access off the east/west public street, particularly since this street will function as a collector for much of the residential area. This issue can be addressed by:

- Showing joint driveways for units and demonstrating the spacing of the units provides for a driveway spacing to match that of 80' wide single-family lots.
- Increasing the width of the townhome area by moving the cul-de-sac south and decreasing the size of the estate lots. This would allow the townhomes to be turned 90-degrees, with at least 4 units sharing access off a short private drive.
- Eliminating these townhomes and replacing with commercial.

The concept plan "Exhibit A" has been revised to show joint driveways which will be spaced to no closer than that of 80' wide single family lots.

Townhome Area #1. The alignment of the private street is unclear. It appears there may be access in three locations: E. Southside Drive, the proposed knuckle on the west, and the east/west street on the south. Clarify that access/driveway spacing along E. Southside Drive meets SUDAS.

SUDAS states that a collector road with a 35 MPH posted speed limit and 40 MPH design speed shall have a minimum spacing of 300'. The roads shown on our concept meet that spacing requirement. We can clarify final alignment as part of the preliminary plat design.

East/West Collector Street. We recommend the east/west collector street be required to be installed with the development of Lots 9-68, rather than waiting until the commercial or Townhome Areas #2 develops. This means that Lots 69- 137, up to 68 lots, could be developed using multiple access points off E. Southside Drive. This requirement for a public street connection to NW 44th from the SF lots would need to be stipulated as a restriction in the R-1 zoning ordinance or through an agreement that will be approved with the platting of the estate lots since they are to be the initial phase of development.

The owner understands this comment and our current concept shows a public street connection from the single family lots to NW 44th Street. We would ask that any restriction on what lots would trigger the need for this connection wait until preliminary platting review.

Lot 8 access. This lot cannot have access onto NW 44th Street, access is not "grandfathered in" since area is being re-developed and new cul-de-sac is available to provide access. Show a flag connection for this lot. Per Code, flag lots must have 20 feet of frontage to public streets.

This lot has been changed to show a flag connection to the proposed street and will not access NW 44th.

Park. The "usable" portion of the park is located in the northeast part of Lot P. It would be helpful to get an idea of how much of this park has usable slopes between 1.5% -5%. (Draft Subdivision Ordinance calls for 75% of required park land to be usable.) Required dedication for 137 SF + 56 TH = 4.06 acres so 3.05 acres should be usable. Can be resolved at Preliminary Plat stage but they should be aware of this expectation.

The park has been reconfigured into 2 separate parcels. 1 being the trail on the west side of the development as per the comprehensive plan and the other being relocated to a more centralized location within the development. The majority of this new location either has grades less than 5% or could easily be graded to meet the requirement you mention. The owner understands that a trail connection will need to be made from the central park connecting to the trail and that will be addressed at the time of preliminary platting.

**NILLES ASSOCIATES**

Snetselaar / Lillskau Rezoning
Concept comment response
April 3, 2020

Trails. The Comp Plan shows a future trail running across the west side of this property which would eventually continue south across Johnson's property and then across Hwy 415 to connect to the Neal Smith Trail. Since the area to the south is unincorporated, and likely will remain so for quite some time since the Johnson's own cattle, and since the underpass at Hwy 415 will be costly, this trail will very likely not be constructed for quite some time, if ever. The City may prefer for this to be a 30' wide Recreational Trail Easement rather than taking ownership and permanent maintenance responsibility for Lot S and the area behind Lots 84-86 and Lot S.

This area will have been planned for a regional trail connection and a public sewer main that will serve more than just this development. We believe the City should take ownership of the ground for maintenance of this trail and sewer that serves the larger community. It has been shown as a 50' wide park parcel and counted toward the parkland dedication requirement.

In addition to these responses, we also adjusted the northwestern most street connection to Southside Drive west to better protect the existing house on the north side from headlights. We also added another flag lot to the northwest corner where the park was previously sited.

We believe that this revised zoning request and concept plan shows the developers intent to continue to work with the City to make this area a great addition to Polk City. We will continue to work with you and City staff during the preliminary plat design to address items related to access, connectivity, drainage, buffers, and easements.

Please let me know if you have any questions or comments. We look forward to being part of the Planning and Zoning commission meeting on April 20th.

Sincerely,



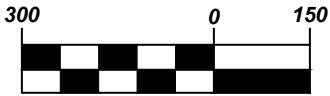
Roger J. Silver, ASLA

NILLES ASSOCIATES, INC.





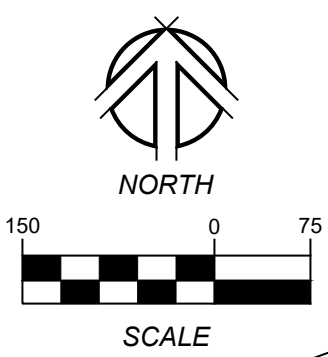
NORTH



SCALE



EXHIBIT A



NILLES ASSOCIATES

NW 110TH AVENUE

E SOUTHSIDE DRIVE (ALSO KNOWN AS NW 110TH AVENUE)

S 14TH STREET

LOT T
99,100 Sq. Ft.
Public Park 2.29 Acres

WINDING CREEK CIRCLE
WINDING CREEK ESTATES PLAT 1

NW POLK CITY DRIVE (HWY 415)

LOT P
PUBLIC PARK
99,934 Sq. Ft.
2.29 Acres

18 TOWNHOME UNITS (102' WIDE LOTS)



NW 44TH STREET

EXHIBIT "Z"

ORDINANCE NO. 2020-900

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 82.82 ACRES LOCATED ALONG NW44TH STREET, POLK CITY, IOWA, KNOWN AS SNETSELAAR & LILLSKAU PROPERTY FROM ZONING CLASSIFICATION OF A-1, AGRICULTURAL TO R-1 SINGLE FAMILY DETACHED RESIDENTIAL

WHEREAS, on the 20th day of April 2020, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; and that part of Outlot X, WHITE PINE PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; and that part of the South 601.5 feet of the East Half of the Northeast Quarter of Section 07, Township 80 North, Range 24 West of the 5th P.M., Polk County, Iowa, and more particularly described as follows:

Beginning at the southeast corner of Lot 2, of said RED CEDAR PRAIRIE PLAT 1; thence North 00 degrees 13 minutes West, a distance of 533 feet; thence North 89 degrees 39 minutes East, a distance of 748 feet; thence South 00 degrees 14 minutes East, a distance of 313 feet; thence South 09 degrees 02 minutes East, a distance of 205 feet; thence South 27 degrees 12 minutes East, a distance of 63 feet; thence South 08 degrees 39 minutes East, a distance of 155 feet; thence North 78 degrees 13 minutes East, a distance of 77 feet; thence North 89 degrees 46 minutes East, a distance of 191 feet; thence North 74 degrees 46 minutes East, a distance of 186 feet; thence North 04 degrees 01 minute West, a distance of 155 feet; thence northeasterly 40 feet along a curve to the right, not tangent to the last described line, having a radius of 370 feet, a delta angle of 06 degrees 12 minutes and a chord distance of 40 feet which bears North 85 degrees 59 minutes East; thence South 04 degrees 01 minute East, not tangent to the last described curve, a distance of 147 feet; thence North 85 degrees 03 minutes East, a distance of 84 feet; thence North 89 degrees 46 minutes East, a distance of 85 feet; thence South 87 degrees 19 minutes East, a distance of 306 feet; thence South 00 degrees 34 minutes West, a distance of 268 feet; thence South 83 degrees 28 minutes West, a distance of 186 feet; thence South 77 degrees 55 minutes West, a distance of 113 feet; thence South 66 degrees 45 minutes West, a distance of 412 feet; thence North 72 degrees 30 minutes West, a distance of 56 feet; thence South 38 degrees 06 minutes West, a distance of 170 feet; thence southeasterly 275 feet along a curve to the left, not tangent to the last described line, having a radius of 250 feet, a delta angle of 62 degrees 55 minutes and a chord distance of 261 feet which bears South 83 degrees 22 minutes East; thence South 16 degrees 46 minutes East, not tangent to the last described curve, a distance of 134 feet; thence South 00 degrees 34 minutes West, a distance of 493 feet; thence South 89 degrees 26 minutes East, a distance of 520 feet; thence North 00 degrees 34 minutes East, a distance of 48 feet; thence South 89 degrees 26 minutes East, a distance of 258 feet; thence North 00 degrees 34 minutes East, a distance of 425 feet; thence South 89 degrees 26 minutes East, a distance of 186 feet; thence South 82 degrees 50 minutes East, a distance of 280 feet; thence South 89 degrees 50 minutes East, a distance of 763 feet; thence South 00 degrees 10 minutes West, a distance of 819 feet; thence North 89 degrees 14 minutes West, a distance of 1321 feet; thence North 89 degrees 10 minutes West, a distance of 1322 feet; thence North 00 degrees 48 minutes East, a distance of 290 feet; thence North 33 degrees 02 minutes West, a distance of 532 feet; thence North 42 degrees 22 minutes West, a distance of 389 feet; thence North 42 degrees 25 minutes West, a distance of 390 feet; thence North 00 degrees 29 minutes West, a distance of 146 feet; thence North 62 degrees 11 minutes West, a distance of 112 feet; thence North 00 degrees 13 minutes West, a distance of 208 feet; thence North 89 degrees 48 minutes East, a distance of 300 feet, to the Point of Beginning.

Containing 82.82 acres, including 1.32. acres of road right-of-way.

be considered for rezoning 82.22 acres from Agricultural (A-1) to Single Family Detached Residential (R-1); and

WHEREAS, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from Agricultural (A-1) to Single Family Detached Residential (R-1).

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ of _____ 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading:
Second Reading:
Third Reading:
Date of Publication by posting

ORDINANCE NO. 2020-1000

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 31.86 ACRES LOCATED ALONG NW44TH STREET, POLK CITY, IOWA, KNOWN AS SNETSELAAR & LILLSKAU PROPERTY FROM ZONING CLASSIFICATION OF A-1, AGRICULTURAL TO R-2, ONE AND TWO-FAMILY RESIDENTIAL DISTRICT

WHEREAS, on the 20th day of April 2020, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; and that part of Outlot X, WHITE PINE PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; and that part of the South 601.5 feet of the East Half of the Northeast Quarter of Section 07, Township 80 North, Range 24 West of the 5th P.M., Polk County, Iowa, and more particularly described as follows:

Commencing at the southeast corner of said Lot 3; thence North 00 degrees 34 minutes East, a distance of 842 feet, to the first Point of Beginning; thence North 00 degrees 34 minutes East, a distance of 311 feet; thence northwesterly 87 feet along a curve to the left, not tangent to the last described line, having a radius of 600 feet, a delta angle of 08 degrees 16 minutes and a chord distance of 86 feet which bears North 85 degrees 18 minutes West; thence North 89 degrees 26 minutes West, tangent to the last described curve, a distance of 74 feet; thence North 00 degrees 34 minutes East, a distance of 191 feet; thence South 83 degrees 28 minutes West, a distance of 186 feet; thence South 77 degrees 55 minutes West, a distance of 113 feet; thence South 66 degrees 45 minutes West, a distance of 412 feet; thence North 72 degrees 30 minutes West, a distance of 56 feet; thence South 38 degrees 06 minutes West, a distance of 170 feet; thence southeasterly 275 feet along a curve to the left, not tangent to the last described line, having a radius of 250 feet, a delta angle of 62 degrees 55 minutes and a chord distance of 261 feet which bears South 83 degrees 22 minutes East; thence South 16 degrees 46 minutes East, not tangent to the last described curve, a distance of 134 feet; thence South 00 degrees 34 minutes West, a distance of 493 feet; thence South 89 degrees 26 minutes East, a distance of 520 feet; thence North 00 degrees 34 minutes East, a distance of 48 feet; thence South 89 degrees 26 minutes East, a distance of 258 feet; thence North 00 degrees 34 minutes East, a distance of 425 feet; thence North 89 degrees 26 minutes West, a distance of 88 feet, to the first Point of Beginning.

AND

That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa, and more particularly described as follows:

Commencing at the southeast corner of said Lot 3; thence North 00 degrees 34 minutes East, a distance of 842 feet; thence North 00 degrees 34 minutes East, a distance of 311 feet; thence northwesterly 87 feet along a curve to the left, not tangent to the last described line, having a radius of 600 feet, a delta angle of 08 degrees 16 minutes and a chord distance of 86 feet which bears North 85 degrees 18 minutes West; thence North 89 degrees 26 minutes West, tangent to the last described curve, a distance of 74 feet; thence North 00 degrees 34 minutes East, a distance of 459 feet, to the second Point of Beginning; thence North 00 degrees 34 minutes East, a distance of 672 feet; thence South 89 degrees 06 minutes West, a distance of 1051 feet; thence South 00 degrees 14 minutes East, a distance of 312 feet; thence South 09 degrees 02 minutes East, a distance of 205 feet; thence South 27 degrees 12 minutes East, a distance of 63 feet; thence South 08 degrees 39 minutes East, a distance of 155 feet; thence North 78 degrees 13 minutes East, a distance of 77 feet; thence North 89 degrees 46 minutes East, a distance of 191 feet; thence North 74 degrees 46 minutes East, a distance of 186 feet; thence North 04 degrees 01 minute West, a distance of 155 feet; thence northeasterly 40 feet along a curve to the right, not tangent to the last described line, having a radius of 370 feet, a delta angle of 06 degrees 12 minutes and a chord distance of 40 feet which bears North 85 degrees 59 minutes East; thence South 04 degrees 01 minute East, not tangent to the last described curve, a distance of 147 feet; thence North 85 degrees 03 minutes East, a distance of

84 feet; thence North 89 degrees 46 minutes East, a distance of 85 feet; thence South 87 degrees 19 minutes East, a distance of 306 feet, to the Point of Beginning.

Containing 31.86 acres, including 1.02 acres of road right-of-way.

be considered for rezoning 31.86 acres from Agricultural (A-1) to One and Two-Family Residential District(R-2); and

WHEREAS, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from Agricultural (A-1) to One and Two-Family Residential District (R-2).

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ of _____ 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading:
Second Reading:
Third Reading:
Date of Publication by posting

ORDINANCE NO. 2020-1100

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 14.60 ACRES LOCATED ALONG NW44TH STREET, POLK CITY, IOWA, KNOWN AS SNETSELAAR & LILLSKAU PROPERTY FROM ZONING CLASSIFICATION OF A-1, AGRICULTURAL TO R-2A, TOWNHOME RESIDENTIAL DISTRICT

WHEREAS, on the 20th day of April 2020, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

That part of Outlot X, WHITE PINE PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; and that part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa, and more particularly described as follows:

Commencing at the northwest corner of Lot 2, said WHITE PINE PRAIRIE PLAT 1; thence South 68 degrees 04 minutes West, a distance of 268 feet, to the Point of Beginning; thence South 00 degrees 34 minutes West, a distance of 1271 feet; thence southeasterly 68 feet along a curve to the right, not tangent to the last described line, having a radius of 600 feet, a delta angle of 06 degrees 30 minutes and a chord distance of 68 feet which bears South 61 degrees 57 minutes East; thence southeasterly 380 feet along a reverse curve to the left, tangent to the last described curve, having a radius of 700 feet, a delta angle of 31 degrees 08 minutes and a chord distance of 376 feet which bears South 74 degrees 16 minutes East; thence South 89 degrees 50 minutes East, tangent to the last described curve, a distance of 731 feet; thence South 00 degrees 10 minutes West, a distance of 166 feet; thence North 89 degrees 50 minutes West, a distance of 763 feet; thence North 82 degrees 50 minutes West, a distance of 280 feet; thence North 89 degrees 26 minutes West, a distance of 274 feet; thence North 00 degrees 35 minutes East, a distance of 311 feet; thence northwesterly 87 feet along a curve to the left, not tangent to the last described line, having a radius of 600 feet, a delta angle of 08 degrees 16 minutes and a chord distance of 86 feet which bears North 85 degrees 18 minutes West; thence North 89 degrees 26 minutes West, tangent to the last described curve, a distance of 74 feet; thence North 00 degrees 34 minutes West, a distance of 1131 feet; thence North 68 degrees 35 minutes East, a distance of 329 feet; thence South 21 degrees 25 minutes East, a distance of 40 feet, to the Point of Beginning.

Containing 14.60 acres, including 0.64 acres of road right-of-way.

be considered for rezoning 14.60 acres from Agricultural (A-1) to Townhome Residential District (R-2A); and

WHEREAS, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from Agricultural (A-1) to Townhome Residential District (R-2A).

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ of _____ 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading:

Second Reading:

Third Reading:

Date of Publication by posting

ORDINANCE NO. 2020-1200

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 34.16 ACRES LOCATED ALONG NW44TH STREET, POLK CITY, IOWA, KNOWN AS SNETSELAAR & LILLSKAU PROPERTY FROM ZONING CLASSIFICATION OF A-1, AGRICULTURAL TO C-2, COMMERCIAL DISTRICT

WHEREAS, on the 20th day of April 2020, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

That part of Outlot X, WHITE PINE PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa, and more particularly described as follows:

Beginning at the southwest corner of Lot 2, of said WHITE PINE PRAIRIE PLAT 1; thence South 89 degrees 21 minutes East, a distance of 896 feet; thence South 00 degrees 10 minutes West, a distance of 1257 feet; thence North 89 degrees 50 minutes West, a distance of 731 feet; thence northwesterly 380 feet along a curve to the right, tangent to the last described line, having a radius of 700 feet, a delta angle of 31 degrees 08 minutes and a chord distance of 376 feet which bears North 74 degrees 16 minutes West; thence northwesterly 68 feet along a reverse curve to the left, tangent to the last described curve, having a radius of 600 feet, a delta angle of 06 degrees 30 minutes and a chord distance of 68 feet which bears North 61 degrees 57 minutes West; thence North 00 degrees 34 minutes East, not tangent to the last described curve, a distance of 1271 feet; thence North 68 degrees 35 minutes East, a distance of 252 feet; thence South 21 degrees 25 minutes East, a distance of 37 feet; thence South 00 degrees 10 minutes West, a distance of 240 feet, to the Point of Beginning. Containing 34.16 acres, including 1.67 acres of road right-of-way.

be considered for rezoning 34.16 acres from Agricultural (A-1) to Commercial District (C-2); and

WHEREAS, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from Agricultural (A-1) to Commercial District (C-2).

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ of _____ 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading:
Second Reading:
Third Reading:
Date of Publication by posting

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

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on April 27, 2020. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** / Mayor Morse called the meeting to order at 6:07 p.m.

2. **Roll Call** / Walters, Vogel, Dvorak, Anderson, Sarchet | In attendance via zoom

3. **Approval of Agenda**

MOTION: A motion was made by Walters and seconded by Anderson to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY

4. **Consent Items**

MOTION: A motion was made by Sarchet and seconded by Dvorak to approve the amended consent agenda items

- a. City Council Meeting Minutes for April 13, 2020
- b. City Council Work Session Meeting Minutes for April 13, 2020
- c. Receive and file the April 20, 2020 P&Z Commission Meeting Minutes
- d. Claims listing April 27, 2020
- e. Receive and file the March Fire Department Report
- f. Approve moving the May 25, 2020 Council Meeting to May 26, 2020 at 6pm due to the Memorial Day Holiday
- g. Approve a twelve months Class C Liquor License for Waters Edge with Outdoor Services and Sunday Sales effective 6/24/2020
- h. Approve Twelve-month Tobacco Permit for Kum & Go Store # 135 effective July 1, 2020
- i. Resolution 2020-37 setting public hearing on an amendment to the Comprehensive Plan revising future land use in the vicinity of NW 44th Street and E. Southside Dr.
- j. Resolution 2020-38 setting a public hearing for Snetselaar and Lillskau Petitions to Rezone the following property in the vicinity of NW 44th Street and E. Southside Dr.
 - i. 82.82 acres from A-1 to R-1
 - ii. 31.86 acres from A-1 to R-2
 - iii. 14.60 acres from A-1 to R-2A
 - iv. 34.16 acres from A-1 to C-2
- k. Receive and file the March Police Department Report
- l. Resolution 2020-39 approving Construction Drawings for Creekview Estates Plat 1
- m. Resolution 2020-40 approving Construction Drawings for Big Creek Valley Plat 2
- n. Resolution 2020-41 setting a public hearing on the Vacation of a portion of the Overland Flowage Easement in White Tail Ridge Plat 2

MOTION CARRIED UNANIMOUSLY

5. **Business Items**

a. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2020-35 approving North Polk LLC Development Agreement

MOTION CARRIED UNANIMOUSLY

b. Domino Estates Plat 1 (Polk County Plat within 2 miles of Polk City)

i. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2020-42 approving the Preliminary Plat

MOTION CARRIED UNANIMOUSLY

ii. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2020-43 approving the Final Plat

MOTION CARRIED UNANIMOUSLY

c. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Resolution 2020-44 approving the Peterson Plat of Survey

MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2020-45 approving the Carlton Plat of Survey
- e. **MOTION CARRIED UNANIMOUSLY MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2020-46 accepting Public Improvements for Crossroads at the Lakes Plat 2
MOTION CARRIED UNANIMOUSLY
- f. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2020-47 approving Cooperative Public Services Agreement for 2020 Polk City Street Repair Project with Polk County in the amount of \$1,928,633.50
MOTION CARRIED UNANIMOUSLY
- g. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the March 2020 Snyder & Associates Services Invoice in the amount of \$19,276.50
- h. **YES: Dvorak, Anderson, Sarchet, Vogel**
ABSTAIN: Walters
MOTION CARRIED
- i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the second reading of Ordinance 2020-400 Adding Recycling Chapter
- j. **MOTION CARRIED UNANIMOUSLY**
- k. Jason Thraen, Parks & Rec Director reviewed the 2019 Summer Recreation numbers and the cost recovery method that he plans to use moving forward. He provided an update that the current summer rec program would take a hiatus for 2020 due to the current set-up needing some revisions for better cost recovery, coupled with the uncertainty of what summer looks like in a COVID-19 world, with the intent to return for 2021.

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

- Council Member Dvorak thanked staff for holding down the fort and continuing to communicate as much as possible under the current circumstances.
- Council Member Sarchet expressed his appreciation for staff’s diligence moving the City forward. He said he is happy with the leaps being made and staff’s willingness to take things in stride, he said he is super proud.
- Council Member Vogel shared her continued appreciation for all the work staff is doing during this time and strategically moving the City forward in big ways.
- City Manager Huisman informed Council she signed the notification contract and hopes to have implementation within 30 days to have a better way to communicate with the public.
- Council Member Anderson said he appreciates what is being done by staff and moving ahead and communicating as much as possible.
- Council Member Walters echoed everything Council had said. He asked the community to donate spare cans of food or money to the local food banks to help minimize the food shortage.
- Library Director Noack said the Library has been working on what it will look like when the library reopens in some capacity and will be deliberating with the Board next week to create an action plan including all the items the State has required completion of prior to minimal reopening.
- Public Works Director Schulte thanked Council for approving the street repair project that will touch a lot of the residents, he said he appreciates moving forward.
- Mayor Morse said there have been lots of conversations regarding needs within the community including some tough stories and lots of great work being done by the Comet Cupboard. He thanked Dixie Bequeaith for volunteering her time and resources as the use of the cupboards have increased significantly. He said diapers, formula, cereal and toiletries are in demand if anyone can donate, also there is a cash box for donations at the United Methodist Church parking lot as well as options to give online. Mayor also recognized Carol Easter with the American Legion, and the Polk City Community Foundation for their donations and commitment to the school and the Comet Cupboards. He said there are lots out there contributing, and he is very appreciative. Mayor asked the community to continue supporting local and give as much as you can if you have any extra. He said he is grateful the City has been able to offer the utility assistance programs and hopes those in need take advantage of the opportunity. Mayor said he knows staff is really working hard and he appreciates all the efforts. Council Member Dvorak said he has a contact for a company that is willing to match funds donated to the Iowa Food Bank and can provide the link if anyone is interested.

7. Adjournment

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:50 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, May 11, 2020

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:000 p.m., Monday, April 27, 2020
City Hall Council Chambers

A Council Work Session was held on April 27, 2020 at 5:00 p.m. via Zoom.

<p><u>Mayor and City Council Members Present:</u></p> <p>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</p>	<p><u>Staff Members Present:</u></p> <p>Chelsea Huisman City Manager Jenny Gibbons City Clerk Mike Schulte Public Works Director</p>
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Minutes

Matthew Stoffel with PFM reviewed billing data, water budget, system assumptions and revenue requirements compared against the current rate structure. He presented the Council with rate increase options to consider.

Council discussed PFM’s findings and the options. Staff will bring back action items for Council at the May 11th meeting along with proposed communication to educate the residents on all the utility changes.

Adjournment – Meeting adjourned at 5.59 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk

CLAIMS REPORT
CITY OF POLK CITY

DATED 5/11/2020

VENDOR	EXPENSE TYPE	AMOUNT
A+ COMMUNICATIONS	RADIO SYSTEM REPLACEMENT	\$ 908.00
ALAN HEBERER MED. DIR. ASSOCIA	3RD QUARTER MEDICAL DIR FEES	\$ 500.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS AND SUPPLIES	\$ 441.10
AT&T MOBILITY	PHONE SERVICE	\$ 292.26
AUREON TECHNOLOGY	PHONE SERVICE	\$ 2,675.47
AUTOMATED SYSTEMS COMPANY	CALIBRATE GAS DETECTION	\$ 316.00
BANLEACO	COPIER LEASE	\$ 67.80
BASCOM TRUCK & AUTOMOTIVE	REPAIR R458	\$ 13.75
Bound Tree Medical	MEDICAL SUPPLIES	\$ 607.33
BRICK LAW FIRM	ATTORNEY FEES	\$ 5,685.00
CHR TIRE AND AUTO	FIX A/C #F350	\$ 89.99
RESCUE PAYMENT	OVERPAYMENT REFUND	\$ 7.30
CITY LAUNDERING	MEDICAL SUPPLIES	\$ 163.67
CITY OF POLK CITY	3 RESIDENTS - UB ASSISTANCE - COVID 19	\$ 204.90
CLEANING CONNECTION INC	MAY JANITORIAL SERVICES	\$ 398.92
Controlled Access of the Midwe	FRONT DOOR WIRING CITY HALL	\$ 52.65
Crystal Clear Water Co	PURCHASED WATER	\$ 67.75
CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$ 194.00
DEMCO INC.	LIBRARY SUPPLIES	\$ 534.65
DES MOINES AREA COMM.COLLEGE	CONTINUING ED	\$ 30.00
Des Moines Water Works	PURCHASED WATER	\$ 19,895.33
GENERAL FIRE & SAFETY	FIRE EXTINGUISHER SERVICE	\$ 542.25
Gurnsey Electric Co	MAINTENANCE, REPAIR, INSTALLATION	\$ 2,281.17
HACH COMPANY	WATER DEPARTMENT SUPPLIES	\$ 222.08
HAWKINS INC	AZONE CHLORINE	\$ 1,089.29
Interstate Batteries	BATTERY	\$ 1,091.70
Iowa Prison Industries	NAME PLATES	\$ 28.00
Iowa Prison Industries	BOOK DROP/CARD CATALOG SHELVES	\$ 529.50
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 75.00
KIMBALL MIDWEST	ANNUAL STREET/PARKING PAINTING	\$ 1,221.00
MEDIACOM	INTERNET SERVICE	\$ 129.95
MERCY NORTH FP UC	MEDICATIONS - MERCY ONE NORTH	\$ 299.65
METRO WASTE AUTHORITY	CURB IT RECYCLING	\$ 6,291.18
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 12.91
MIDWEST OFFICE TECHNOLOGY	SCANNER, COPIER RENTAL	\$ 1,987.16
MMIT BUSINESS SOLUTIONS GROUP	COPIER	\$ 117.06
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 300.00
RACOM	EDACS ACCESS	\$ 671.16
RICHARD TAYLOR	TECH SUPPORT	\$ 450.00
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 8,542.32
Sandry Fire Supply L.L.C.	DISINFECTANT WIPES	\$ 332.50
STEW HANSEN	OIL CHANGE	\$ 46.86
STRYKER SALES CORPORATION	CARDIAC ELECTODES	\$ 330.86

TOTAL QUALITY INC.	LAWNCARE	\$ 9,261.60
TRANSAMERICA LIFE INSURANCE	G000025792	\$ 31.92
UNITED HEALTHCARE	HEALTH INSURANCE	\$ 29,495.37
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 17.04
WRIGHT EXPRESS FLEET SERVICES	FUEL	\$ 1,760.06
Accounts Payable Total		\$ 100,303.46
GENERAL		\$ 63,708.14
ROAD USE		\$ 4,308.04
L.M.I		\$ 204.90
PC COMM. LIB TRUST		\$ 529.50
CAPITAL IMPROVEMENTS		
WATER		\$ 25,299.91
SEWER		\$ 6,252.97
TOTAL FUNDS		\$ 100,303.46



POLK CITY - A City For All Seasons -

Monthly Finance Report March 2020

Prepared By: Jenny Gibbons

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	3,941,323.39	164,441.89	208,797.04	4.40	3,896,972.64
110 ROAD USE	120,468.54	17,325.90	24,951.57	.00	112,842.87
111 I-JOBS	.00	.00	.00	.00	.00
125 TIF	199,662.98	10,394.72	.00	.00	210,057.70
135 L.M.I	1,592,666.09	.00	.00	.00	1,592,666.09
167 PC COMM. LIB TRUST	14,413.83	.00	.00	.00	14,413.83
177 ASSET FORFEITURE	5,507.75	.00	1,181.50	.00	4,326.25
200 DEBT SERVICE	146,237.78	8,961.00	.00	.00	155,198.78
301 CAPITAL IMPROVEMENTS	133,143.61	.00	.00	.00	133,143.61
302 CAPITAL WATER PROJECT	2,238,460.40	.00	.00	.00	2,238,460.40
600 WATER	851,613.13	70,387.82	131,295.21	2.20	790,707.94
610 SEWER	577,206.59	107,983.06	62,400.11	2.22	622,791.76
670 SOLID WASTE/RECYCLING	.00	.00	.00	.00	.00
920 ESCROW	.00	.00	.00	.00	.00
Report Total	9,820,704.09	379,494.39	428,625.43	8.82	9,771,581.87

**BANK CASH REPORT
2020**

BANK FUND	BANK NAME	FEBRUARY CASH BALANCE	MARCH RECEIPTS	MARCH DISBURSMENTS	MARCH CASH BALANCE	OUTSTANDING TRANSACTIONS	MAR BANK BALANCE
Grinnell State Bank							

BANK 001	Grinnell State Bank						5,098,570.57
110	CHECKING - GENERAL	57,507.36-	164,578.79	208,929.54	101,858.11-	36,573.24	
111	CHECKING - ROAD USE	120,468.54	17,325.90	24,951.57	112,842.87	2,628.78	
112	CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
125	CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
135	CHECKING - TIF	199,662.98	10,394.72	0.00	210,057.70		
167	CHECKING - L.M.I.	873,623.23	0.00	0.00	873,623.23		
177	CHECKING - PC COMM. LIB TRUST	14,413.83	0.00	0.00	14,413.83		
200	CHECKING - FORFEITURE	5,507.75	0.00	1,181.50	4,326.25	1,181.50	
301	CHECKING - DEBT SERVICE	146,237.78	8,961.00	0.00	155,198.78		
302	CHECKING - CAPITAL PROJECT	133,143.61	0.00	0.00	133,143.61		
600	CHECKING - CAPITAL WATER PROJ	2,238,460.40	0.00	0.00	2,238,460.40		
610	CHECKING - WATER UTILITY	851,612.13	76,687.19	137,592.38	790,706.94	6,326.19	
670	CHECKING - SEWER UTILITY	577,205.59	108,460.29	62,875.12	622,790.76	7,098.25	
920	CHECKING-SOLID WASTE/RECYCLING	0.00	0.00	0.00	0.00		
	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	DEPOSITS					9,242.59	
	WITHDRAWALS					298.94	
	Grinnell State Bank TOTALS	5,102,828.48	386,407.89	435,530.11	5,053,706.26	44,864.31	5,098,570.57
LUANA SAV. BK MONEY MARKET							

BANK 001	LUANA SAV. BK MONEY MARKET						1,634,547.56
135	Luana Savings Bank - M.M. Accto	915,505.70	0.00	0.00	915,505.70		
	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
	LUANA SAV. BK MONEY MARKET TOT	1,634,547.56	0.00	0.00	1,634,547.56	0.00	1,634,547.56
GRINNELL STATE BK- C.D.							

BANK 001	GRINNELL STATE BK- C.D.						1,068,382.98
	GRINNELL STATE BANK CD	1,068,382.98	0.00	0.00	1,068,382.98		
	GRINNELL STATE BK- C.D. TOTALS	1,068,382.98	0.00	0.00	1,068,382.98	0.00	1,068,382.98
GRINNELL STATE BK-MONEY MARKET							

BANK 001	GRINNELL STATE BK-MONEY MARKET						450,511.66
	SUPER MONEY MKT II	450,511.66	0.00	0.00	450,511.66		
	GRINNELL STATE BK-MONEY MARKET	450,511.66	0.00	0.00	450,511.66	0.00	450,511.66
LUANA SAVINGS BANK CD							

BANK 001	LUANA SAVINGS BANK CD						1,563,994.41
	LUANA BANK C.D.-1.85%	1,563,994.41	0.00	0.00	1,563,994.41		
	LUANA SAVINGS BANK CD TOTALS	1,563,994.41	0.00	0.00	1,563,994.41	0.00	1,563,994.41

BANK CASH REPORT 2020

BANK NAME FUND GL NAME	FEBRUARY CASH BALANCE	MARCH RECEIPTS	MARCH DISBURSMENTS	MARCH CASH BALANCE	OUTSTANDING TRANSACTIONS	MAR BANK BALANCE
TOTAL OF ALL BANKS	9,820,265.09	386,407.89	435,530.11	9,771,142.87	44,864.31	9,816,007.18

BUDGET REPORT
CALENDAR 3/2020, FISCAL 9/2020

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	917,722.00	66,099.80	728,813.51	79.42	188,908.49
	CIVIL DEFENSE TOTAL	15,400.00	106.64	4,630.81	30.07	10,769.19
	FIRE TOTAL	701,080.00	53,668.99	429,618.08	61.28	271,461.92
	BUILDING/HOUSING TOTAL	394,892.00	10,403.84	323,823.19	82.00	71,068.81
	DOG CONTROL TOTAL	2,000.00	226.12	1,291.32	64.57	708.68
	PUBLIC SAFETY TOTAL	2,031,094.00	130,505.39	1,488,176.91	73.27	542,917.09
	ROAD USE TOTAL	682,377.00	29,668.89	438,779.81	64.30	243,597.19
	STREET LIGHTING TOTAL	60,000.00	265.96	38,531.85	64.22	21,468.15
	PUBLIC WORKS TOTAL	742,377.00	29,934.85	477,311.66	64.30	265,065.34
	ENV.HEALTH SERVICES TOTAL	15,000.00	.00	.00	.00	15,000.00
	HEALTH & SOCIAL SERVICES TOTA	15,000.00	.00	.00	.00	15,000.00
	LIBRARY TOTAL	325,550.00	20,110.46	220,770.15	67.81	104,779.85
	PARKS TOTAL	275,968.00	13,539.32	208,056.63	75.39	67,911.37
	COMMUNITY CENTER TOTAL	11,000.00	278.52	8,094.10	73.58	2,905.90
	CULTURE & RECREATION TOTAL	612,518.00	33,928.30	436,920.88	71.33	175,597.12
	TIF/ECON DEV TOTAL	292,949.00	.00	139,513.60	47.62	153,435.40
	COMMUNITY & ECONOMIC DEV TOTA	292,949.00	.00	139,513.60	47.62	153,435.40
	MAYOR COUNCIL TOTAL	98,636.00	8,658.66	77,941.52	79.02	20,694.48
	POLICY ADMINISTRATION TOTAL	233,012.00	18,331.21	199,957.28	85.81	33,054.72
	ELECTIONS TOTAL	2,000.00	.00	65.21	3.26	1,934.79
	CITY ATTORNEY TOTAL	51,000.00	2,871.00	42,679.55	83.69	8,320.45
	CITY HALL TOTAL	128,300.00	5,450.70	55,777.69	43.47	72,522.31
	OTHER CITY GOVERNMENT TOTAL	192,000.00	5,250.00	125,246.96	65.23	66,753.04
	GENERAL GOVERNMENT TOTAL	704,948.00	40,561.57	501,668.21	71.16	203,279.79
	DEBT SERVICE TOTAL	341,080.00	.00	60,590.00	17.76	280,490.00
	DEBT SERVICE TOTAL	341,080.00	.00	60,590.00	17.76	280,490.00
	CAPITAL IMPROVEMENT TOTAL	1,087,515.00	.00	961,807.11	88.44	125,707.89
	WATER UTILITY TOTAL	500,000.00	.00	.00	.00	500,000.00
	CAPITAL PROJECTS TOTAL	1,587,515.00	.00	961,807.11	60.59	625,707.89

BUDGET REPORT
CALENDAR 3/2020, FISCAL 9/2020

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,057,392.00	131,295.21	728,429.87	68.89	328,962.13
	SEWER UTILITY TOTAL	954,419.00	62,400.11	667,971.62	69.99	286,447.38
	ENTERPRISE FUNDS TOTAL	2,011,811.00	193,695.32	1,396,401.49	69.41	615,409.51
	TRANSFER TOTAL	1,167,166.00	.00	967,436.00	82.89	199,730.00
	TRANSFER OUT TOTAL	1,167,166.00	.00	967,436.00	82.89	199,730.00
	TOTAL EXPENSES	9,506,458.00	428,625.43	6,429,825.86	67.64	3,076,632.14

BUDGET REPORT
CALENDAR 3/2020, FISCAL 9/2020

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	4,110,866.00	208,797.04	2,939,171.57	71.50	1,171,694.43
	ROAD USE TOTAL	517,793.00	24,951.57	357,116.12	68.97	160,676.88
	TIF TOTAL	336,600.00	.00	144,419.60	42.91	192,180.40
	L.M.I TOTAL	36,000.00	.00	7,737.00	21.49	28,263.00
	PC COMM. LIB TRUST TOTAL	5,000.00	.00	1,433.72	28.67	3,566.28
	ASSET FORFEITURE TOTAL	.00	1,181.50	1,356.25	.00	1,356.25-
	DEBT SERVICE TOTAL	341,080.00	.00	60,590.00	17.76	280,490.00
	CAPITAL IMPROVEMENTS TOTAL	1,087,515.00	.00	961,807.11	88.44	125,707.89
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	.00	.00	500,000.00
	WATER TOTAL	1,057,392.00	131,295.21	728,429.87	68.89	328,962.13
	SEWER TOTAL	1,514,212.00	62,400.11	1,227,764.62	81.08	286,447.38
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		9,506,458.00	428,625.43	6,429,825.86	67.64	3,076,632.14
		=====	=====	=====	=====	=====

REVENUE REPORT
CALENDAR 3/2020, FISCAL 9/2020

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
	GENERAL TOTAL	3,669,338.00	164,441.89	2,549,399.32	69.48	1,119,938.68
	ROAD USE TOTAL	440,000.00	17,325.90	346,817.60	78.82	93,182.40
	TIF TOTAL	336,600.00	10,394.72	237,089.57	70.44	99,510.43
	L.M.I TOTAL	85,651.00	.00	24,197.75	28.25	61,453.25
	ASSET FORFEITURE TOTAL	.00	.00	699.00	.00	699.00-
	DEBT SERVICE TOTAL	357,587.00	8,961.00	199,457.03	55.78	158,129.97
	CAPITAL IMPROVEMENTS TOTAL	1,162,515.00	.00	1,094,950.30	94.19	67,564.70
	WATER TOTAL	1,040,000.00	70,387.82	879,070.62	84.53	160,929.38
	SEWER TOTAL	1,224,000.00	107,983.06	1,013,120.31	82.77	210,879.69
	TOTAL REVENUE BY FUND	8,315,691.00	379,494.39	6,344,801.50	76.30	1,970,889.50

BALANCE SHEET
CALENDAR 3/2020, FISCAL 9/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	44,350.75-	101,858.11-
001-000-1725	ACCUM.DEPR. - LIBRARY BLDG	.00	.00
001-000-1745	ACCUM.DEPR. - PWD EQUIPMENT	.00	.00
001-000-1755	ACCUM.DEPR. - POLICE	.00	.00
001-000-1756	ACCUM.DEPR. - FIRE DEPT.	.00	.00
001-000-1805	ACCUM.DEPR. - SIDEWALKS	.00	.00
001-000-1806	ACCUM.DEPR.- PARKER BLVD	.00	.00
110-000-1110	CHECKING - ROAD USE	7,625.67-	112,842.87
111-000-1110	CHECKING - I-JOBS	.00	.00
125-000-1110	CHECKING - TIF	10,394.72	210,057.70
135-000-1110	CHECKING - L.M.I.	.00	873,623.23
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	14,413.83
177-000-1110	CHECKING - FORFEITURE	1,181.50-	4,326.25
200-000-1110	CHECKING - DEBT SERVICE	8,961.00	155,198.78
301-000-1110	CHECKING - CAPITAL PROJECT	.00	133,143.61
302-000-1110	CHECKING - CAPITAL WATER PROJ	.00	2,238,460.40
600-000-1110	CHECKING - WATER UTILITY	60,905.19-	790,706.94
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	45,585.17	622,790.76
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	.00	.00
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	49,122.22-	5,053,706.26
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	.00	.00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	.00	.00
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00

BALANCE SHEET
CALENDAR 3/2020, FISCAL 9/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	PETTY CASH TOTAL	.00	35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
	PETTY CASH TOTAL	.00	100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
	PETTY CASH-POLICE TOTAL	.00	300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
	CHECKING TOTAL	.00	4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
	SAVINGS TOTAL	.00	.00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
	WATER TRUST INVESTMENT TOTAL	.00	.00
001-000-1160	SUPER MONEY MKT II	.00	450,511.66
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
	SUPER MONEY MKT II TOTAL	.00	450,511.66
001-000-1161	GRINNELL STATE BANK CD	.00	1,068,382.98
610-000-1161	Polk County Bank CD	.00	.00
	GRINNELL STATE BANK CD TOTAL	.00	1,068,382.98
001-000-1162	LUANA BANK C.D. -1.85%	.00	1,563,994.41

BALANCE SHEET
CALENDAR 3/2020, FISCAL 9/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	TOTAL	.00	1,563,994.41
001-000-1163	Luana Savings Bank - M.M. Acco	.00	915,505.70
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
	LUANA MONEY MARKET TOTAL	.00	1,634,547.56
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	49,122.22-	9,771,581.87



City of Polk City, Iowa City Council Agenda Communication

Date: May 11, 2020
To: All City Staff
From: Chelsea Huisman, City Manager
Subject: Employee Handbook-Pay Period Change

BACKGROUND: As many of you know, the City's current pay period is bi-weekly Thursday-Wednesday with payday occurring on Friday. I have found many problems with only having the one day to process payroll and am proposing the following change effective in July 2020.

The adjustment I am proposing changes the pay period from Monday-Sunday, allowing us 4 days to process payroll. This will reduce errors made in payroll and allow for a better review process for department heads to review time sheets prior to being submitted to administration staff for processing.

I have selected to roll this out in July because we have 3 pay periods in the month of July and I believe that will help with the transition.

Below is what the transition would look like:

July 3, 2020 payday: for the period June 18-June 28; this paycheck will be "short" three days-Employees will still get paid those three days (June 29, June 30 and July 1st just will not be paid until the July 17th pay day)

July 17, 2020 payday: June 29-July 12; this paycheck will reflect the new normal period of Monday-Sunday

July 31, 2020 payday: July 13-July 26

I have communicated this change with all Department Heads, who also find value in this change. They in turn have communicated with their employees. Below is how this will read in the employee handbook:

Section III- Hours of Work

Hours

The purpose of this Section is to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The Employer shall make the determination of daily and weekly hours of work. ~~The workweek starts on Thursday at 12:01 A.M. and ends on Wednesday at Midnight.~~
Effective with the July 17, 2020 payday, the workweek starts on Monday at 12:01A.M. and ends on Sunday at Midnight.

ALTERNATIVES: Do not approve the change.

FINANCIAL CONSIDERATIONS: None, employees are not going to be paid less, it will just take a few days longer to receive their respective paycheck.

RECOMMENDATION: It is my recommendation to make this change.

Applicant License Application (LE0001806)

Name of Applicant:	<u>Kum & Go LC</u>				
Name of Business (DBA):	<u>Kum & Go # 135</u>				
Address of Premises:	<u>303 W Broadway St</u>				
City	<u>Polk City</u>	County:	<u>Polk</u>	Zip:	<u>50226</u>
Business	<u>(515) 984-6959</u>				
Mailing	<u>1459 Grand Avenue</u>				
City	<u>Des Moines</u>	State	<u>IA</u>	Zip:	<u>50309</u>

Contact Person

Name	<u>Jody Deiter</u>				
Phone:	<u>(515) 457-6249</u>	Email	<u>licenses@kumandgo.com</u>		

Classification Class E Liquor License (LE)

Term:12 months

Effective Date: 07/01/2020

Expiration Date: 06/30/2021

Privileges:

- Class B Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

Status of Business

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

Ownership

Kyle Krause

First Name: Kyle **Last Name:** Krause
City: Waukee **State:** Iowa **Zip:** 50263
Position: CEO
% of Ownership: 0.00% **U.S. Citizen:** Yes

Krause Group LTD

First Name: Krause Group **Last Name:** LTD
City: Des Moines **State:** Iowa **Zip:** 50309
Position: Share holder
% of Ownership: 100.00% **U.S. Citizen:** Yes

Charles Campbell

First Name: Charles **Last Name:** Campbell

City: Urbandale

State: Iowa

Zip: 50323

Position: Secretary

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Merchants Bonding Company</u>	
Policy Effective Date: <u>07/01/2020</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective Date:	Temp Transfer Expiration Date:



Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2020 through June 30, 2021

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

Business Information:

Trade Name/DBA Fareway Stores, Inc. # 137
Physical Location Address 1101 South 5th Street City POLK CITY ZIP 50226
Mailing Address 1101 South 5th Street City POLK CITY State IA ZIP 50226
Business Phone Number 515 984-9505

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
Name of sole proprietor, partnership, corporation, LLC, or LLP Fareway Stores, Inc.
Mailing Address PO Box 70 City Boone State IA ZIP 50036
Phone Number 515-433-5336 Fax Number 515-433-4416 Email twilson@farewaystores.com

Retail Information:

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

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

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

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

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

Name (please print) Garrett S Piklapp Name (please print) _____
Signature *Garrett S Piklapp* Signature _____
Date 05/01/2020 Date _____

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

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

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

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.
• Email: iapledge@iowaabd.com
• Fax: 515-281-7375

REVENUE

PAID

John Retail

Instructions on reverse side

Business Name: _____

Physical Location Address: _____

Main Address: _____

Business Phone: _____

Legal Description: _____

Home Address: _____

Phone Number: _____

Type of Sale: _____

Do you own the business? _____

Type of Business: _____

Type of Establishment: _____

Has vending machine that dispenses tobacco? _____

Signature of Owner(s), Partner(s), or Corporate Officer(s): _____

Name (please print): _____

Date: _____

Send me our red option card and the electronic fee to your local jurisdiction if you have any questions for our City Clerk within one month of your county election. Thank you!

FOR CITY CLERK/COUNTY AUDITOR ONLY - FIRST BE COMPLETE

- Fill in the name of the person who signed the application.
- Fill in the date the application was signed.
- Fill in the name of the person who signed the application.
- Fill in the date the application was signed.
- Fill in the name of the person who signed the application.
- Fill in the date the application was signed.

<https://tax.iowa.gov>

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2020 through June 30, 2021

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

Business Information:

Trade Name/DBA CASEY'S MARKETING COMPANY/DBA CASEY'S GENERAL STORE# 1144

Physical Location Address 1100 SOUTH 3RD ST City POLK CITY ZIP 50226

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Business Phone Number 5159846021

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORE, INC.

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

Retail Information:

Types of Sales: **Over-the-counter** Vending machine

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No

Types of Products Sold: (Check all that apply)

Cigarettes Tobacco Alternative Nicotine Products Vapor Products

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

Alternative nicotine/vapor store Bar **Convenience store/gas station** Drug store
Grocery store Hotel/motel Liquor store Restaurant Tobacco store

Has vending machine that assembles cigarettes Other

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

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

Name (please print) JULIA L. JACKOWSKI, SECRETARY FOR
CASEY'S MARKETING COMPANY

Name (please print) _____
Signature _____
Date _____

Signature _____
Date 04/01/2020



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

FOR CITY CLERK/COUNTY AUDITOR ONLY - MUST BE COMPLETE

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

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

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor, page 2

General Instructions

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

Business Information

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

Legal Ownership Information

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

Retail Information

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

Permit Fees

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

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

***For City Clerk/County Auditor Only

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

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

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



City of Polk City, Iowa

City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Setting the public hearing regarding entering into a Development Agreement with KwikTrip Inc.

BACKGROUND: On Monday evening, the Council will need to set a public hearing for Tuesday May 26, 2020 in relation to entering into a development agreement with KwikTrip for traffic signal improvements for the KwikStar project, not to exceed \$125,000.

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 Tuesday, May 26, 2020.

SET DATE FOR HEARING ON
DEVELOPMENT AGREEMENT AND
TAX INCREMENT PAYMENTS

(Kwik Trip, Inc.)

511493-New

Polk City, Iowa

May 11, 2020

A meeting of the City Council of the City of Polk City, Iowa, was held at 6 o'clock p.m., on May 11, 2020, pursuant to the rules of the Council.

The City Council met electronically via Zoom.

The public was able to participate via phone at 515-329-8019, code 539054.

The City Council conducted this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

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. 2020-49

Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Kwik Trip, Inc., 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 Kwik Trip, Inc. (the “Company”) in connection with the installation of certain traffic signals at the intersection of Bridge Road and Parker Boulevard necessary for the development of a Kwik Star convenience store in the Urban Renewal Area; and

WHEREAS, the Development Agreement would provide financial incentives to the Company in the form of annual appropriation incremental property tax payments in an amount not to exceed \$125,000 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 May 26, 2020, at 6 o’clock p.m., electronically or at the City Hall in Polk 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 applicable form:

[NOTICE OF ELECTRONIC HEARING]

NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT
WITH KWIK TRIP, INC. AND AUTHORIZATION OF ANNUAL
APPROPRIATION TAX INCREMENT PAYMENTS

The City Council of the City of Polk City, Iowa, will meet on May 26, 2020, at 6 o'clock p.m., at which time proceedings will be instituted and action taken to approve a Development Agreement between the City and Kwik Trip, Inc. (the "Company") in connection with the installation of certain traffic signals at the intersection of Bridge Road and Parker Boulevard necessary for the development of a Kwik Star convenience store 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 Company in a total amount not exceeding \$125,000 as authorized by Section 403.9 of the Code of Iowa.

The agreement to make incremental property tax payments to the Company 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.

Due to federal and state government recommendations in response to COVID-19 pandemic conditions, the meeting will be held electronically via Zoom, which will be accessible at the following:

Phone number 515-329-8019 code 593054

In addition to electronic access, written comments may be filed or made prior to the meeting and will be recorded in the minutes.

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 May 11, 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.)





City of Polk City, Iowa

City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Appointment to the Library Board

BACKGROUND: We have received 1 application for the vacancy on the Library Board from Rod Bergren. His application is available for review in your packet for Monday evening. Mr. Bergren would be of the minority gender of the Board makeup; therefore, the Library Board would be gender balanced with his appointment. The Mayor has reviewed and is recommending his appointment for the City Council to approve.

ALTERNATIVES: No alternatives, to date we have received no additional applications

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: I recommend the City Council take Mayor Morse's recommendation on the appointment of Rod Bergren to the Library Board of Trustees.



**CITY OF POLK CITY
VOLUNTEER BOARDS & COMMISSIONS APPLICATION**

The City of Polk City has a variety of volunteer opportunities on boards and commissions for the following purposes:

- advise the City Council*
- hear and make decisions on appeals and variances*
- assist in the planning of parks, recreational programs, land use and zoning, and operations*
- assist in the promotion of educational, cultural, economic and general welfare of the public*
- assist in the promotion of performing and fine arts programming*
- assist with management of library services*

All board and commission members must be Polk City Residents. Applicants are appointed by the Mayor and confirmed by the City Council. Terms for the boards and commissions vary and are established by the Municipal Code. All meetings of the boards and commissions are open to the public and agendas are prepared and available for public viewing.

For more information, contact the City Clerk's Office by phone at 515-984-6233 or e-mail support@polkcityia.gov.

APPLICANT INFORMATION

Last Name <i>Bergren</i>	First <i>Rodney</i>	MI <i>N</i>
Street Address <i>525 Whispering Pines Ave</i>	City/State <i>Polk City Iowa</i>	Zip <i>50226</i>
Employer Name <i>ACS</i>	Job Title <i>DBA</i>	Length of residency in Polk City <i>23 yrs</i>

Please check the following Board or Commission you are interested in serving:

<input checked="" type="radio"/> Library Board of Trustees	<input type="radio"/> Planning and Zoning Commission
<input type="radio"/> Park Commission	<input type="radio"/> Board of Adjustment
<input type="radio"/> Tree Board	<input type="radio"/> Other (please specify) _____

What knowledge and/or understanding of the Board/Commission do you have?

They oversee the library and act as a governing board for the head librarian.

Please check the following areas of knowledge and/or expertise you possess:

Financial Management	Land Use Planning
Community Groups <input checked="" type="checkbox"/>	Engineering
Conflict Resolution <input checked="" type="checkbox"/> <i>Training @ work</i>	Other: <i>Information Technology</i>

What education, experiences or activities qualify you for this volunteer position?

Working at DMACC for 12 years gave me a lot of insight into how that library worked. I also fully support the library and use it regularly. And I frequently promote it on social

Why do you wish to serve on the Board or Commission?

I enjoy our library and the services it provides for the community.

Please indicate

	yes	no
Would you be able to attend regularly scheduled meetings?	✓	
Do you sell, contract or furnish supplies, material or labor to the City?		✓
Have you ever been employed by the City?		✓
Do you have any relatives working for the City?		✓

References

Name	Steve Noack
Name	Mark Felderman
Name	Josh Reed

Thank you for your interest in volunteering with the City of Polk City.

If not selected, your application will be retained for one year. This application is a public document and as such can be viewed, reproduced or distributed to the public.

In applying for appointment, you understand the City Council may make inquiries in the community pertinent to your appointment.

Applicant License Application (BB0037360)

Name of Applicant: <u>Fenders Brewing, LLC</u>		
Name of Business (DBA): <u>Fenders Brewing</u>		
Address of Premises: <u>212 West Van Dorn Street</u>		
City <u>Polk City</u>	County: <u>Polk</u>	Zip: <u>50226</u>
Business	<u>(515) 402-7787</u>	
Mailing	<u>3802 NW 4th St</u>	
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>50023</u>

Contact Person

Name Jason Madison
Phone: (515) 402-7787 Email jason@fendersbrewing.com

Classification Class B Beer (BB) (Includes Wine Coolers)

Term:12 months

Effective Date: 07/14/2019

Expiration Date: 07/13/2020

Privileges:

- Class B Beer (BB) (Includes Wine Coolers)
- Outdoor Service
- Sunday Sales

Status of Business

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

Ownership

Jason Madison

First Name: Jason **Last Name:** Madison
City: Ankeny **State:** Iowa **Zip:** 50023
Position: Owner
% of Ownership: 35.00% **U.S. Citizen:** Yes

Stephen Crann

First Name: Stephen **Last Name:** Crann
City: Ankeny **State:** Iowa **Zip:** 50023
Position: Owner
% of Ownership: 35.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>Illinois Casualty Co</u>

Insurance Company: Illinois Casualty Co

Policy Effective Date: 07/14/2019

Policy Expiration 07/13/2020

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:



City of Polk City, Iowa City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Setting the public hearing regarding the Rock Creek Sanitary Sewer project

BACKGROUND: As part of the 2007 sanitary sewer connection project that was constructed between Polk County, Polk City & Ankeny, the City still needs to finalize ownership proceedings of that Rock Creek Interceptor Sewer line. As a result of the project, the 3 government entities requested that the WRA take ownership of that line. The WRA is requesting to take ownership through quit claim deed.

As this is the sale of property, the City is required to have a public hearing regarding the sale of the property. The City Council will need to have a public hearing on May 26, 2020 at 6PM in relation to this process. The City has already completed these proceedings, however, the WRA has asked us to go through the public hearing process again and adopt a new resolution since it has been such a long time ago.

On Monday, the Council needs to set the public hearing for this agreement for Tuesday, May 26, 2020.

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 Tuesday, May 26, 2020.

RESOLUTION NO. 2020-50
RESOLUTION OF INTENT TO ASSIGN AND CONVEY
IMPROVEMENTS, PROPERTY AND PERMANENT EASEMENTS
TO THE DES MOINES METROPOLITAN
WASTEWATER RECLAMATION AUTHORITY

WHEREAS, Polk County, Polk City and Ankeny entered into a Joint Public Service Agreement pursuant to the provisions of Chapter 28E of the Iowa Code which was recorded with the Secretary of State on May 24, 2007 and in the Office of the Polk County Recorder on May 16, 2007 in Book 12195, Pages 69.5-717 (hereinafter the "Joint Service Agreement"); and

WHEREAS, that agreement between Polk County, Polk City and Ankeny was to establish the terms and conditions between the County and the Cities for a joint project to finance, design, acquire land, and construct a sewer to serve areas in Polk County, Polk City and Ankeny, which for purposes of WRA nomenclature, is referred to as the Rock Creek Interceptor Sewer, Phase 26, Segment 1-5; and

WHEREAS, the Rock Creek Interceptor Sewer, Phase 26, Segments 1-5 was not included in the program of capital improvements in the WRA Agreement and was not contemplated by the WRA Communities or the WRA Agreement as an improvement for which the WRA would be responsible for; and

WHEREAS, Polk County, Polk City and Ankeny have requested that the WRA take ownership of the Rock Creek Interceptor Sewer and in return the WRA has requested consideration for taking over the Rock Creek Interceptor Sewer; and

WHEREAS, the financial considerations for the WRA to accept the Rock Creek Interceptor Sewer, Phase 26, Segments 1-5 is set forth in the Second Amended and Restated Agreement for the Des Moines Metropolitan Wastewater Reclamation Authority; and

WHEREAS, Polk City and the WRA entered into a 28E Agreement for the Conveyance of Property Interests and Improvements and for the Grant of a Permanent Easement for the Operational Control and Maintenance of Equalization Basins, Pump Station, and Control Facilities dated December 19, 2014; and

WHEREAS, Polk City is now required to undertake the statutory process for assignment and conveyance of the Project Improvements and of the Project Properties to the WRA.

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

1. The City of Polk City declares its intent and proposal to convey to the WRA by quit claim deed and assignment of easement and at no cost all its rights, title and interest in and to the property and Project Improvements described as follows:

A part of Lot 9 of the Official Plat of the South Y_4 of the Southeast Y_4 except 7 Acres in the Northeast corner of the same, and the Southeast Y_4 of the Southwest Y_4 of Section 6, Township 80 North, Range 24 West, also the West Y_2 of the Northeast Y_4 , and the North fractional Y_2 of the Northwest Y_4 of Section 7, Township 80 North, Range 24 West of the 5th P.M., in the City of Polk City, Polk County, Iowa and described as follows:

Commencing at the Northwest corner of Lot "A", Red Cedar Prairie, being an Official Plat; thence South $89^{\circ}45'14''$ West along the South Right-of-way line of NW 110th Avenue, 58.18 feet; thence North $87^{\circ}50'07''$ West continuing along said South Right-of-way line, 165.13 feet to the point of beginning; thence South $2^{\circ}33'36''$ West, 239.77 feet; thence North $71^{\circ}46'13''$ West, 107.92 feet to the East Right-of-way line of NW 55th Street; thence North $21^{\circ}51'12''$ West along said East Right-of-way line, 229.80 feet to said South Right-of-way line of NW 110th Avenue; thence South $87^{\circ}50'07''$ East along said South Right-of-way line, 198.89 feet to the point of beginning and containing 0.77 acres (33,331 S.F.).

Polk City reserves an easement for sanitary sewer legal described as follows:

A PART OF THE ACQUISITION PLAT AS RECORDED IN BOOK 14259, PAGE 411 OF THE POLK COUNTY RECORDER'S OFFICE, AND BEING A PART OF LOT 9 OF THE OFFICIAL PLAT OF THE SOUTH $1/2$ OF THE SOUTHEAST $1/4$ EXCEPT 7 ACRES IN THE NORTHEAST CORNER OF THE SAME, AND THE SOUTHEAST $1/4$ OF THE SOUTHWEST $1/4$ OF SECTION 6, TOWNSHIP 80 NORTH, RANGE 24 WEST, ALSO THE WEST $1/2$ OF THE NORTHEAST $1/4$, AND THE NORTH FRACTIONAL $1/2$ OF THE NORTHWEST $1/4$ OF SECTION 7, TOWNSHIP 80 NORTH, RANGE 24 WEST OF 5TH P.M., IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT "A", RED CEDAR PRAIRIE PLAT 1, BEING AN OFFICIAL PLAT; THENCE SOUTH $89^{\circ}45'14''$ WEST ALONG THE SOUTH RIGHT-OF-WAY LINE OF NW 110TH AVENUE, 58.18 FEET; THENCE NORTH $87^{\circ}50'07''$ WEST CONTINUING ALONG SAID SOUTH RIGHT-OF-WAY LINE, 165.13 FEET TO THE NORTHEAST CORNER OF SAID ACQUISITION PLAT AND TO THE POINT OF BEGINNING; THENCE SOUTH $02^{\circ}33'36''$ WEST ALONG THE EAST LINE OF SAID ACQUISITION PLAT, 30.00 FEET; THENCE NORTH $87^{\circ}50'07''$ WEST, 163.37 FEET; THENCE SOUTH $21^{\circ}55'16''$ EAST, 205.10 FEET TO THE SOUTH LINE OF SAID ACQUISITION PLAT; THENCE NORTH $71^{\circ}46'13''$ WEST ALONG SAID SOUTH LINE, 26.52 FEET TO THE SOUTHWEST CORNER OF SAID ACQUISITION PLAT; THENCE NORTH $21^{\circ}51'12''$ WEST ALONG THE WEST LINE OF SAID ACQUISITION PLAT, 229.80 FEET TO THE NORTHWEST CORNER OF SAID ACQUISITION PLAT; THENCE SOUTH $87^{\circ}50'07''$ EAST ALONG THE NORTH LINE OF SAID ACQUISITION PLAT,

198.89 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.23 ACRES (9,816 S.F.).

PROPERTY SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

Polk City reserves an easement for street right-of-way legally described as follows:

A PART OF THE ACQUISITION PLAT AS RECORDED IN BOOK 14259, PAGE 411 OF THE POLK COUNTY RECORDER'S OFFICE, AND BEING A PART OF LOT 9 OF THE OFFICIAL PLAT OF THE SOUTH 1/2 OF THE SOUTHEAST 1/4 EXCEPT 7 ACRES IN THE NORTHEAST CORNER OF THE SAME, AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 6, TOWNSHIP 80 NORTH, RANGE 24 WEST, ALSO THE WEST 1/2 OF THE NORTHEAST 1/4, AND THE NORTH FRACTIONAL 1/2 OF THE NORTHWEST 1/4 OF SECTION 7, TOWNSHIP 80 NORTH, RANGE 24 WEST OF 5TH P.M., IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT "A", RED CEDAR PRAIRIE PLAT 1, BEING AN OFFICIAL PLAT; THENCE SOUTH 89°45'14" WEST ALONG THE SOUTH RIGHT-OF-WAY LINE OF NW 110TH AVENUE, 58.18 FEET; THENCE NORTH 87°50'07" WEST CONTINUING ALONG SAID SOUTH RIGHT-OF-WAY LINE AND ALONG THE NORTH LINE OF SAID ACQUISITION PLAT, 334.02 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 35°09'20" WEST, 32.67 FEET TO THE WEST LINE OF SAID ACQUISITION PLAT; THENCE NORTH 21°51'12" WEST ALONG SAID WEST LINE, 30.00 FEET TO THE NORTHWEST CORNER OF SAID ACQUISITION PLAT; THENCE SOUTH 87°50'07" EAST ALONG THE NORTH LINE OF SAID ACQUISITION PLAT, 30.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.01 ACRES (411 S.F.).

PROPERTY SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

2. The City Council further declares its intent and proposal to convey to the WRA by quit claim deed and assignment of easement all right, title and interest to the Permanent Slope Easement acquired by Polk County as part of the Rock Creek Interceptor Sewer, Phase 26, Segments 1-5 and recorded in Book 13829, Pages 965-969 of the Polk County Recorder's Office and conveyed to Polk City by Polk County as recorded in Book 14880, Pages 869-870 of the Polk County Recorder's Office.
3. The City Council further declares its intent and proposal to convey to the WRA a Permanent Easement for Operational Control and Maintenance Responsibilities of the Equalization Basins, Pump Station and Control Facilities on property legally described as follows:

Commencing at a point on the West line of the SE $\frac{1}{4}$ of Section 1-Township 80-Range 25, West of the 5th P.M., at the Southerly Right-of-way line of Iowa Highway #415; thence South to the Northwest corner of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of said Section 1, thence East 134 feet, thence S $44\frac{1}{2}^{\circ}$, East 309 feet, thence S 79° , East 360 feet, thence N 4° , East 969 feet to the Southerly right-of-way line of said Highway #415, thence Northwesterly along the said Southerly right-of-way line to the point of beginning, containing 19.67 acres more or less.

AND

A PART OF THE NORTH $\frac{1}{2}$ OF SECTION 7, TOWNSHIP 80 NORTH, RANCE 24 WEST OF THE 5TH P.M., NOW INCLUDED IN AND FORMING A PART OF POLK CITY, POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID SECTION 7; THENCE SOUTH $00^{\circ}07'24''$ WEST ALONG THE EAST LINE OF SAID SECTION 7, A DISTANCE OF 16.58 FEET; THENCE SOUTH $88^{\circ}17'02''$ WEST, 524.61 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 1085.00 FEET, WHOSE ARC LENGTH IS 451.15 FEET AND WHOSE CHORD BEARS SOUTH $76^{\circ}22'19''$ WEST, 447.91 FEET; THENCE SOUTH $64^{\circ}27'35''$ WEST, 245.65 FEET; THENCE SOUTHWESTERLY ALONG A CURVE CONCAVE NORTHWESTERLY WHOSE RADIUS IS 1015.00 FEET, WHOSE ARC LENGTH IS 426.30 FEET AND WHOSE CHORD BEARS SOUTH $76^{\circ}29'31''$ WEST, 423.17 FEET; THENCE SOUTH $88^{\circ}31'26''$ WEST, 964.31 FEET; THENCE SOUTH $89^{\circ}31'44''$ WEST, 594.32 FEET; THENCE SOUTH $88^{\circ}38'53''$ WEST, 532.99 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 2015.00 FEET, WHOSE ARC LENGTH 270.46 FEET AND WHOSE CHORD BEARS NORTH $87^{\circ}30'24''$ WEST, 270.26 FEET; THENCE NORTH $83^{\circ}51'31''$ WEST, 228.03 FEET; THENCE SOUTH $49^{\circ}20'21''$ WEST, 16.99 FEET; THENCE SOUTH $02^{\circ}20'21''$ WEST, 20.87 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF NW 110TH AVENUE; THENCE NORTH $87^{\circ}50'07''$ WEST ALONG SAID SOUTH RIGHT-OF-WAY LINE, 30.00 FEET; THENCE NORTH $02^{\circ}20'21''$ EAST, 34.01 FEET; THENCE NORTH $49^{\circ}20'21''$ EAST, 23.83 FEET TO THE CENTERLINE OF NW 110TH AVENUE; THENCE SOUTH $83^{\circ}37'25''$ EAST ALONG SAID CENTERLINE, 252.88 FEET; THENCE EASTERLY CONTINUING ALONG SAID CENTERLINE AND ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 2000.00 FEET, WHOSE ARC LENGTH IS 268.74 FEET AND WHOSE CHORD BEARS SOUTH $87^{\circ}28'22''$ EAST, 268.53 FEET; THENCE NORTH $88^{\circ}40'40''$ EAST CONTINUING ALONG SAID CENTERLINE, 535.67 FEET; THENCE NORTH $89^{\circ}27'28''$ EAST CONTINUING ALONG SAID CENTERLINE, 571.72 FEET; THENCE NORTH $88^{\circ}34'30''$ EAST CONTINUING ALONG SAID CENTERLINE, 983.90 FEET; THENCE EASTERLY CONTINUING ALONG SAID CENTERLINE AND ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 1000.00 FEET, WHOSE ARC LENGTH IS 418.54 FEET AND WHOSE CHORD BEARS NORTH $76^{\circ}35'05''$ EAST, 415.49 FEET; THENCE NORTH $64^{\circ}35'40''$ EAST CONTINUING ALONG SAID CENTERLINE, 251.03 FEET; THENCE NORTHEASTERLY CONTINUING

ALONG SAID CENTERLINE AND ALONG A CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 1100.00 FEET, WHOSE ARC LENGTH IS 450.62 FEET AND WHOSE CHORD BEARS NORTH 76°19'49" EAST, 447.48 FEET; THENCE NORTH 88°03'58" EAST CONTINUING ALONG SAID CENTERLINE, 529.10 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.51 ACRES (65,621 S.F.).

AND

A part of the North *ii* of Section 7, Township 80 North, Range 24 West of the 5th P.M., now included in and forming a part of Polk City, Polk County, Iowa and described as follows:

Commencing at the Southwest comer of an Acquisition Plat recorded in Book 14259, Page 411 of the office of the Polk County Recorder; thence North 21°51'12" West along the East Right-of-Way line of NW 55th Street, 22.44 feet to the point of beginning; thence South 68°07'54" West, 47.66 feet; thence North 89°22'06" West, 46.55 feet to the West Right-of-Way line of NW 55th Street, thence Northwesterly along said West Right-of-Way line and along a curve concave Southwesterly whose radius is 410.51 feet whose arc length is 33.70 feet and whose chord bears North 26°26'42" West, 33.69 feet; thence South 89°22'06" East, 55.92 feet; thence North 68°07'54" East, 41.70 feet to the East Right-of-Way line of NW 55th Street; thence South 21°51'12" East along said East Right-of-Way line, 30.00 feet to the point of beginning.

and the equipment described as:

- A. Pump Station
 - B. Generator
 - C. Electrical Control Building
 - D. Force mains and lines to Equalization Basin
 - E. Equalization Basins, intake structures and manholes
 - F. Outlet Lines from Equalization Basins
 - G. Flow Meter Manholes
 - H. Electrical lines and control lines necessary for operation of pump station, equalization basins, flow meters, generator and intake structures
 - I. All appurtenances necessary and directly related to items (A) through (H) and the use of the above equipment as a conveyance, holding and diversion of wastewater.
4. The City Council further declares its intent and proposal to convey to the WRA by permanent easement for existing sanitary sewer facilities and quit claim of interest in existing sanitary sewer facilities all its rights, title and interest in and to:
- (a) existing sanitary sewer and related facilities constructed within the public right-of-way of NW 110th Avenue and south 14th Street for the Rock Creek Interceptor Sewer, Phase 26, Segments 1-5.

5. A public hearing shall be held on May 26, 2020 at 6 p.m. in the City Council Chambers, City Hall, 112 3rd Street, Polk City, Iowa, via ZOOM. At that time the City Council will consider the above described proposal.
6. The City Clerk is authorized and directed to publish notice of the proposal and hearing in the form hereto attached not less than four or more than twenty days prior to the date of hearing.

Moved by _____ to adopt



City of Polk City, Iowa City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Setting the public hearing for budget amendment number 2 for FY2020

BACKGROUND: On Monday evening, the Council will need to set a public hearing for Tuesday May 26, 2020 in relation to a budget amendment for the FY2020 budget. I am proposing a budget amendment in the amount of \$149,000 for the following functions of the City's budget:

1. Public Safety
2. Culture and Recreation
3. General Government

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 Tuesday, May 26, 2020.

RESOLUTION NO. 2020-54

**A RESOLUTION SETTING A PUBLIC HEARING ON AN AMENDMENT TO THE
FY 19/20 BUDGET FOR THE CITY OF POLK CITY, IOWA**

WHEREAS, the City Council of the City of Polk City, Iowa and City Staff have prepared an amendment to the Fiscal Year 2019-2020 City Budget; and

WHEREAS, it is necessary to hold a public hearing to review and approve an amendment to the budget.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby orders a public hearing and notice thereof to be held on May 26, 2020 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa VIA ZOOM on the amendment to the FY 19/20 City Budget.

PASSED AND APPROVED the 11th day of May 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

**NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2019-2020 CITY BUDGET**

Form 653.C1

The City Council of Polk City in POLK County, Iowa
will meet at City Hall
at 6:00 PM on 5/26/2020
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2020
(year)

by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.

Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<u>Revenues & Other Financing Sources</u>				
Taxes Levied on Property	1	2,449,260		2,449,260
Less: Uncollected Property Taxes-Levy Year	2	0		0
Net Current Property Taxes	3	2,449,260	0	2,449,260
Delinquent Property Taxes	4	0		0
TIF Revenues	5	336,600		336,600
Other City Taxes	6	705,110		705,110
Licenses & Permits	7	207,125		207,125
Use of Money and Property	8	253,000		253,000
Intergovernmental	9	498,380		498,380
Charges for Services	10	2,592,350		2,592,350
Special Assessments	11	200		200
Miscellaneous	12	106,500		106,500
Other Financing Sources	13	0		0
Transfers In	14	1,167,166		1,167,166
Total Revenues and Other Sources	15	8,315,691	0	8,315,691
<u>Expenditures & Other Financing Uses</u>				
Public Safety	16	2,031,094	67,500	2,098,594
Public Works	17	742,377		742,377
Health and Social Services	18	15,000		15,000
Culture and Recreation	19	612,518	59,500	672,018
Community and Economic Development	20	292,949		292,949
General Government	21	704,948	22,000	726,948
Debt Service	22	341,080		341,080
Capital Projects	23	1,587,515		1,587,515
Total Government Activities Expenditures	24	6,327,481	149,000	6,476,481
Business Type / Enterprises	25	2,011,811		2,011,811
Total Gov Activities & Business Expenditures	26	8,339,292	149,000	8,488,292
Transfers Out	27	1,167,166		1,167,166

Total Expenditures/Transfers Out	28	9,506,458	149,000	9,655,458
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29	-1,190,767	-149,000	-1,339,767
Beginning Fund Balance July 1	30	9,855,857		9,855,857
Ending Fund Balance June 30	31	8,665,090	-149,000	8,516,090

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

We are amending the budget to account for several expenses that were unplanned for: 1)Public Safety in the amount of \$67,500 includes police wages, IPERS, group insurance, uniforms, telephone services, attorney fees, programs/services, and furniture and expenses; 2) Culture and Recreation in the amount of \$59,500 includes wages, overtime, health insurance, unemployment, Kiwanis park mowing, city square mowing, Simmer park mowing, Morse family park mowing; 3) General Government in the amount of \$22,000 includes wages, group insurance, office supplies, and attorney fees

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Jenny Gibbons

City Clerk/ Finance Officer Name

AGENDA FOR POLK CITY LIBRARY BOARD MEETING
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday, April 6, 2020 at 6:30 pm
Meeting held via Zoom
Live Participation Links: [Part 1](#) & [Part 2](#)

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

II. Approval of the Agenda

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve Meeting Agenda.

ROLE CALL: Sara Olson, aye
Angie Conley, aye
Lisa Mart, aye

MOTION PASSED UNANIMOUSLY.

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

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve Consent Items.

ROLE CALL: Sara Olson, aye
Angie Conley, aye
Lisa Mart, aye

MOTION PASSED UNANIMOUSLY.

1. Approve the [March 2020 Board Minutes](#)
2. Approve the February 2020 Finance Reports
 - a. [History](#)
 - b. [Expenses](#)
 - c. [Revenue](#)

IV. Communication from the Public – None

V. Director's report

Library Statistics:

- Circulation and library usage.
 - March 2020 circulation decreased by 368 checkouts compared to March 2019.
 - The number of patrons visiting the library decreased by 1,190 people from March 2019 due to the library being closed to the public effective at noon on March 16, 2020 in response to COVID-19.
 - **Adventure Pass stats are not available yet.**
 - Library Patrons saved \$47,269 in March by borrowing materials from the library versus purchasing them (does not include digital eBook/audiobook downloads or hotspot loans).
 - Key 3rd Quarter Stats for FY20 vs FY19
 - Library Attendance down 701
 - Circulation down 640 (Bridges up 451)
 - Adult Program attendance up 12

- Youth Program attendance down 193
- Patron Savings down \$8,470

What's New:

- EVERYTHING!
- A time-line of COVID-19 response:
 - Wednesday, March 11: I was traveling, but advised library staff to begin disinfecting door handles and other high-touch areas every 2 hours and to put away the ice cream toys in the children's area.
 - Thursday, March 12: I instructed staff to put away all toys in the children's area as well as pillows from furniture. I began conversing with city administrators and other metro-area library directors regarding how they were addressing the escalating situation. I created a Coronavirus page for our website and made social media posts informing patrons of how we were responding at the library. A letter was also emailed to all patrons in our database for whom we had email addresses.
 - Friday, March 13: I instructed staff to cancel all library programs for the week of March 15, 2020. I remained in contact with city administrators and metro-area library directors.
 - Sunday, March 15: When the governor closed schools, I immediately contacted Chelsea Huisman to determine if the library would open on Monday morning. At the time, only the Des Moines Public Library had suspended operations and it was decided that we would open as planned on Monday and monitor the situation.
 - Monday, March 16: Chelsea Huisman stopped in the library to introduce the new Parks & Rec director. At that time, the library had been open one hour and we had already checked out 283 materials to families. Within the next hour, the mayor issued an emergency proclamation closing the library immediately. I was told we could remain open until noon. I asked about providing library materials to patrons curbside and was told that was acceptable. All remaining March programs were cancelled.
 - Tuesday, March 17: In an effort to continue providing computer access to those in need, the library ordered 5 refurbished Chromebook for patrons to use in the parking lot. They have yet to be used although we have had phone calls from people wanting to check them out and take them home.
 - Monday, March 23: Youth Services Librarian, Melissa Ulbrich, joined our team and immediately began researching copyright stipulations for online story times.
 - Monday, March 30: All programming for April was cancelled. The library held its first online Storytime.
 - The library is continuing to look for ways to continue some programming in a digital manner. Zoom is being used for book clubs and may be expanded to other programs. Geri-Fit has allowed patrons to sign up and have the video link emailed to them so they can continue exercising at home.
 - We have a goal of setting out craft kits for kids to pick up twice a week. We are creating them from materials found while "cleaning house" last week!
 - Full-time library staff are aware that they are able to work from home at any time.
 - Part-time library staff are completing inventory and other organizational tasks while here.
- 190 people attended our Paw Patrol party on March 8.
- Carpets were cleaned and the meeting room floor cleaned/waxed on Thursday, March 19.
- The new book drop and shelves for circulation stations have arrived. The shelves have not been installed.
- The Space Planning Workshop in Lawrence, KS on April 27, 2020 has been cancelled.
- All Polk County Community Grants have been suspended until further notice.
- Youth Services Librarian, Melissa Ulbrich, is participating in the Kids First virtual conference today and tomorrow.
Wednesday, we will participate in a continuing ed webinar, Crisis Response Conversations-Staying Connected to your Community.

- Governor Reynolds issued proclamation today officially closing libraries; most libraries have already closed but there were some that had not; the proclamation does allow patrons to check out materials but restricts public from entering the libraries. At this time, patrons may reserve materials online, then pick up their items from a table outside the Library. All books and materials are wiped clean upon return.
- City informed Library of current changes on how spending can be done and what needs pre-approval prior to purchase or spending.
- This is the time of year when the Library starts asking for donations for summer programming. Since many of the businesses have been impacted by the Coronavirus Pandemic, the Library has asked the City for permission to use money that is currently budgeted but not being spent on programming since the closure to purchase the prizes and materials that would normally have been donated; this was approved. Friends of Library will purchase some of the gift cards from places such as Fenders Brewery that the Library is not able to purchase.
- The Library is considering a subscription for Beanstack – which is a program that has online reading challenges. Cost for the program is \$2000, minimum 2-year contract. Their mid-priced package has an app option. Jamie will attend a webinar tomorrow for more information; need to make decision by April 15, 2020 in order to have available this summer. After completing online challenges, patrons then present to Library for prizes. The purpose of this program because it is unknown if there will be a possibility of a summer reading program. In reviewing the line item budget, there is approximately \$11,600 surplus, and items that have gone over budget total approximately \$6,000, so there is a difference of approximately \$5,000 that can be used for this or other changes that are impacted by the current Coronavirus Pandemic.

- [March 2020 Stats](#)

LIBRARY -MARCH 2020 STATS SNAPSHOT	March 2019	March 2020 (COVID-19)	February 2020
Total Visitors	2,429	1,239	2,031
People Checking Out	468	394	387
Polk City Cardholders	407	351	345
Polk City Checkouts	3,759	3,124	3,103
Open Access Cardholders	24	21	18
Open Access Checkouts	219	148	161
Rural Cardholders	37	22	24
Rural Checkouts	387	173	218
Bridges E-book/Audiobook Checkouts	503	624	633
Outgoing ILL Books	36	36	34
Total Checkouts (incl. Bridges & Outgoing ILL)	4,904	4,105	4,149
Auto Renewals (began in September 2018)	797	366	700
Total Checkouts (adjusted for auto-renewal)	4,107	3,739	3,449

Incoming ILL Books	29	22	42
Reserves Placed	229	1,124	197
Materials Added	174	167	142
Materials Withdrawn	42	25	10
New Cards Issued	25	15	20
Computer Users	96	26	59
WiFi Users (on site)-Whofi counter started end of 10/19	52	231	325
Reference Questions	250	35	20
AWE Station Usage	149	53	68
AWE Games Played	413	158	182
Adult Programs	23	8	39
Adult Program Attendance	169	128	248
Youth Programs	13	6	15
Youth Program Attendance	504	278	305
Tutoring	20	8	22
No. of Meeting Room Uses by Outside Groups	6	1	6
Patron Savings (physical materials only)	\$53,018	\$47,269	\$42,936
Blank Park Zoo Adventure Pass (\$44)	6		1
Science Center of Iowa Adventure Pass (\$44)	10		2
Living History Farms Adventure Pass (\$51)	0		NA
Botanical Gardens Adventure Pass (\$34)	2		1
Brenton Skating Plaza (\$46.50)	0		1
Des Moines Children's Museum (\$36)	NA		0
TOTAL ADVENTURE PASS SAVINGS	\$732		\$212.50
Summer Reading Signups (0-11)			
Summer Reading Signups (12-18)			
Adult Reading Participation			
Facebook Page Views (March 4-March 31)	NA	452	218
Facebook Post Reach (March 4-March 31)	NA	3,968	3,455
New Facebook Page Followers (March 4-31)	NA	21	14
New Facebook Page Likes (March 4-31)	NA	18	13
Website Views	NA	2,986	1,939

- [FYQ3 Stats](#)

VI. Liaison report – Jeff Walters

Expressed thanks to Jamie for the hard work the Library is doing to continue providing services for the public. The City plans to run the City as normal as possible, and will continue to have meetings online as long as necessary.

VII. Board Education – Intellectual Freedom (Corey Hoodjer)

N/A

VIII. Agenda Items

1. Approve changes to [Circulation Policy](#) adding option for a temporary card with restricted privileges for those without proof of current address.
Discussion: with the current pandemic and now closure of the physical Library, patrons are not able to present in person to provide proof of identity. This is a requirement per the policy, as the patron is then asked to sign the library card in front of the employee who completes the request. Jamie states that most days she receives requests for library cards from residents who have not previously had cards; she says 5-6 people have inquired today. Questions were raised on whether this can be done through a video conference and somehow have the patron sign the card electronically. This may be a possibility. Final discussion will allow Jamie to draft verbiage of her choosing to allow her to temporarily supersede the requirements when a situation arises that makes it impossible for the individual to present in person to the library.
MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve changes to the Circulation Policy with an addendum to be made by Jamie to add that the Library Director has the authority to supersede this policy and approve library card by other means when a patron is unable to present in person under unforeseen circumstances preventing that individual to personally present at the Library (i.e. crisis, emergency, homebound individual, etc.) or similar verbiage as discussed within the meeting.
ROLE CALL: Sara Olson, aye
Angie Conley, aye
Lisa Mart, aye
MOTION PASSED UNANIMOUSLY.

- Due to time restrictions for meetings in Zoom, this meeting was paused at 7:02pm and resumed at 7:04pm when another Zoom meeting commenced.*

2. Approve option for including a digital member type in Apollo for residents of Polk City and rural Polk County. This would only give patrons access to digital materials and could be established over the phone. No identification or proof of residency would be required.
This is addressed in Agenda Item #1; no action taken.

3. Approve [Resolution 2020-2L](#) hiring Melissa Ulbrich as Youth Services Librarian with a starting wage of \$18.25 per hour.
MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve hiring Melissa Ulbrich as Youth Services Librarian with starting wage of \$18.25 per hour.
ROLE CALL: Sara Olson, aye
Angie Conley, aye
Lisa Mart, aye
MOTION PASSED UNANIMOUSLY.

4. Approve [28E Agreement between Polk County and members of the Polk County Library Association](#) allocating funding through June 30, 2023.
MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve 28E Agreement between Polk County and members of the Polk County Library Association allocating funding through June 30, 2023.

ROLE CALL: Sara Olson, aye
Angie Conley, aye
Lisa Mart, aye
MOTION PASSED UNANYMOSLY.

5. Review [Gift and Donation Policy](#) – no changes needed at this time.
6. COVID-19 update – in addition to the information included in the Director’s report, briefly reviewed the Families First Coronavirus Response Act, which addresses when employers are required to continue paying employees in the event that staff is prohibited from working due to the Coronavirus Pandemic. If this occurs, then the Library will follow the guidance from the City. There is nothing to act upon at this time.

IX. Adjourn – Meeting adjourned at 7:13pm.

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to adjourn meeting.

ROLE CALL: Sara Olson, aye
Angie Conley, aye
Lisa Mart, aye

MOTION PASSED UNANYMOSLY.

Next Meeting May 4, 2020 at 6:30 PM

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

LIBRARY -APRIL 2020 STATS SNAPSHOT	April 2019	April 2020 (COVID-19)	March 2020
Total Visitors	2,434	0	1,239
People Checking Out	438	244	394
Polk City Cardholders	374	215	351
Polk City Checkouts	3,473	1,618	3,124
Open Access Cardholders	29	15	21
Open Access Checkouts	262	196	148
Rural Cardholders	35	14	22
Rural Checkouts	296	91	173
Bridges E-book/Audiobook Checkouts	478	700	624
Outgoing ILL Books	33	4	36
Total Checkouts (incl. Bridges & Outgoing ILL)	4,542	2,609	4,105
Auto Renewals (began in September 2018)	764	NA	366
Total Checkouts (adjusted for auto-renewal)	3,778	2,609	3,739
Incoming ILL Books	33	1	22
Reserves Placed	211	1,948	1,124
Materials Added	154	107	167
Materials Withdrawn	77	8	25
New Cards Issued	8	8	15
Computer Users	134	0	26
WiFi Users (on site)-Whofi counter started end of 10/19	48	181	231
Reference Questions	137	0	35
AWE Station Usage	98	0	53
AWE Games Played	274	0	158
Adult Programs	24	12	8
Adult Program Attendance	227	60	128
Youth Programs	15	4	6
Youth Program Attendance	446	138	278
Tutoring	16	0	8
No. of Meeting Room Uses by Outside Groups	1	0	1
Patron Savings (physical materials only)	\$50,683	\$31,802	\$47,269
Blank Park Zoo Adventure Pass (\$44)	6	0	1
Science Center of Iowa Adventure Pass (\$44)	3	0	2
Living History Farms Adventure Pass (\$51)	0	0	
Botanical Gardens Adventure Pass (\$34)	1	0	2
Brenton Skating Plaza (\$46.50)	NA	NA	
Des Moines Children's Museum (\$36)	NA	0	
TOTAL ADVENTURE PASS SAVINGS	\$418	0	\$200.00
Summer Reading Signups (0-11)			
Summer Reading Signups (12-18)			
Adult Reading Participation			
Facebook Page Views (April 3-April 30)	NA	377	452
Facebook Post Reach (April 3-April30)	NA	2,497	3,968
New Facebook Page Followers(April3-April 30)	NA	18	21
New Facebook Page Likes (April 3-April 30)	NA	17	18
Website Views	NA	2,890	2,986

Library Director's Report

May 2020

Library Statistics:

- Circulation and library usage.
 - April 2020 circulation decreased by 1,169 checkouts compared to April 2019 (approximately 31%).
 - The library was completely closed to the public during the month of April due to the COVID-19 event.
 - No Adventure Passes were used.
 - Library Patrons saved \$31,802 in April by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).

What's New:

- Our new book drop cart has been delivered. Indoor book drop will be available when patrons can re-enter the library.
- The shelves that were ordered for the new circulation stations were not made to specifications and are being re-constructed.
- Public works has installed a plexiglass barrier at our circulation desk.
- We have been working on getting our Beanstack summer reading program created. All information needs to be to the company by May 11. We are very excited with how this is working out.
- I have reached out to Dr. Mart at North Polk to inquire about having the school share information about our summer reading program through newsletters/emails and through the lunch pickup program.
- I upgraded our Zoom account (on a monthly basis) to allow us to hold longer meetings/programs without having to join a second time.
- Through a small survey, we determined that our patrons preferred to have story time on Facebook Live rather than Zoom. We are averaging about 40 participants each Monday morning.
- Our adult programs that are meeting via Zoom average 7-8 participants.
- I will be doing staff evaluations in May. The Board should have the library director evaluation done prior to the June meeting.
- Normally in May, we should review staff job descriptions. However, this is an area I wanted to focus Board attention on this next year now that we are done with our accreditation process. Once we can return to somewhat normal operations, I will plan on presenting one job description each month for review.
- I received a quote from Proquest for offering Ancenstry.com at the library. It would cost \$1,443 per year for the subscription and would not be accessible remotely.

RESOLUTION 2020-03L

A RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND, EXPENDABLE TRUST ACCOUNT FOR THE POLK CITY, IOWA LIBRARY

WHEREAS, THE POLK CITY COMMUNITY LIBRARY HAS RECEIVED THROUGH THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY IN THE FORM OF DONATIONS TO THE LIBRARY IN THE AMOUNT OF \$20,000;

- DON & LOIS BURT ESTATE--\$20,000

and

WHEREAS, SAID DONATIONS HAVE BEEN DEPOSITED INTO A SPECIAL REVENUE FUND, EXPENDABLE TRUST AND WILL CARRY OVER FROM YEAR TO YEAR UNTIL THE PURPOSE FOR WHICH IT WAS ESTABLISHED IS ACCOMPLISHED; and


WHEREAS, SAID DONATIONS WILL NOT REVERT TO THE CITY GENERAL FUND; and

WHEREAS, SAID DONATIONS ARE NOT TO BE USED FOR DAY-TO-DAY OPERATION OF THE LIBRARY; and

WHEREAS, SAID DONATIONS WILL BE EXPENDED THROUGH A RESOLUTION OF THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY AND ONLY FOR PUBLIC PURPOSES SAID MONIES WERE DONATED; and

WHEREAS, THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY HEREBY AUTHORIZE THE EXPENDITURE OF UP TO \$2,500 FOR THE PURCHASE NEW CARD CATALOG STATIONS (INCLUDING LAPTOPS/CHROME BOOKS AND SHELVING) AND A BOOK DROP CART FOR PATRON USE. PURCHASES WERE MADE BEGINNING JANUARY 1, 2020.

NOW, THEREFORE, BE IT RESOLVED, THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY REQUEST THAT THE CITY OF POLK CITY, IOWA RELEASE UP TO \$2,500 (UPON RECEIPT OF INVOICES) FROM THE POLK CITY COMMUNITY LIBRARY TRUST.
MAY 2020.



Lisa Mart, Library Board President

ATTEST:



Jamie Noack, Library Director



City of Polk City, Iowa

City Council Agenda Communication

Date: May 6, 2020
To: Mayor & City Council
From: Chief Jeremy Siepker
Subject: Disposal of non-functional electronics

BACKGROUND: The Police Department has identified items that no longer function or are obsolete. These items include old vehicle computers, monitors, and control boxes that date back prior to 2017, most of which were removed from prior patrol cars by having the wires cut. Since these have been removed, our vehicles now operate on completely different systems and equipment. There is no reason to continue to store this obsolete equipment. Attached is an itemized list of the equipment that I am requesting to dispose. If possible, I will attempt to dispose listed items to an electronics recycling facility. There is no monetary or operational value of the listed equipment.

ALTERNATIVES: Continue to store the items.

FINANCIAL CONSIDERATIONS: There is no value to the listed items and they can be donated to a electronics recycling facility.

RECOMMENDATION: It is my recommendation that the Police Department dispose of the attached list of electronics.

RESOLUTION NO. 2020-51

A RESOLUTION AUTHORIZING THE DISPOSAL OF NON-FUNCTIONING OR OBSOLETE POLICE EQUIPMENT AND GEAR

WHEREAS, the Polk City Police Department has identified items that no longer function or are obsolete; and

WHEREAS, those identified items are listed on Exhibit “A”; and

WHEREAS, the City of Polk City finds that it is in the best public interest to dispose of the non-functioning and obsolete items that are of no further use to the Polk City Police Department.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Polk City, Iowa, that the Polk City Police Department is hereby authorized to proceed with the appropriate disposal of the items listed on Exhibit “A”.

DATED this 11th day of May 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

EXHIBIT A

Item Description From Public Works Attic	Item S/N
Watchguard overhead monitor/player	CAMF463736
Watchguard overhead monitor/player	WGA00310-100
Watchguard overhead monitor/player	WGA007-200
12" Hub-Data 911 Monitor	02-0755
Data 911 PC with fan attached	37369
Data 911 PC with fan attached	06-1256
Federal Signal Corp. Smart Siren box	SS2KC100
Data 911 Hub	37370
Data 911 Hub	1960779
L3 DVR	FB3ID067467
L3 Crash Battery	EC208303
L3 Dash Camera	163703002710
L 3 3.5" LCD Monitor	FB048573
Inter-Tel Phone (3)	unknown
Mitel phone	unknown

Polk City Water Department

Monthly Report

Month April

Year 2020

Total Water Pumped 15,828,200 Gallons
Monthly Daily Avg 527,606 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** absent University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** 1.1 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .71 mg/l Polk City Lab.
Fluoride in System- Monthly Average .76 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.12 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.18 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .68 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .92 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.30 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .07 mg/l Polk City Lab.
Iron System Water- Monthly Average .07 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .27 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .22 mg/l Polk City Lab.
Manganese System Water- Monthly Average .06 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 8.7 mg/l Polk City Lab.
pH Finish Water-Monthly Average 8.5 mg/l Polk City Lab.
pH System Water- Monthly Average 9.0 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa

City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates**

1. Parks & Recreation Registration Software Research
 - Requested demos and quotes from 6 providers
 - A. Sportsman
 - B. ACTIVE Net
 - C. Team Sideline
 - D. SmartRec
 - E. CivicRec
 - F. RecTrac

2. City Webpage Redesign Research
 - Requested demos and quotes from 4 providers
 - A. Webspec Design
 - B. Global Reach
 - C. Gov Office
 - D. CivicPlus

3. Summer Recreation Program 2020 Cancelation Updates
 - 2019 staff have been notified
 - 2019 participants (parents/guardians) have been notified
 - 2020 vendors (activities/field trips) have been notified
 - City website and Facebook page have been updated



May 6, 2020

Honorable Mayor and City Council
City of Polk City
112 S. 3rd Street
Polk City, Iowa

RE: PARTIAL PAYMENT APPLICATION NO. 4
2019 STREET REPAIRS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 4 for the 2019 Street Repairs Project. This payment application includes work completed by the Contractor between April 2, 2020 and May 1, 2020. Work completed during this pay period includes removal of existing pavement, replacement of pavement, and adjustment of storm sewer structures throughout Polk City.

The Contractor has completed all pavement patches. The remaining items are limited to surface restoration and sealing of pavement joints on a few remaining locations.

We recommend payment of \$29,737.85 to the Contractor, TK Concrete Inc., for work completed through May 1, 2020. Approximately 90% of the total contract work has been completed and 30 of the 30 working days for the project have been charged through this pay application. Staff has approved additional working days to the Contractor to perform extra work on this project.

Please contact me should you have any questions on this payment application. We will be in attendance at the May 11, 2020 City Council meeting to answer any questions regarding this partial payment application.

Sincerely,
SNYDER & ASSOCIATES, INC.

A handwritten signature in cursive script that reads 'Travis D. Thornburgh'.

Travis D. Thornburgh, E.I.

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates
John W. Haldeman, P.E., Snyder & Associates

APPLICATION FOR PARTIAL PAYMENT NO. 4

PROJECT: 2019 Street Repair Project

S&A PROJECT NO.: 119.0449.01

OWNER: City of Polk City
CONTRACTOR: TK Concrete, Inc.
ADDRESS: 1608 Fifield Road
Pella, Iowa 50219
DATE: 5/4/2020

PAYMENT PERIOD: 4/2/2019
to 5/1/2020

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 150,550.00
Net Change by Change Order: \$ 12,000.00
Contract Amount to Date: \$ 162,550.00

CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date: August 12, 2019
Original Contract Time: 30
Added by Change Order: _____
Contract Time to Date: 30
Time Used to Date: 30
Contract Time Remaining: 0

2. WORK SUMMARY:

Total Work Performed to Date: \$ 139,317.00
Retainage: 5% \$6,965.85
Total Earned Less Retainage: \$132,351.15
Less Previous Applications for Payment: \$ 102,613.30
AMOUNT DUE THIS APPLICATION: \$29,737.85

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

TK Concrete, Inc.
CONTRACTOR

By [Signature] DATE: 5-6-20

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By [Signature] DATE: 5/6/20

5. OWNER'S APPROVAL

City of Polk City
OWNER

By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.1.	Core Out Excavation	175	CY	\$ 20.00	\$ 3,500.00			\$ -
2.2.	Class A Roadstone	170	TON	35.00	5,950.00			-
2.3.	Subgrade Treatment, Geogrid, Triangular	500	SY	3.00	1,500.00			-
2.4.	Special Backfill	10	TON	35.00	350.00			-
6.1.	Manhole Adjustment, Minor	6	EA	1,250.00	7,500.00	5		6,250.00
6.2.	Intake Adjustment, Minor	11	EA	750.00	8,250.00	9		6,750.00
6.3.	Infiltration Barrier, Molded Shield	5	EA	1,250.00	6,250.00	4		5,000.00
7.1.	PCC Pavement Full Depth Repair Patch	1,000	SY	75.00	75,000.00	852.6		63,945.00
7.2.	Crack and Joint Cleaning and Filling, PCC	100	LF	10.00	1,000.00			-
7.3.	Removal of Sidewalk	25	SY	20.00	500.00	33.6		672.00
7.4.	Sidewalk, PCC, 6"	15	SY	150.00	2,250.00	25		3,750.00
7.5.	Detectable Warnings	30	SF	50.00	1,500.00	39		1,950.00
8.1.	Traffic Control	1	LS	10,000.00	10,000.00	0.90		9,000.00
11.1.	Mobilization	1	LS	27,000.00	27,000.00	1.0		27,000.00
TOTAL ORIGINAL CONTRACT =					\$ 150,550.00	\$ 124,317.00		
CHANGE ORDER SUMMARY:								
CO1.1	Intake, SW-501, Cast In Place	1	EA	7,500.00	7,500.00	2		15,000.00
CO1.2	Intake Adjustment, Major	1	EA	4,500.00	4,500.00			-
TOTAL CHANGE ORDERS =					\$ 12,000.00	\$ 15,000.00		
TOTAL CONTRACT & CHANGE ORDERS					\$162,550.00	\$ 139,317.00		

RESOLUTION NO 2020-52

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 4
FOR THE 2019 STREET REPAIRS PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2019-64 ordering construction for the 2019 Street Repairs Project on July 8, 2019; and

WHEREAS, the City Council approved Resolution 2019-79 on August 12, 2019 awarding the construction contract to TK Concrete, Inc. of Pella, Iowa; and

WHEREAS, on August 12, 2019 the City Council approved Resolution 2019-80 approving the contract in the amount of \$150,550; and

WHEREAS, on December 9, 2019 the City Council approved Resolution 2019-112 approving Change Order No. 1 in the amount of \$12,000; and

WHEREAS, on November 11, 2019 the City Council approved Pay App No. 1 in the amount of \$42,227.50; and

WHEREAS, on December 9, 2019 the City Council approved Pay App No. 2 in the amount of \$16,583.67; and

WHEREAS, on April 13, 2020 the City Council approved Pay App No. 3 in the amount of \$43,802.13; and

WHEREAS, TK Concrete, Inc. and the City Engineer have submitted the Application for Partial Payment No. 4 giving a detailed estimate of work completed with an application for payment in the amount of \$29,737.85.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 4 for the 2019 Street Repairs Project and the City Manager is hereby authorized to issue a check to TK Concrete Inc. in the amount of \$ \$29,737.85.

PASSED AND APPROVED the 11th day of May 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Resolution approving a contract with Ankeny Sanitation for solid waste collection

BACKGROUND: On Monday, the Council will take action on a resolution amending the contract between Ankeny Sanitation with the Cities of Bondurant, Norwalk, and Windsor Heights; adding in the City of Polk City. The pricing for each residential household is \$8.34 per month and will be added to the resident's City utility bill with payment then remitted to the MWA.

ALTERNATIVES: Do not approve the resolution

FINANCIAL CONSIDERATIONS: By entering this contract, the residents of Polk City will see a significant savings for garbage collection. We will also be charging the residents for recycling beginning on July 1st and there will still be a savings to the people on a monthly basis.

RECOMMENDATION: It is my recommendation that the Council approve the resolution authorizing the contract amendment.



City of Polk City, Iowa

City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: MOU between Polk City and MWA

BACKGROUND: On Monday, the Council will take action on an MOU between the City of Polk City and MWA for a solid waste hauling contract for residential services. This memorandum of understanding will amend the current contract between Ankeny Sanitation and the Cities of Bondurant, Norwalk, and Windsor Heights; adding in the City of Polk City. The pricing for each residential household is \$8.34 per month and will be added to the resident's City utility bill with payment then remitted to the MWA.

ALTERNATIVES: Do not approve the MOU.

FINANCIAL CONSIDERATIONS: There are several financial considerations to take into consideration with this MOU, but the biggest factor is that this contract will save the residents over 40% a month on their garbage collection. Second, and most important to the City is this will reduce the number of trucks on the city streets, and also reduce the wear and tear on the city streets.

RECOMMENDATION: It is my recommendation that the Council approve the MOU.

RESOLUTION NO. 2020-53

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH METRO WASTE AUTHORITY AND THE FIRST AMENDMENT TO THE AGREEMENT FOR THE COLLECTION OF SOLID WASTE BETWEEN METRO WASTE AUTHORITY AND ANKENY SANITATION, INC

WHEREAS, the City is a member of the Metro Waste Authority (“MWA”), and

WHEREAS, a third party provider currently provides municipal solid waste hauling services for residential customers within the City’s corporate limits, and

WHEREAS, MWA has the expertise to (1) manage solid waste hauling and removal contracts, (2) has invested in customer service resources, and (3) can coordinate with neighboring communities to package and optimize routes and efficiency; and

WHEREAS, the City wishes to secure the most advantageous rates and services for the Polk City residents; and

WHEREAS, by agreement dated December 10, 2012, Ankeny Sanitation, Inc. (“ASI”) and MWA entered into an Agreement for the Collection of Solid Waste (the “Agreement”), as amended, wherein ASI agreed to collect, transport and dispose at the MWA Landfill or Transfer Station all solid waste material from eligible residences of the Participating Member Communities; and

WHEREAS, the current Participating Member Communities are Bondurant, Norwalk and Windsor Heights; and

WHEREAS, the parties have agreed to add Polk City to the Agreement, beginning July 1, 2020.

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

1. The Memorandum of Understanding by and between the City of Polk City and MWA is hereby approved.
2. The First Amendment to the Agreement for the Collection of Solid Waste between MWA and Ankeny Sanitation, Inc. is hereby approved.
3. The City agrees to have ASI provide municipal solid waste hauling services for residential customers within the City’s corporate limits beginning on July 1, 2020.
4. The City agrees that the cost for service shall be \$8.34 per household per month.
5. The Mayor and City Manager are hereby authorized to execute the Memorandum of Understanding and, to the extent needed, the First Amendment to the Agreement for the

Collection of Solid Waste between MWA and Ankeny Sanitation, Inc., and any other documents necessary to effectuate this service.

PASSED and approved this 11TH day of May 2020, by the City Council of the City of Polk City, Iowa.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF POLK CITY, IOWA AND METRO WASTE AUTHORITY

This Memorandum of Understanding is made and entered into this ___day of _____ 2020 by and between the **CITY OF POLK CITY, IOWA** (“City”), and **METRO WASTE AUTHORITY**, (“MWA”).

WHEREAS, the City is a member of the MWA, and

WHEREAS, a third party provider currently provides municipal solid waste hauling services for residential customers within the City’s corporate limits, and

WHEREAS, MWA has the expertise to (1) manage solid waste hauling and removal contracts, (2) has invested in customer service resources, and (3) can coordinate with neighboring communities to package and optimize routes and efficiency; and

WHEREAS, the City wishes to secure the most advantageous rates and services for the Polk City residents.

NOW, THEREFORE, the parties to this Memorandum of Understanding agree as follows:

1. The intent of this Memorandum is to establish the City’s desire to have MWA manage its solid waste hauling and removal from this date forward.
2. **MWA AGREES AS FOLLOWS:**
 - A. To coordinate between MWA member Cities in order to establish efficiencies in solid waste hauling.
 - B. Upon selection of a proposal by the City Council, to manage or assist with the negotiation of a mutually agreeable contract which takes advantage of established efficiencies.
3. **THE CITY OF POLK CITY AGREES AS FOLLOWS:**
 - A. To respond to the MWA administration and to act on proposals in a timely fashion.

IN WITNESSETH WHEREOF, the parties have hereunto subscribed their names on the date first written above.

CITY OF POLK CITY, IOWA:

ATTEST:

By _____
Jason Morse, Mayor

By _____
Jenny Gibbons, City Clerk

MWA:

By _____
Michael McCoy, Executive Director



City of Polk City, Iowa City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: City website redesign proposals

BACKGROUND: On Monday, May 11th I am asking for the Council to consider a redesign of the City's website. This is a topic that has been discussed for the last year and began when Don Sandor was Interim City Administrator. City staff has provided the Council with 3 proposals from 3 companies-CivicPlus, Global Reach and WebSpec. I also have a proposal from GovOffice, but their proposal is incomplete.

The decision to proceed with a website re-design at this time has a few explanations. First as Council knows we are currently on a spending freeze. However, with a redesign if we make a decision to proceed it will take 4 months before our new site is live. I have found it incredibly challenging to post information on the website as it is not user friendly on the back end nor is it on the front-end either. Communication to the public is very important and I believe this investment will help significantly.

Second, our new website annual fee is due in August and that will be \$1,500. If we are going to make the change, now is the time so we are not paying two companies annual fees in one year.

Thirdly, as the Council knows we will be going live with our new notification system soon. We would also like to proceed with software for recreational programming so that we can begin registration for those events once COVID restrictions are lifted. With these two changes I believe a make-over is necessary so our residents can easily access all information on our website.

Listed below are some websites that were designed by each respective company.

CivicPlus: www.cityofbondurant.com
www.cityofjohnston.com
www.pleasanthilliowa.org

Global Reach: www.iowaattorneygeneral.gov
www.dmyca.org

WebSpec: www.lhf.org
<https://adeliowa.org>

ALTERNATIVES: Do not approve the website redesign

FINANCIAL CONSIDERATIONS: Bids range over a 3-year period from \$16,000-\$22,500. In the next several months we would be responsible for paying the one-time fee, plus the annual fee but we can split that out over fiscal years with 50% down when the contract is signed and 50% down when the website is live.

RECOMMENDATION: Parks & Recreation Director, Jason Thraen did a lot of the work on this project and after speaking with several staff members who would be running the website, our preference is CivicPlus. They almost exclusively work with local governments and is easy to use. They are not the lowest bid over a 3-year period, but they do have the lowest redesign onetime fee.

It is my recommendation to award the bid to CivicPlus and proceed with a website redesign.

Website Design	One-Time Fees	Annual Fees	Year 1	Year 2	Year 3	Total over 3 years
CivicPlus	\$8,000	\$3,000	\$11,000	\$3,000	\$3,000	\$17,000
Global Reach	\$10,000	\$2,000	\$12,000	\$2,000	\$2,000	\$16,000
WebSpec	\$18,000	\$1,500	\$19,500	\$1,500	\$1,500	\$22,500



CIVICCMS[®]

Polk City, IA

Website Proposal

Presented by
Hector D. Ortega
Solutions Consultant
hector.ortega@civicplus.com
(785) 370-7811



302 S. 4th Street, Suite 500 | Manhattan, KS 66502
1300 Massachusetts Ave., Boxborough, MA 01719
www.civicplus.com

April 24, 2020

Jason Thraen
Parks and Recreation Director
Polk City, IA

RE: Website Redesign Services

Dear Jason Thraen,

Meeting the expectations of citizens is at the core of civic responsibility. Finding that perfect blend of functionality, ease of maintenance, and cost effectiveness can be daunting. Today's "what I want, when I need it" society is all about digital and timely responses. Saving time and money and increasing citizen satisfaction is every government entity's goal. With the cost effective CivicCMS solution you can achieve your vision of success.

CivicPlus, Inc. (CivicPlus) is passionate about our mission to help make local government better. We are not just designing a website; we are helping build a trusted and long-term relationship between you and your community through our state-of-the-art technology and process. Our expertise lies in collaborating with our clients to deliver the right solution, at the right cost, housed within a modern design that captures the culture of your community.

The following information will show you how the CivicCMS solution will reduce your staff's workload, respect your available budget, and most importantly, provide your community with a powerful online resource that promotes open access to your municipal offices.

Please review our proposal closely. This proposal will save you time and resources while providing your visitors a website where they can find what they need, when they need it. We look forward to working with you and your staff to help make your vision become a reality.

Sincerely,

Hector D. Ortega
Solutions Consultant
hector.ortega@civicplus.com

What Sets CivicCMS Apart?



Created to Meet Your Needs

Developing your new website under the Open Source Initiative provides CivicCMS with the flexibility to develop new features and modules to help you meet your goals and vision.



Our Drupal Platform

CivicPlus will develop your site on one of the industry's most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.



We Build Long-Term Relationships

Our partnership with you is only beginning at go-live! We provide ongoing customer support and our Account Management team will work with you to help you evolve your web environment throughout your relationship with CivicPlus.



Easiest System for Updating & Adding New Content

Your new CivicCMS website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.



Custom & Responsive Design

Your custom-designed website will be fully responsive on multiple devices including smart phones, tablets and wide screen monitors.



Useful & Relevant Modules

CivicCMS is flexible and scalable so your site can grow as your needs grow without extra features and functionalities that are not as relevant.



Affordable Cost, Flexible Payments

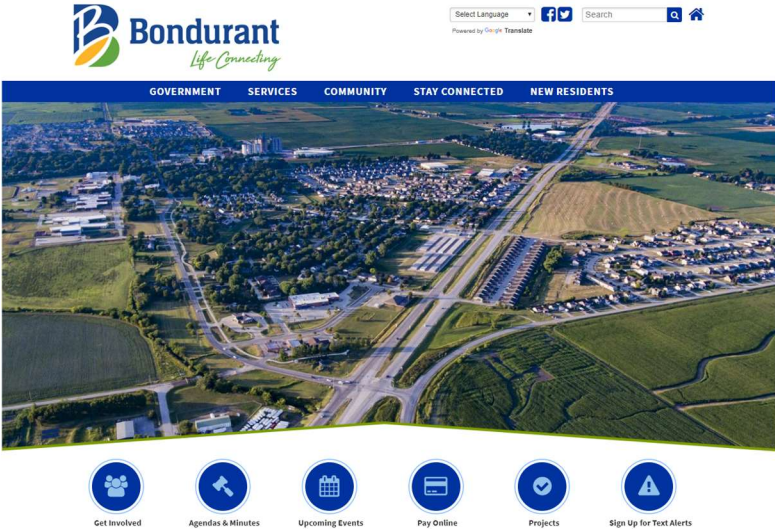
We understand the fiscal challenges municipalities face daily, so CivicPlus offers payment options to meet your budgeting needs.



Security and Protection—Priority One!

Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.

Client Design Examples



Bondurant, IA
<http://www.cityofbondurant.com/>



Muscatine, IA
<http://www.muscatineiowa.gov/>



Centerville, IA
<https://www.centerville-ia.org/>

Features & Functionality

Content Management Functionality

- Agenda Builder Module
- Schedule Publishing
- Web Forms Module
- Unpublish/Archive Content
- WYSIWYG Editor
- Dept/Board Specific News
- Persistent Navigation
- ADA Compliance
- Job Opportunities
- Schedule Expiration Dates
- Versioning
- Embed Video Player
- Online File Center
- Quick Links
- Protected Email Addresses
- Recyclopedia
- FAQs
- Audit Trail/History Log
- Content Previewing
- CAPTCHA Visitor Authentication
- Printer Friendly Pages
- Surveys & Polling
- Bids & RFPs
- Business Directory
- "Review-On" Dating
- Dynamic Breadcrumbs
- SSL Certificates

Communication Features

- Email Notifications (E-subscriber)
- Dynamic Site Map
- RSS Feeds
- Facebook & Twitter Integration
- Service Requests Forms
- Urgent Alert Banners
- Two-Way Blogging
- Private Comment Forms
- Rotating Bulletin Boards
- Staff Directory
- "Share this Page"

Administrative Functionality

- Intranet Options
- User Roles & Permission Levels
- Traffic Analysis
- Broken Links Reporting
- Domain Name Management
- Quality Assurance Reports
- Complete User History
- Board Membership Duties
- Menu Control

Design Features

- Responsive Design
- Rotating Mastheads
- Dynamic News Modules
- Urgent News Banners
- Upcoming Meetings Module
- Custom Subtitles
- Cascading Navigation
- Multiple Navigation Schemes

Graphic & Image Functionality

- Media Library
- Image Editor
- Photo Gallery
- Slide Shows
- Captioning/ALT Text
- Rotating Department Images
- Image Administration
- Rotating Bulletin Boards

Typical Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicCMS website. Your exact project timeline can vary based on determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, approval dates kept, and other factors. Based on our experience, the estimated timeline for the successful completion of your CivicCMS project is approximately 12-15 weeks.

Implementation Phase	Timeframe	Deliverables
Phase 1 Strategy Sessions & Discovery	1 Week	<ul style="list-style-type: none"> Define Core Objectives Needs Assessment
Phase 2 Design & Architecture	3-4 Weeks	<ul style="list-style-type: none"> Design Meeting with Client Website Committee Homepage Options & Layout Subpage Design and Layout Finalize Design (once you are completely satisfied)
Phase 3 Site Implementation	2-3 Weeks	<ul style="list-style-type: none"> Identify Global and Cascading Navigation (and related links) Implement Design within CivicCMS
Phase 4 Content Development	4-5 Weeks	<ul style="list-style-type: none"> Migrate Agreed Existing Content
Phase 5 Training & Education	1 Week	<ul style="list-style-type: none"> Sessions for Content Editors and Site Administrators Group and Individual Sessions
Phase 6 Deployment & Go-Live	1 Week	<ul style="list-style-type: none"> Final Quality Check of Website Install and Activate Selected Modules DNS & SEO Activities

Estimated Year 1 Investment

CivicCMS Website Standard Package | CMS Stand-Alone

Polk City, IA

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from April 24, 2020

Graphic Design

- Custom Design
- Fully Responsive Format (Smart Phones, Tablets)
- Redesign after 4 Years

Content Development

- Create All Department & Board Pages
 - Contact Info
 - Staff Table
 - Welcome Text
- **Full Content Migration**
 - **1,115 Pages**
 - (Minutes, Agendas, Blogs, etc.)

Staff Training

- Online Training, as needed; minimum One Day
- Full Access to Library of Videos/Documentation

Supplemental Modules at No Cost

- Bids/RFPS
- Intranet
- Agenda Manager
- Popular Pages
- Recyclopedia
- Business Directory

Secure Hosting

- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- Unlimited Live Support for Up to 4 Users
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CivicCMS Application

- Annual CMS Usage License
- Periodic Module Upgrades
- Full Maintenance & Service Patches

Also Includes

- Apache Solr Search Appliance
- Google Analytics
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Storage Limit on Future Pages & Files

Year One Investment: **\$12,000**

- Website Development: **\$9,000**
- Annual Fees: **\$3,000**

OPTION: Spread All Costs over 3 Yrs: \$6,000 per Year

Estimated Year 1 Investment

CivicCMS Website Standard Package | CMS Stand-Alone

Polk City, IA

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from April 24, 2020

Graphic Design

- Custom Design
- Fully Responsive Format (Smart Phones, Tablets)
- Redesign after 4 Years

Content Development

- Create All Department & Board Pages
 - Contact Info
 - Staff Table
 - Welcome Text
- **Limit Content Migration**
 - 500 Pages MAX

Staff Training

- Online Training, as needed; minimum One Day
- Full Access to Library of Videos/Documentation

Supplemental Modules at No Cost

- Bids/RFPs
- Intranet
- Agenda Manager
- Popular Pages
- Recyclopedia
- Business Directory

Secure Hosting

- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- Unlimited Live Support for Up to 4 Users
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CivicCMS Application

- Annual CMS Usage License
- Periodic Module Upgrades
- Full Maintenance & Service Patches

Also Includes

- Apache Solr Search Appliance
- Google Analytics
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Storage Limit on Future Pages & File

Year One Investment: \$11,000

- Website Development: \$8,000
- Annual Fees: \$3,000

**OPTION: Spread All Costs over 3 Yrs:
\$5,667 per Year**

Estimated Year 1 Investment

CivicCMS Website Standard Package | CivicCMS & CivicREC

Polk City, IA

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from April 24, 2020

Graphic Design

- Custom Design
- Fully Responsive Format (Smart Phones, Tablets)
- Redesign after 4 Years

Content Development

- Create All Department & Board Pages
 - Contact Info
 - Staff Table
 - Welcome Text
- **Limit Content Migration**
 - 500 Pages MAX

Staff Training

- Online Training, as needed; minimum One Day
- Full Access to Library of Videos/Documentation

Supplemental Modules at No Cost

- Bids/RFPs
- Intranet
- Agenda Manager
- Popular Pages
- Recyclopedia
- Business Directory

Secure Hosting

- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- Unlimited Live Support for Up to 4 Users
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CivicCMS Application

- Annual CMS Usage License
- Periodic Module Upgrades
- Full Maintenance & Service Patches

Also Includes

- Apache Solr Search Appliance
- Google Analytics
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Storage Limit on Future Pages & Files

Year One Investment: \$10,000

- Website Development: \$7,000
- Annual Fees: \$3,000

**OPTION: Spread All Costs over 3 Yrs:
\$5,334 per Year**

Year 2 and Beyond - Annual Services

Polk City, IA

Each year of your contract, you'll receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up to date with our latest features and functionality. (Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond)

- Secure Hosting and Security Services
- Software maintenance including service patches and system enhancements
- 24/7 technical support and access to the Online Help Center
- Unlimited Live Customer Support for up to 4 Designated Users
- Account Management Team for ongoing support and web environment involvement

\$3,000 per year

Optional Services

- Additional Supported Users \$250 per user per 12 months
- Custom Department Subsites: \$3,000 one-time; \$500 annual hosting & support

CivicPlus Advantage - Alternate Payment Plan
 ➤ [Bundle Example Shown Here](#)

The CivicPlus Advantage (CPA) payment alternative payment plan provides zero interest, level payments that divides the One-Time Implementation Investment expense of your project over the first three (3) years of your contract to assist with your initial out of pocket expense and budget allocation. Each payment also includes your Annual Hosting/Maintenance Services.

1st Year CPA.....	\$5,334	3rd Year CPA.....	\$5,334
2nd Year CPA	\$5,334	4th Year CPA.....	\$3,150
			(Annual plus 5% Technology Fee)

Accessibility

ADA Section 508 Compliance

We provide highly compliant sites based on WCAG 2.0 AA guidelines. Our focus is to provide a high degree of compliance to maximize accessibility for all users while providing freedom to create a visually rich and appealing site.

Our approach for each website includes the following steps:

- We will deliver you a site that is free of all “Errors” as defined by the standard for industry accessibility checking: <https://wave.webaim.org/>
- Whenever possible we will use text-based fonts to replace graphics for design elements such as icons, links, and buttons.
- Our designs will focus on color schemes that will satisfy required color contrast requirements.
- Our CMS has been built to require “Alt Tags” whenever images are uploaded.
- Our trainers will use CivicPlus best practices to teach your staff to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- PDFs need to be saved in an accessible format. While the responsibility for this lies with our clients, we will provide instructions to your staff for the best way to accomplish this.
- Our product team closely follows changes in regulations and updates our best practices as well as provides regular updates to clients via our CivicPlus website, webinars, and other publications.
- Ongoing Scans – we think it is a best practice to occasionally scan your site to check ongoing compliance. Our customer support team will show you how to scan your site or will run periodic scans upon request.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Audio Eye provides this online application to increase website accessibility and help maintain ADA compliance; this includes automated and manual website fixes, a voice reader, text magnification, and the industry’s only Certificate of Compliance. More information and a demo are available upon request.

Optional Services

CivicClerk Agenda Management System

The fastest, most intuitive way to streamline complex paper-based processes. Automate agenda management, meeting minutes management, and the sharing of meeting content with board members, staff, and your citizens.

CivicReady Mass Notification System

Whether communicating routine or emergency news, we allow you to alert recipients with actionable information within seconds, using a single interface—saving you time, while amplifying the reach of your time-sensitive message. Quickly create and distribute news and information whether it's in response to a local crisis, or simply a routine alert or internal communication to staff.

CivicRec Recreation Management

Whether the public is using the recreation registration software to sign up for programs, rent facilities, or find volunteer opportunities, you can be confident that your parks and recreation department is offering an intuitive citizen self-service solution. Our all-in-one solution also includes team and league memberships, point-of-sale capabilities, even event ticket generation.

CivicHR Employee Management Software

The easiest-to-use local government human resource management solution. Our cloud-based software integrates and organizes data, automates job postings, collects applications, simplifies employee onboarding, and manages performance.

SeeClickFix Citizen Request Management

SeeClickFix allows citizens to submit service requests from any device and allows clients to capture, manage, and report on each request. There is a build in Work Order application for creating formal work orders and for tracking actual resources used versus budgeted.

Civic Media Live & On-Demand Streaming

CivicMedia provides our clients with the capability to easily live stream any board or committee meeting. Each meeting can also be archived online for quick on-demand access.

AxisGIS Online Mapping

AxisGIS is a dynamic online mapping application that lets users query, browse, report and visualize location-based content from anywhere, anytime. Ideal for assessment data, abutters lists, flood zones, private parcel data, public works mapping, and much more.

Optional Department Subsites

We also offer the option of creating “sub-sites” that require their own identity. Each subsite can have their own graphics, colors, layout and navigational structure, and can utilize its own website address (URL). Besides enjoying the benefits of our CMS, there is significant savings in both upfront development and ongoing costs versus a stand-alone website. Some examples are shown here.

Economic Development



<https://edc.town.westborough.ma.us/>

Police



<https://www.townofmilton.org/police>

Libraries



<https://www.greenfield-nh.gov/stephenson-memorial-library>

Fire



<https://www.oobmaine.com/fire-department>

Recreation



<https://www.fairviewtownship.com/parks-and-recreation>

Emergency Management



<https://www.stoughton.org/emergency-management>



PROPOSAL

DECEMBER 14, 2018

PRESENTED TO

City of Polk City

FOR | PROJECT ID: 9997

Responsive Website Design
& Development
Using the SiteViz Content
Management System

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Introduction

Global Reach Internet Productions, LLC ("Global Reach") is pleased to present this proposal to the City of Polk City. Global Reach will design, develop, and host a website using SiteViz. This solution will enable administrators to manage the website's content without previous programming experience.



Global Reach will meet your requirements by designing and implementing a website with the following general characteristics:

- Responsive design approach to optimize content display on mobile devices;
- Easy navigation and advanced architecture;
- Clear, consistent concepts and templates;
- Compatibility with all major browsers;
- Scalability to larger size and increased functionality;
- Easy to update;
- Optimization for fast downloading;
- Eye-catching and professional layout.

Proprietary Notice

The information contained in this document is confidential and proprietary to Global Reach and is to be used for the sole purpose of evaluating this service offering. It may not be disclosed to any third party without the express written permission of Global Reach.

Timing

Pricing in this proposal is valid for 60 days from the date it is presented. If acceptance is sought after the 60 day period, the information contained herein must be reviewed and verified by Global Reach.



Our Company

A Web Firm with a Proven Track Record

Founded in 1995, Global Reach Internet Productions is one of the most respected web development firms in the Midwest. Our experienced team of project managers, developers, and designers combine strategic business analysis with strong technological skills to deliver meaningful recommendations. These skills are backed by a proven methodology which provides our clients with consistent, superior results.

The experts at Global Reach are the creators of SiteViz® – a powerful, scalable, flexible, and highly secure content management system that allows you to make changes to your website content whenever and wherever you want.

Global Reach also provides a full range of interrelated services including internet marketing; IT support, hosting, and server colocation; graphic design; copywriting; and consulting. Our client base of more than 1,000 organizations is made up of small, medium, and large enterprises, representing a wide range of industries. All of our clients experience a high level of satisfaction, stemming from the opportunity to tap into the full suite of resources provided by Global Reach.

The Technical



Our state-of-the-art facility is home to a large group of skilled developers who use a team-based approach to production. As certified [Adobe Solutions Partner](#) and [ColdFusion Enterprise Hosting Partner](#), Global Reach specializes in advanced ColdFusion development. We have nearly two decades of experience working with the product and have multiple certified developers' on-staff. However, we understand every client is unique. Therefore, in addition to ColdFusion, our team is also proficient in HTML5, Java, ASP, ASP.NET, PHP, JSP, Visual Basic, C++, C#, and many other disciplines. Global Reach also has one of the most advanced and secure data centers in Iowa.



Design

Our Approach

Good design is more than just making something look pretty. Well thought out, well executed design entices, persuades, and motivates. It is strategic, innovative, and useful. It focuses on how to best communicate your brand and message effectively to your clientele. Quality design gives a business credibility. In today's competitive business environment, design is the differentiator that makes brands, large and small, stand out.

Our team of talented, experienced designers are dedicated to devising solutions that address your specific business needs and create a cohesive identity across all media.

Before a project begins, they will meet with you to gain an in-depth understanding of the project and your business. From there, they will translate those goals and objectives into effective communication solutions that speak to your target audience and drive results.

Experience

Global Reach's award-winning design team possesses a wealth of experience ranging from web design, to print design, corporate identity, direct mail, catalogs, brochures, tradeshow displays, and more. Accolades include multiple web and print design awards, including the Webby's, WebAwards, W3 awards, and American Advertising Federation awards.



Who is Using SiteViz?



State of Iowa Treasurer



Iowa Attorney General



State of Iowa Auditor



Iowa Judicial Branch

Awards & Recognitions

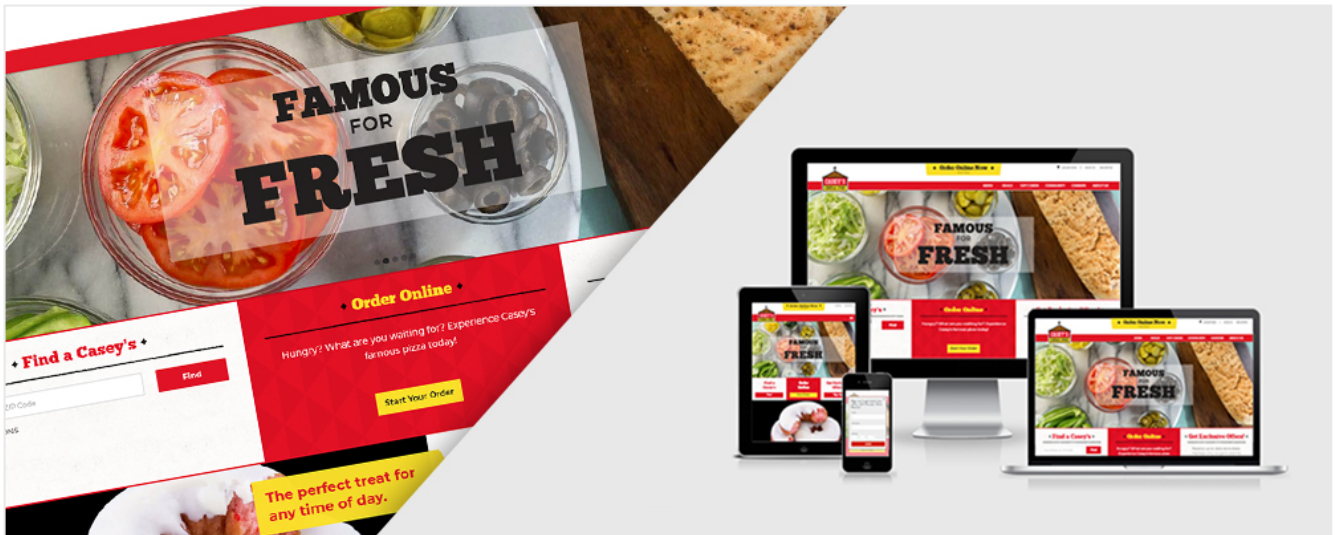


The WebAwards is one of the longest running website award competitions, sponsored by the Web Marketing Association.

- 2018:** Casey's General Stores, Outstanding Website
- 2017:** Black Opal Beauty, Standard of Excellence
- 2016:** RACOM, Best of Industry: Electronics
- 2015:** Court Avenue Brewing Company, Outstanding Website
- 2015:** Iowa Attorney General, Standard of Excellence
- 2014:** Civil Air Patrol Gold Medal Journey, Best of Industry: Gov't

Casey's General Store, Outstanding Website

www.caseys.com



Casey's General Store is an Iowa institution with more than 2,000 convenience stores and gas stations throughout the state. Casey's also serves Iowa's favorite pizza!

The Global Reach team worked closely with Casey's to produce an outstanding web design and to ensure the highest fidelity with their brand guidelines. The bold, colorful, new design helps position Casey's as one of the nation's premier convenience store chains, while continuing to convey their community- and service-oriented focus. To complete the best-in-class look, custom landing page layouts were created for the Menu, Deals, Careers, and Casey's Corporate sections of the website.

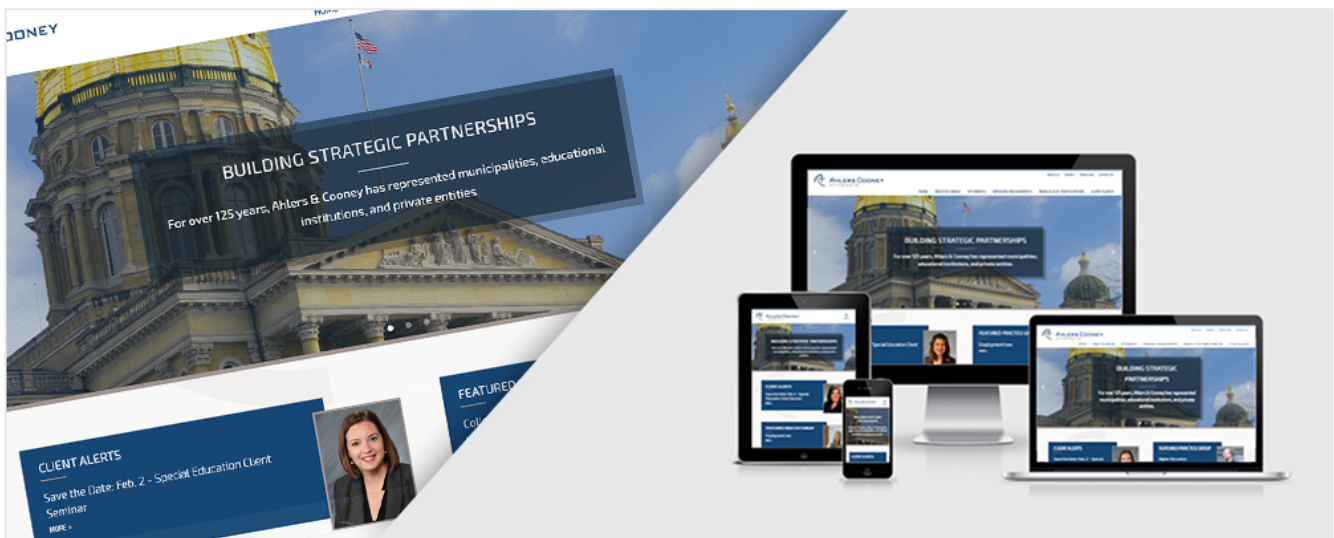


The W³ Awards celebrates digital excellence by honoring outstanding work by some of the best interactive agencies worldwide.

- 2018:** Ahlers & Cooney Attorneys, Gold Award
- 2018:** Iowa Judicial Branch, Gold Award
- 2018:** Work In Ames, Gold Award
- 2018:** Iowa Lakes Community College, Silver Award
- 2017:** Iowa Board of Regents, Silver Award
- 2017:** Iowa State University Museums, Silver Award
- 2017:** RACOM, Silver Award
- 2017:** Iowa Chapter American Marketing Association, Bronze Award
- 2017:** Court Avenue Brewing Company, Bronze Award

Ahlers & Cooney Attorneys

www.ahlerslaw.com



Ahlers & Cooney has been in business for over 125 years. A key objective in their website redesign was an interface that would be fresh and forward-looking but also convey a sense of stability and professionalism. Website accessibility, ease of navigation, and a pleasant user experience were other major requirements.

The new website exceeded expectations. A well-defined color palette and strategic use of brand elements unifies the visual design of the site, while sophisticated animations and interactions enhance the user experience.

Attorney profiles and practice areas, part of the SiteViz Law Edition, allow website visitors to find the information they need quickly and easily. The SiteViz content management system allows members of the firm to manage content updates with ease.

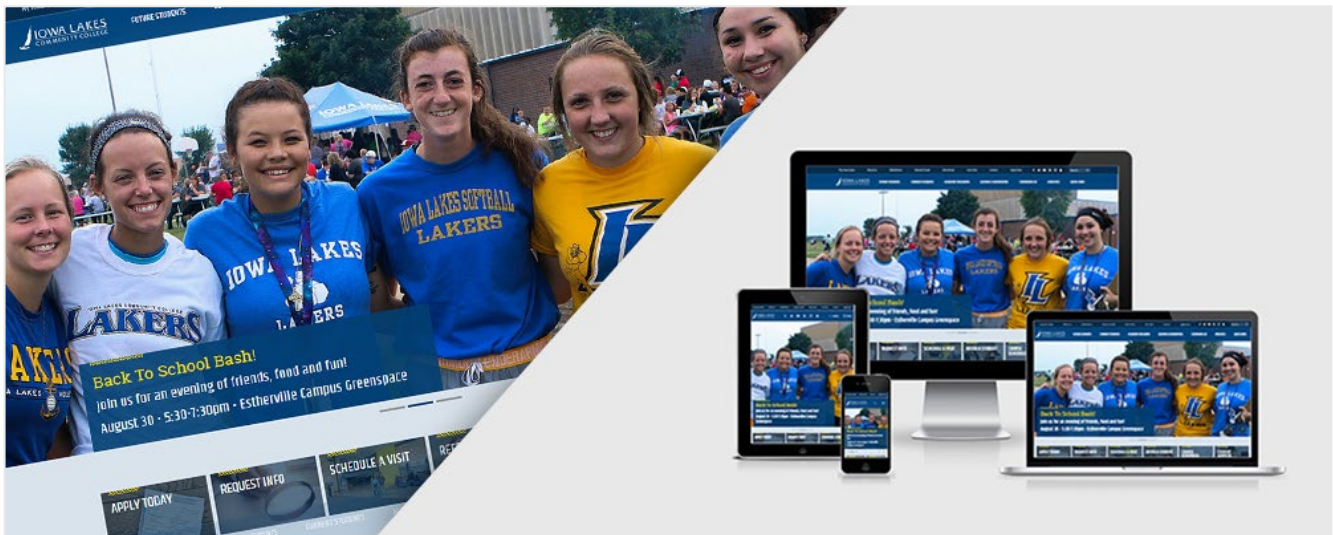


The W³ Awards celebrates digital excellence by honoring outstanding work by some of the best interactive agencies worldwide.

- 2018:** Iowa Lakes Community College, Silver Award
- 2018:** Work In Ames, Silver Award
- 2017:** Iowa State University Museums, Gold Award
- 2017:** Black Opal Beauty, Silver Award
- 2017:** Iowa Chapter American Marketing Association, Silver Award
- 2016:** RACOM, Silver Award
- 2015:** Court Avenue Brewing Company, Silver Award

Iowa Lakes Community College

www.iowalakes.edu



Iowa Lakes Community College is one of Iowa's premier community colleges with several locations, offering a wide variety of academic and job training programs in the areas of science, technology, health, business, human services, and the trades.

With an eye-catching new design and responsive functionality, the SiteViz content management system provides accessibility to update content, images, news, and events at any time. The site's fresh look includes photos, resources, and page content with intuitive navigation.

Project

SPECIFICATIONS

OUR PROCESS





Responsive Design

Responsive design adds functionality to your website, allowing the content and layout of the page to adapt to any screen size. Based on defined “break points” or screen widths, the content resizes itself accordingly to maintain ease of use and readability. Global Reach will design the website to be optimized for this functionality by creating the graphical elements necessary for the website.

What Will Be Provided

The mockups will include the website homepage, a sample interior page, and three images for your homepage slideshow. Because the site is responsive, the graphics used from the desktop design will be coded to respond appropriately for the tablet and mobile views.

The following mockups will be provided:

- Homepage (2 revisions)
- Interior Page (1 revision)
- 3 Rotating Images (1 revision)

The project is priced based on our design team spending 17 hours on the design. Any additional time that is requested will be billed at our hourly design rate of \$124.

Design Meeting

Before the design process begins, there will be an initial design kick-off meeting to discuss colors, images, and the overall aesthetic of the website. This meeting can be held online or in-person at one

of the Global Reach offices. After this meeting, the Global Reach design department will draft a mockup based on the discussed specifications.

Revisions

Once the design of the initial Homepage mockup is complete, we will send you a link via email to review it and provide your feedback. You will have the option to make two rounds of revisions to the Homepage mockup. Once you have approved this mockup, our team will then design the Interior Page mockup, which is the template that will be used on all inside pages of your website. The design will resemble the aesthetics of the approved Homepage mockup. You will have the option to make one round of revisions to the Interior Page mockup.

This process will be repeated for any other mockups described above. Once all the design mockups are approved, the designs will be considered final and any adjustments to the mockups will be subject to our regular billable rate. After the design phase of the project is completed, the development phase will begin.



Solution Overview

We will implement the website using SiteViz Premier, our premium content management solution. SiteViz will allow you to make changes to your website content whenever and wherever you want. Through an intuitive interface, you can build an unlimited number of pages with multiple layout options and flexible formatting.

Standard Features

Store & Manage Documents

Using the built-in Document Library, administrators can upload and link various documents and files to any static page within the website. This is ideal when multiple administrators work together to manage the website.

Cloud-Based Website Management

Updating the website can be accomplished on an internet-connected computer using this cloud-based content management system.

Publishing & Version Tracking

With a built-in publishing system, you can make changes to multiple pages and publish them all at the same time. Need to revert to a previous version? No problem – SiteViz saves copies of previous versions of your static pages, so you can roll back your updates instantly.

Manage Multiple Websites

With SiteViz Premier you can manage the content of several websites with the same administrative tools. Each website can have its own unique domain name, content, and design, yet you can share content used in the dynamic modules (such as news, events, and documents) across these websites.

Administrative Permissions Control

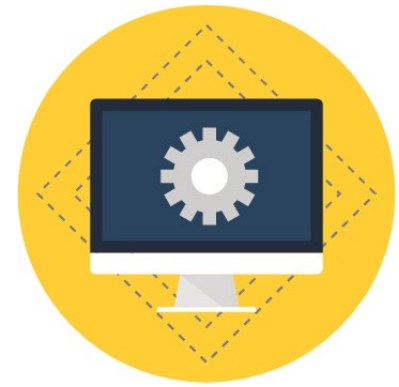
Save time by allowing multiple users to administer the website. You can update website content securely and, with different levels of administration, brand consistency can be maintained.

SSL Certificate

SSL Certificates utilize https:// or a Secure Sockets Layer, which allows sensitive data to be passed through a system using a 256-bit encrypted algorithm. In addition to the security SSL certificates provide, having an SSL certificate improves search engine optimization results and, according to a recent announcement by Google, websites with SSL certificates will be viewed as more credible than those without. In addition, websites with an SSL certificate load faster which enhances the end user experience. Considering these benefits, we place SSL certificates on all of our clients' websites.

Global Reach will purchase and install an SSL Certificate on the website, which must be maintained and renewed annually. Global Reach will automatically renew your certificate every year. The SSL Certificate cost of purchase and setup will be added to your monthly hosting invoice.

Dynamic Content Management Modules



With SiteViz, you can quickly and easily create a variety of different page types. A content module provides you with a template-based page structure. This provides you a more efficient process of entering content while maintaining organizational and format consistency within the page. SiteViz modules are fully mobile responsive to maintain great usability on all screen sizes. The module list below describes each of the different page types that are available on your SiteViz website.

Any customizations to the default module functionality or display may require additional development costs of which will be evaluated and determined at the time of the request.

Recommended Dynamic Modules

Submission Forms *(included)*

Create and manage custom submission forms (such as Contact or Job and Permit Applications) that are displayed on the website. The forms module will also generate an instant email notification after the form has been submitted. The submissions may also be viewed within SiteViz and exported as CSV or PDF files.

Blogs

Use the Blogs module to build rapport with your audiences through online commentary with text and images. A list of authors, categories and tags can be created and managed by website administrators, and each blog article can be associated with these items to allow for easy sorting/filtering on both the front and backend of the website.

Events Calendar

The SiteViz Events Calendar allows administrators to quickly and easily post City events on the website to be displayed by month, week, and day view. Administrators also have the option to allow online registration.

Frequently Asked Questions (FAQs)

Website FAQs provide visitors with quick and easy access to general questions regarding City policies and services.

Jobs

Enhance recruiting efforts by easily creating and posting available City job opportunities. This module comes with a standard multi-step online application.

Locations

Manage the locations for your organization (such as City Hall, Library, Churches, Schools, Utilities, Public Works, Police and Fire Departments, etc.) through this powerful and easy-to-use module. Add a logo, description, and address information for each of your locations and plot them on a map. Separate your locations into different types and specify a color for the pin representation of each location type on the map.

This feature uses embedded "Dynamic Maps" from Google and requires the use of an API Key generated from the Google Cloud Platform. Additional charges may be invoiced to you by Google based on page views. Free for up to 28,000 Location page views per month.

[Price Calculator](#) | [Pricing Table](#)

Resources

Create categories and organize your documents and links (such as Public Notices, Pet Licenses, Minutes, etc.) with the Resources module. Display all your resources on one page or assign categories to separate pages throughout your website.

Search

This premium search feature allows users to search your website.

Site Share

Make information on your website easy to share over social media, blog, and communication platforms. Site Share is a tool bar that appears on pages and provides links to 52 popular websites plus email.

Staff Profiles

The Staff Profiles module allows you to manage various City member profiles displayed on the website, such as City Council members, Police and Fire Department officers, City Hall administrators and staff.

Videos

Managing live stream City meeting videos on your site is a breeze with the Videos module. Store all your uploaded videos in one place and seamlessly embed them within the pages of your website.

Additional Dynamic Modules

The modules listed below have not been included within the scope of this project but can be purchased and activated at any time. If you are interested in learning more about a module listed below or getting a demonstration of the functionality, please reach out to your project manager.

For additional information about capabilities and features, please request a SiteViz Premier product brochure.

Advertisements

This module allows you to create advertising for customers and upload an unlimited number of advertisements for each customer. Easy-to-use tools allow you to control the maximum number of impressions and clicks for each advertisement. You can monitor the success of each advertisement with a reporting tool that displays the click-through-rate of individual ads.

Alerts

Use the Alerts module to send email and text notifications to one or more groups of subscribers. Allow users to subscribe directly within your website while giving them the control to select the types of notifications to receive.

Document Collections

Use the collections module to display groups of documents pertaining to the same subject. For instance, group meeting minutes, agendas, and presentations together by meeting date, or Word and PDF versions of the same document for easy access by website visitors.

Document Repository

Our files module provides website administrators the ability to create a document repository supported by great searching tools including: folders, file name, type, tags, and much more. Restrict access to file folders based on user permission groups, and if desired, simply toggle a setting to allow users the ability to manage the files within.

Forums

Use the forum module to create an online community and discussion around your products and services.

Glossary

The glossary module provides users with an easy reference point to learn more details about technical terms related to your industry.

Mailing Lists

Keep in touch with your website visitors and audiences through our mass emailing system. This module works to support all your email communication efforts whether internal, external or both.

News & Press Releases

Ensure website visitors know about all of the latest news and announcements by posting news or press releases directly to the website.

Newsletters

Keep in touch with your website visitors and audiences through a robust newsletter mailing system. This module works great for mailing exclusive coupons, offers, updates, and other items. You can also build the newsletter article by article online and preview how it will look to subscribers.

Online Payments

This add-on payment collection feature for the Submission Forms module allows you to easily and safely collect online credit card payments through your website. *This feature requires the setup of one supported payment gateway.*

Page Managers

Keep your content up to date by assigning page managers to each of your website pages. Page managers receive automatic notification emails on a regular basis reminding them to make sure the page is up to date.

Partners & Sponsors

Recognize those who support your organization through the Partners & Sponsors module. Easily add logos, descriptions, and a website link for chosen partners.

Password Protected Pages

Need a quick fix for setting up a password protected page or section of the website? This module helps you streamline the sharing of information using manageable permission groups and user accounts. This module requires the purchase of an SSL certificate.

Photo Albums

Create unlimited photo galleries across the website using a simple interface.

Polls and Surveys

Conduct online surveys to gauge your website audience's views and opinions on various topics. This feature allows you to administer anonymous polls and collect data, as well as display polling results.

Products

The products module will make it easy to manage your online catalog of products and/or services. For each item entered, site administrators will have the ability to control product information, keywords, and associated images.

Rate Management

This module allows financial institutions to quickly build rate tables. You can also add descriptions and group rates in to categories if desired. Once it's built, it's easy to keep rates updated by performing bulk updates.

Reservations

Provide your users/customer with a user-friendly reservation interface within your website or intranet. Manage an unlimited number of reservation resources and receive notifications as reservation requests are submitted. This reservation calendar can streamline your coordination efforts. *This feature requires the setup of Password Protected Pages.*

RSS Feeds

Display RSS feeds directly on your website with this module. Just enter the title, URL, and description and you are ready to go!

Services

The services module will make it easy to manage the communication and display of your services. For each item entered, site administrators will have the ability to control service details, keywords, and associated images.

Testimonials

Showcase current customer and client reviews on the website through the testimonials page.

White Papers

This module allows you to manage white papers. When adding a white paper, you will be able to specify the title, date posted, document, abstract, and description and associate it with a product.

Training & Content Entry



Training

Upon delivery, two (2) hours of introductory training will be provided to train the client on how to use the administrative tools. This can be performed in our Ames or Des Moines office or via a remote desktop conference call session. In addition, we will also provide up to one (1) hour of training via email for answering the one-off questions that may arise while you are learning to use the new administrative tools.

Please note that all the allotted training time must be used within thirty (30) days of the date on which your new website launches. After thirty (30) days, any additional training or consulting will be billable hourly.

Content Entry, 301 Redirects and Responsive Adjustments

Content Entry

Upon completion, we will enter 225 pages and blog posts taken from either the current website or electronic documents provided by the client. While entering this content, Global Reach will also transfer the meta title and description from the existing webpages to the equivalent pages on the new website.

301 Redirects

Global Reach will set up 301 redirects for the pages of content that will be migrated. These redirects will serve several purposes for the pages on which they are implemented:

- 1) Allows any domain authority and linking power from the pages on your old website to be more fully preserved and passed on to your new website once launched;
- 2) They are essential for transferring search engine page rankings to the new website;
- 3) They will prevent search engines from maintaining broken links;
- 4) If the old website's links are maintained on other websites (such as partner websites), they will still function correctly and will redirect the visitor to the proper page;
- 5) If a visitor has an old link bookmarked or saved somewhere, they will still be able to access the correct page after being automatically redirected.

Responsive Adjustments

Please note that because your new website will be responsive, the format of the inside page content will need to be adjusted, and in some cases, completely reformatted so that it displays well for all devices. Global Reach will make the necessary adjustments, including removing tables and simplifying content layout, for the pages of content that will be migrated.

Web Content Accessibility

Focusing on accessibility will help ensure that your widest possible audience can be reached. [W3C Web Content Accessibility Guidelines](#) (WCAG <https://www.w3.org/TR/WCAG21/>) cover a broad range of [requirements](http://www.w3.org/WAI/WCAG21/quickref/) (<http://www.w3.org/WAI/WCAG21/quickref/>) for making web content more accessible.



WCAG Design & Development

Global Reach will design & develop your website in compliance with [WCAG 2.1 Level A & AA](#) international standards. We will use SortSite, by PowerMapper, to determine compliance. Global Reach may use its discretion to determine the best way of addressing accessibility problems reported by automated scanners. Some findings may be addressed using methods that a scanner will not understand due to the technical limitations of its software.

WCAG Manual Content Adjustments

A large portion of gaining compliance is working through content related findings. Content changes need to be completed manually. Global Reach will review the SortSite scan report and complete all the content related adjustments.

Exclusions:

The following items are not included within the WCAG manual content adjustments service since originals are not easily accessible and are under the client's authority:

- Documents & Files available for download
- Videos
- Animations
- Third-Party Content
- Embedded JavaScript

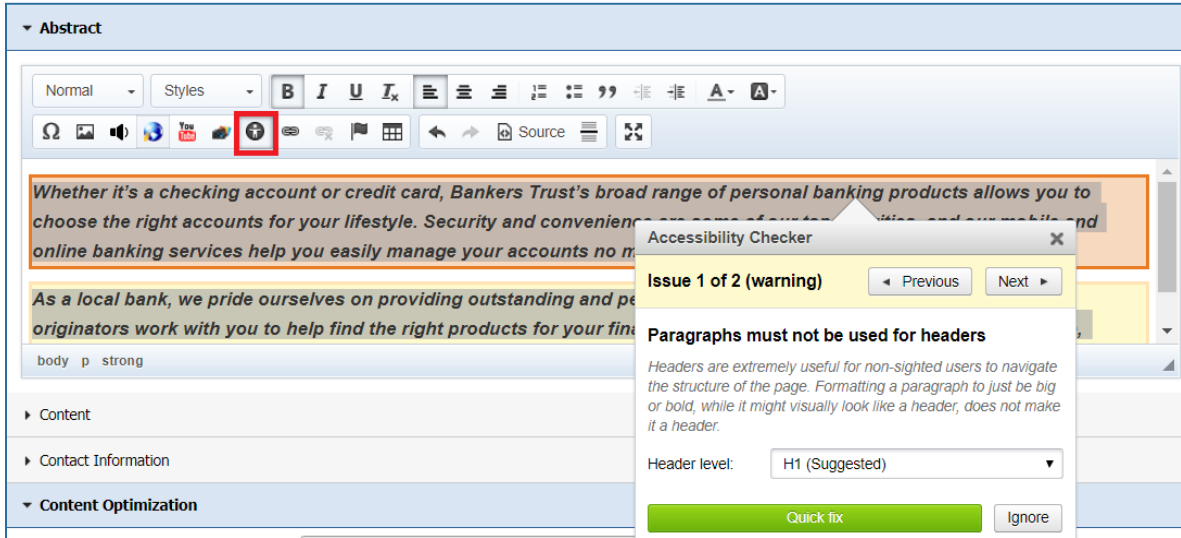
Any findings associated with the items listed above will be detailed within the completion report described below. Additional services for these items can be provided at the hourly service rates.

Completion Report

A compliance report will be provided when the compliance work included within the scope of the project has been completed. From the date of completion, it is the client's responsibility to maintain accessibility compliance. Changes that are made to the website that may affect compliance are not the responsibility of Global Reach. If updates or reviews must be performed to adhere to compliance standards, Global Reach can provide these services at an additional cost.

SiteViz Accessibility Checker

While managing your website's content you will be able to check for accessibility compliance using the Accessibility Checker which is built into the SiteViz text editor. This will make the initial and any future content entry a breeze. The image that follows demonstrates how the Accessibility Checker functions.



Search Engine Optimization

All Global Reach websites are developed with general SEO in mind. This section describes SEO features that are **included** within this project; these included items are provided with the intention of maintaining your current search engine ranking positions.



Search Engine Submission

Upon completion of the new website, Global Reach will submit the website to: Google and Bing.

Sitemap Generation & 404 Page Creation

SiteViz automatically generates a site map to all pages on the website. As new pages are added or removed, the site map is also updated for consistent accuracy and enhanced Search Engine Optimization. Additionally, the website's handling of a 404 page (Page Not Found) can have a big impact on your SEO, as it can make or break a visitor's decision to stay or leave the site. For example, a 404 page that does not have any formatting offers no choices for the visitor to find what they are looking for. The website will be equipped with automatic 404 pages that will retain the overall design and navigation of the website to allow visitors the option to click through and locate what they were originally intending to find.

Metadata Management

Metadata is an important aspect of SEO. It is important that each page has its own content specific meta title and meta description. Our content management system will also automatically generate meta titles utilizing your designated page title.

Available Upon Request

Backlink Profile

For an additional fee, Global Reach's on-staff SEO experts can evaluate your backlink profile, as well as any landing pages with a high volume of organic traffic. We'll then propose an optimized 301 Redirect strategy. Consulting time, as well as implementation time, is billable at our hourly internet marketing rate of \$124. An estimate can be provided upon request.

Internet Marketing Services

Custom internet marketing strategies may be required for clients needing increased traffic and website engagement. Global Reach provides comprehensive internet marketing services including Enhanced SEO, Google AdWords Consulting and Social Media Consulting & Management. These services can be provided at an additional cost and are not included within this proposal.

Google Analytics Reporting

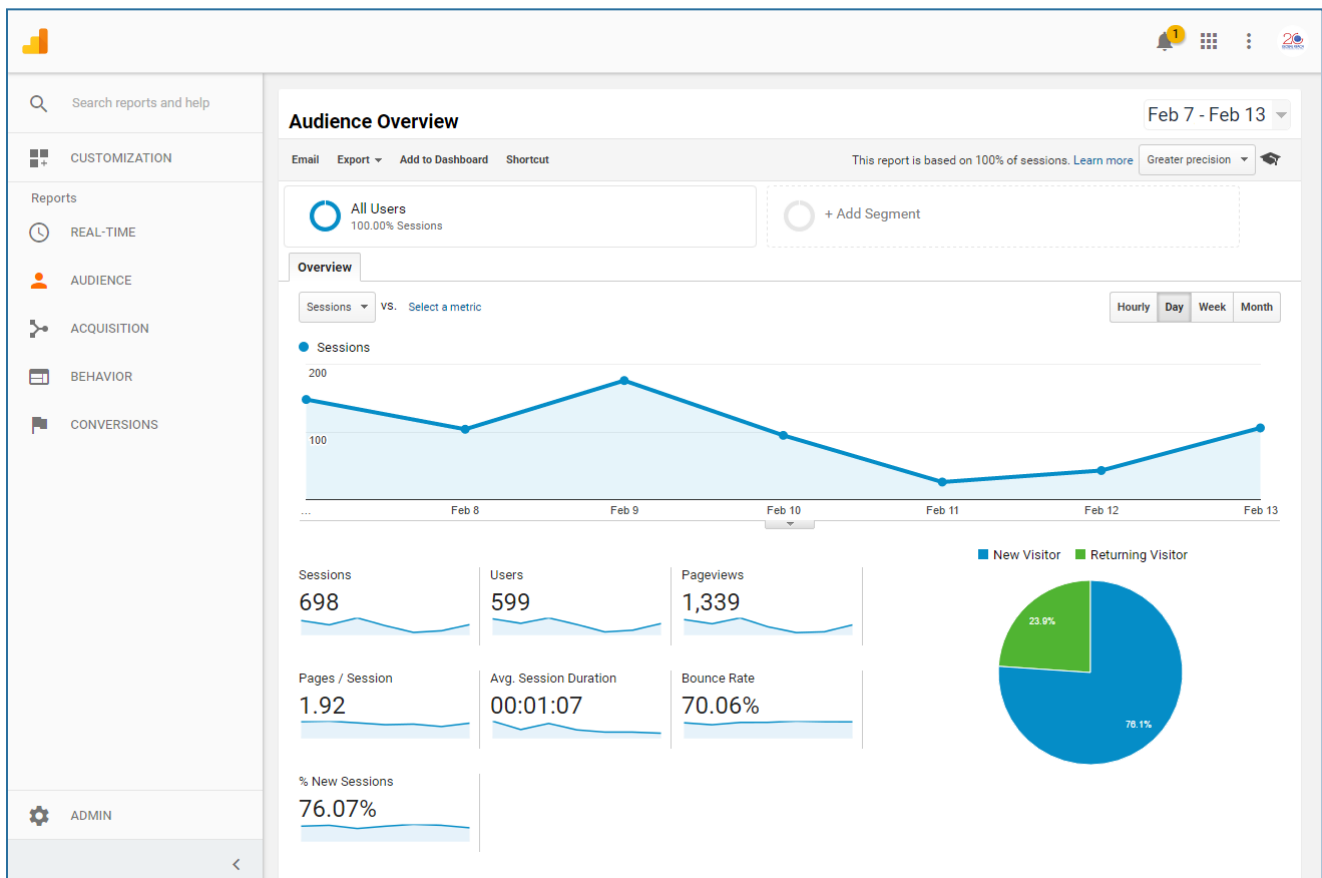
Google Analytics is an industry standard when it comes to tracking user interactions on your website. Through a user-friendly interface, the Google Analytics platform provides the digital analytics tools necessary to analyze your website data and gain a deeper understanding of your visitor's experience.

Google Analytics Code Implementation (included)

Using either the pre-existing Google Analytics tracking code, or a newly created Google Analytics tracking code, generated and provided to us by the client, Global Reach will add and enable Google Analytics tracking on your new website.

Google Analytics Account Creation, Implementation & Overview

If you require assistance setting up a Google Analytics account and code, or would like a quick overview of how to interpret the reports it contains, Global Reach's in-house experts will walk you through the process of creating an account and generating the needed tracking code for your website. Once generated, our team will implement it on your new website.



Pricing

Website Design & Development

ITEMS	SETUP (one time)
Responsive Website Design, Layout & Development and SiteViz Premier Setup including the following modules:	\$5,800
Submission Forms	<i>Included</i>
Blog	\$400
Events Calendar	\$500
Frequently Asked Questions (FAQ)	\$300
Jobs (<i>does not include the creation of custom application forms</i>)	\$500
Locations	\$600
Resources	\$300
Search	\$600
Site Share	\$300
Staff Profiles	\$300
Videos	\$400
Total:	\$10,000

Optional Items

ITEMS	SETUP (one time)
Content Transfer, 301 Redirects, Responsive Adjustments (225 Pages)	\$2,400
WCAG 2.1 Design & Development	\$1,200
WCAG 2.1 Manual Content Adjustments	\$2,800

Search Engine Optimization

ITEMS	SETUP (one time)
Search Engine Submission	Included
404 Page & Site Map Creation, Metadata Management	Included
Google Analytics Code Implementation	Included
Google Analytics Account Creation, Implementation & Overview	\$124

Web Hosting

Global Reach offers only the latest technologies; all backed by our knowledgeable and dedicated staff. All development and maintenance is performed through a version control system. To ensure we are always providing our customers with optimal solutions to meet their needs, we provide multiple hosting and website maintenance options.



Web Hosting Packages

Standard Web Hosting

Includes:

- SiteViz License
 - a. Error monitoring, review & correction
 - b. Security vulnerability scans
 - c. Submission forms spam protection
- Daily website & database backups
- 24/hour Performance and Uptime Monitoring & Response
- Inbound/outbound firewall protection

Optional High Availability Web Hosting

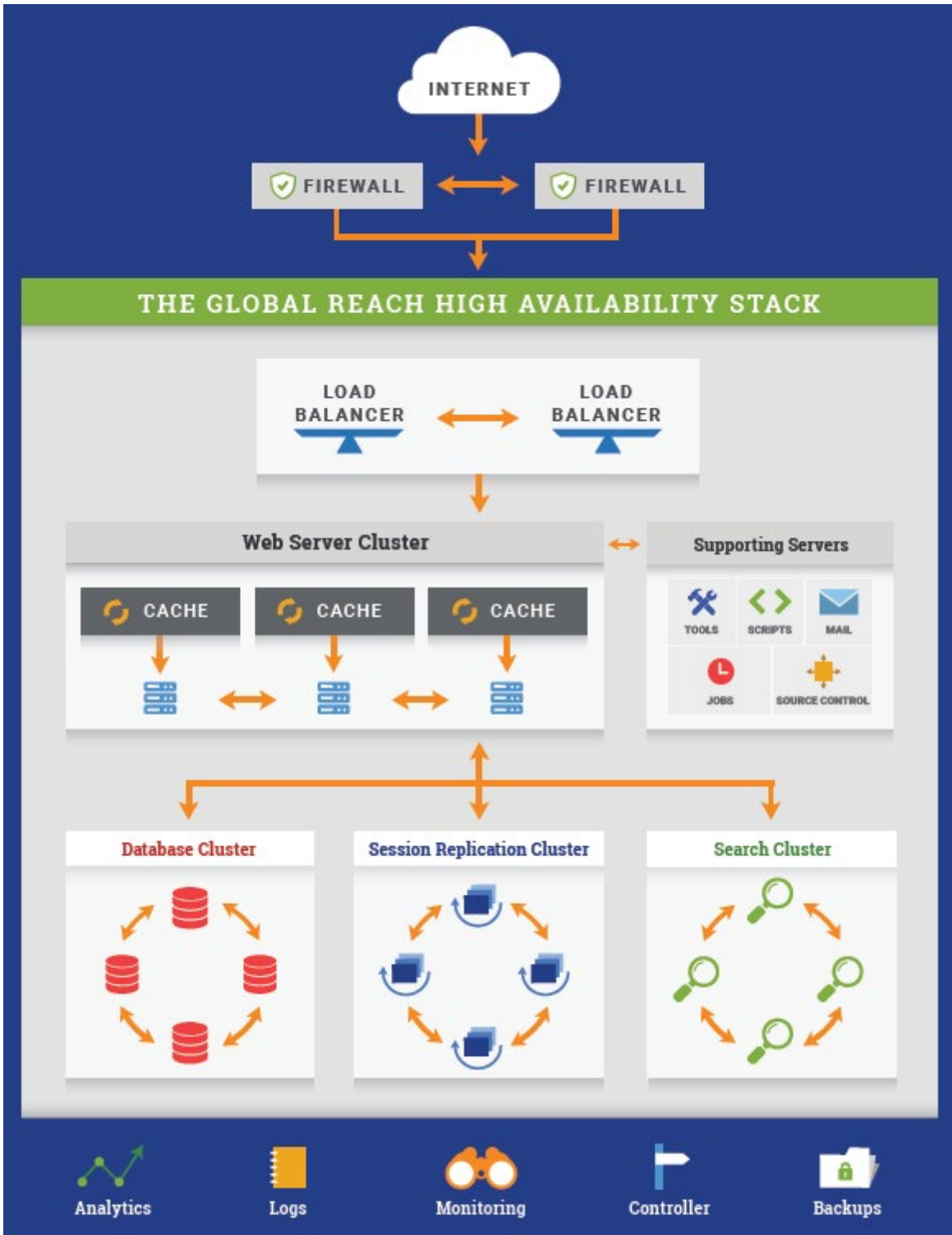
This high performance, state-of-the-art server infrastructure technology provides real-time scalability based on your website's traffic and bandwidth needs any time of the day or night. The performance and reliability provided by this upgraded package is unparalleled by any other web hosting provided in Iowa.

Includes all the features of the Standard Web Hosting plus:

- Full redundancy for maximum uptime
 - a. 3+ clustered webservers
 - b. 5+ clustered databases
 - c. 14 internet connections
- SOC-2 compliance
- HTML caching for increased website delivery speeds
- Enhanced firewall protection with intrusion detection and prevention (IDS/IPS)

Since our webservers are behind caching servers, we can deliver websites extremely fast. For example, when the Caseys.com website moved from a Class A data center in Kansas City where the website was hosted on dedicated servers to our High Availability stack, the load times for the website went from 400ms to 20ms. That is a 1900% performance boost.

A diagram of our High Availability Web Hosting infrastructure is available for review below.



Web Hosting Pricing

ITEMS	HOSTING (per month)						
SiteViz Premier License with: <ul style="list-style-type: none"> • 1000 MB of Web Space • 100 MB of Database Space • 5 GB of Data Transfers for admin.polkcitvya.gov (admin website) 	\$50						
Public Website (polkcitvya.gov) with: <ul style="list-style-type: none"> • 50 GB of Data Transfers 	\$50						
5 Domain SSL Certificate protecting: <ul style="list-style-type: none"> • admin.polkcitvya.gov • polkcitvya.gov • www.polkcitvya.gov 	\$16						
Optional High Availability Hosting	\$30						
Overage Fees: <table style="width: 100%; border: none;"> <tr> <td style="padding-right: 20px;">Additional Web Space:</td> <td>\$0.01 per MB per month</td> </tr> <tr> <td>Additional Database Space:</td> <td>\$0.05 per MB per month</td> </tr> <tr> <td>Additional Bandwidth Usage:</td> <td>\$2.00 per GB per month</td> </tr> </table>		Additional Web Space:	\$0.01 per MB per month	Additional Database Space:	\$0.05 per MB per month	Additional Bandwidth Usage:	\$2.00 per GB per month
Additional Web Space:	\$0.01 per MB per month						
Additional Database Space:	\$0.05 per MB per month						
Additional Bandwidth Usage:	\$2.00 per GB per month						
Email Messages Emails generated by various modules of the website (Newsletter, Blogs, Jobs, etc.) are billed each month through the website hosting invoice.	\$0.005 per email						

SiteViz Maintenance Plan

The SiteViz content management system is a cloud-based website management software which receives 2000+ hours of ongoing performance improvements, new features and enhancements. After your website is developed you will receive these enhancements by subscribing to our SiteViz maintenance plan. This will allow us to release and test these enhancements to your SiteViz installation. Providing this level of care, along with the ability to customize your website, requires an additional level of quality assurance and performance testing. This subscription is required and will remove the risk of incurring unforeseen website management costs throughout the year.



ITEMS	COST (per month)
<ul style="list-style-type: none">• Error monitoring, review & correction• Security vulnerability scans• Submission forms spam protection• Performance improvements• Existing functionality enhancements• New features for purchased modules	\$30

Timeline & Payment Schedule

Timeline

Primary Website [12 weeks]

Global Reach estimates a total of twelve (12) weeks of design & development time to complete the project:



Payment Schedule

The payment schedule for the project is as follows:

- 40% due upon signed acceptance;
- 40% due 6 weeks after acceptance;
- 20% due at completion of the project.

Website Updates

Global Reach strives to provide the highest level of customer service. It is our intention to not only support you for this project but for many more to come. We ensure our clients always receive prompt communication and completion of requests.

For work performed outside the scope of this project, you will be able to request updates via our [customer support portal](#), email, or phone. Our typical turnaround time is 24 hours for small updates and changes (1-3 hours). For more time-consuming tasks, a quote along with a timeframe for completion will be provided.

Service	Hourly Rate
Driving Time	\$52
Data Entry	\$82
Technical Support (Phone/Email)	\$124
Graphic Design	\$124
Copywriting	\$124
Consulting	\$124
Content Updates	\$124
Project Management	\$124
Internet Marketing Services	\$124
Training	\$124
Web Development	\$136
Database Design	\$136
Setup & Support (www-DNS-FTP)	\$136

The minimum service time is 30 minutes.

Supported Browsers

Desktops: Global Reach will design and develop your public facing websites to look and function the same way in the current version of the following browsers when the website launches:



EDGE



FIREFOX



SAFARI (Mac)



CHROME

Your website should function in other modern browsers but may not look exactly as it does in the browsers above. Older and newer browsers can be supported on an as needed basis; an additional cost may be associated with such a request as further testing and adjustments will be required.

The administrative area of your website will be developed so that it will function with the latest version of Firefox, Chrome and Edge. Other browsers may be supported but will not be tested.

Mobile Devices: Global Reach will design and develop your public facing websites to look and function the same way in the current version of the following mobile operating systems and browsers when the website launches:

- Current version of Safari and Chrome for iOS;
- Current version of Chrome for Android;
- Only for the latest version of iOS and Android, not tied to a specific device.

The Fine Print

Important Specifications Notice

Please review the specifications carefully to ensure that they meet your requirements. Items discussed during meetings and demos may not be included in this document. If a function or specification that is vital to your website is not explicitly documented within this document, Global Reach will consider the addition out of the original scope of the project. Items that are out of the original scope of the project are billable at the regular hourly rate. All specifications within this document will be considered final upon execution of a quote or agreement.

Assumptions

1. The proposed timeline assumes timely delivery of feedback and content from the client. Any delays will result in late delivery of the project. If delays are caused by the client, the payment schedule will continue according to the original timeline.
2. The proposed timeline will be revised depending on the following:
 - a. The actual start date of the project;
 - b. The prompt receipt of feedback for all designs that will be delivered to the Client;
 - c. The prompt approval of all designs by the Client;
 - d. The readiness of all relevant content that will be entered on the website.
3. Development cannot commence until the design has been approved by the client. Even though the timeline outlines the timeframe for the design process, it is possible to take longer depending on the feedback provided.
4. All of the allotted training time must be used within thirty (30) days of the date on which your new website launches. After thirty (30) days, any additional training or consulting will be billable hourly.
5. To maintain the WCAG 2.0 Level A & AA compliance after the website is built, it will be the responsibility of the client to make sure that the relevant guidelines are followed when adding or updating content. Recurring services can be provided upon request.
6. Global Reach will not be responsible for the accessibility compliance of files or documents available for download on the website.
7. Hosting invoices will start 30 days after the website is setup on a staging server and is accessible to the client for data entry

Why Choose Global Reach

Now that you have had the chance to review the core of our proposal, the following is a quick list of the main reasons why you should award this engagement to us:

1. We have been in business since 1995 and are proud to service more 1,000 organizations made up of small, medium, and large enterprises, representing a wide range of industries.
2. We already have an established relationship with many municipalities, similar to yours and have the experience and know-how to meet the goals of this project.
3. We do not cut corners in our effort to provide our customers with solutions that can effectively address their needs and result in having a lower cost of ownership over time. This is how we accomplish long relationships with our clients.
4. Unlike open-source content management systems that may have a lower start-up cost, we do not depend on third-party add-ons with questionable coding and security standards to address our client's needs.
5. Everything that we provide is developed, maintained and supported in-house.
6. We have an in-house Design team that will ensure that all your unique requirements will be addressed with a custom design solution as opposed to a ready-made design theme probably used by hundreds of other companies.
7. We have a dedicated Account Manager for each customer who is supported by a very strong Global Reach team. We promise to provide pro-active and on-demand support once your website goes live.
8. We invest more than 2,000 of development hours every year in support of our product enhancement strategy which is geared towards the following main areas:
 - a. Evaluate new technologies
 - b. Improve existing functionality
 - c. Develop and incorporate additional features
9. We hope that the detailed approach in this proposal has demonstrated that we understand fully your requirements and that there is absolutely nothing that we have not considered. This detailed approach helps to reduce the risk of surprise costs during the execution of the project.

Polk City

Website Proposal

August 1, 2019

Sam Gilbaugh

BUSINESS DEVELOPMENT—
WEBSPEC DESIGN LLC

5907 MEREDITH DRIVE

DES MOINES, IA 50322

P | 515-334-9544

www.webspecdesign.com

PART 1. WELCOME TO WEBSPEC

WHO WE ARE

We believe in partnerships, not projects.

While we are building a custom product for you, we believe in working together to do so. You're the expert on your community's needs and we're the expert in how to digitally accomplish your goals.

We build products to fit your needs, not the other way around.

Your completed website will make sense for your internal workflow and will promote ease of access to relevant information for city residents.

We care about Iowa Communities.

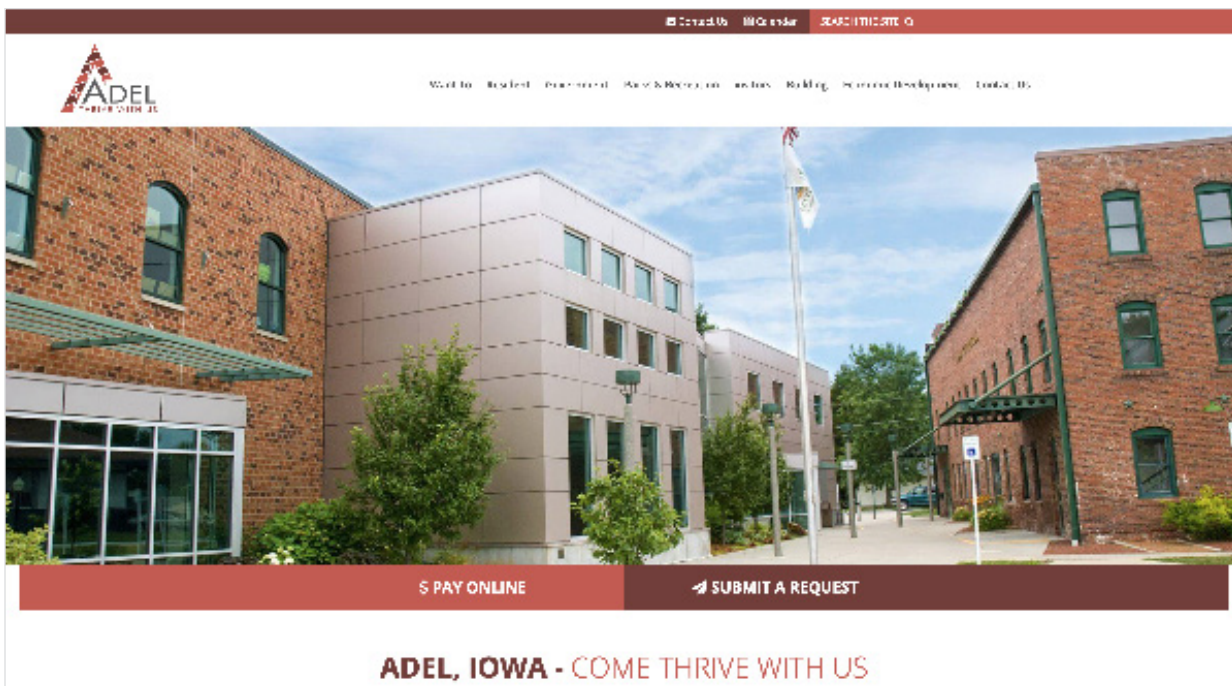
We are an Iowa born and bred company. Jeremiah Terhark established Webspec Design in 2001 with a passion for coming up with creative web development

and programming solutions. Today, we still pride ourselves on our ability to tailor our products to meet our customers' needs and love to see our local communities thrive as a result.

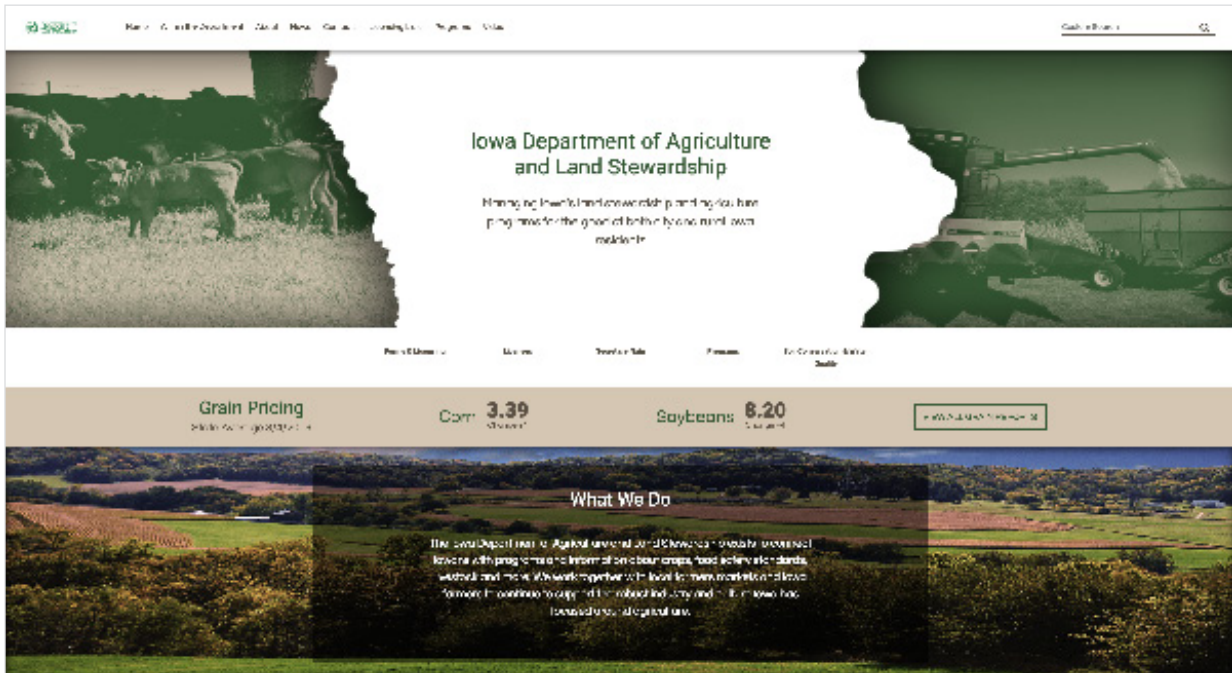
WHY WORK WITH WEBSPEC?

Government Expertise

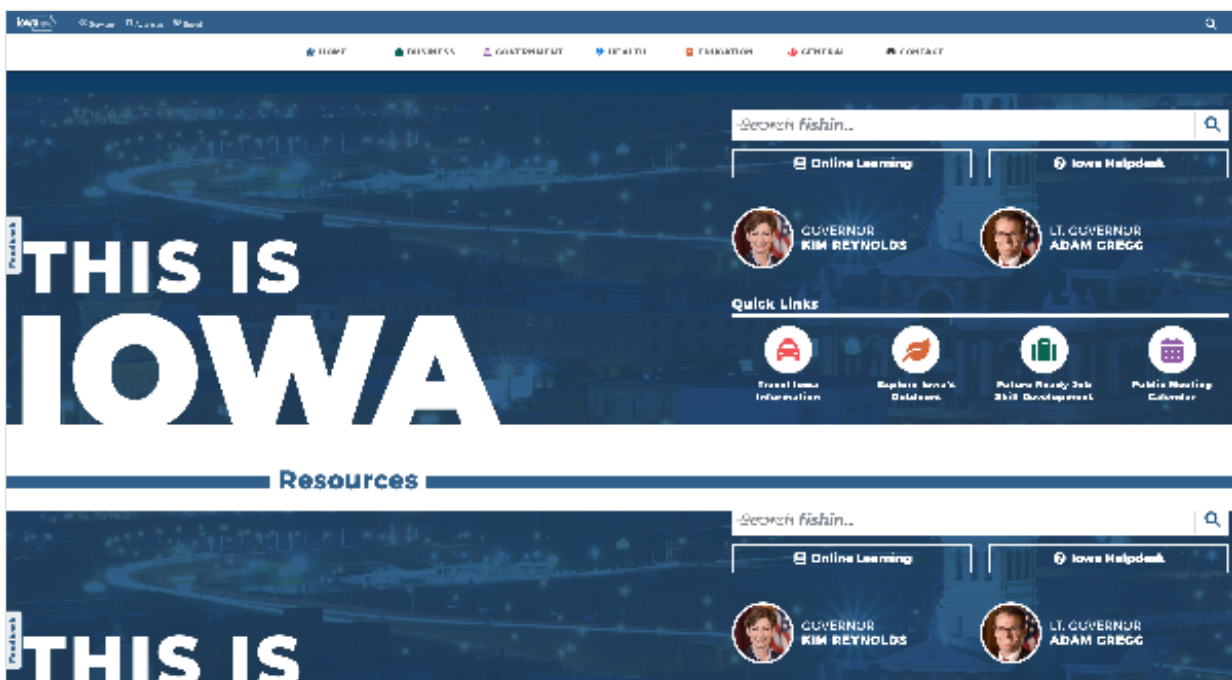
Webspec brings a unique set of qualifications and experiences to this project. We have a vast amount of public sector experience and a history of coming up with proactive solutions for city government websites. We were awarded Master Vendor Contract for Public Facing Websites with the State of Iowa in May 2017 and have worked with several state agencies since to redesign their websites and come up with development solutions. Here are some examples of recent government work.



<https://adeliowa.org/>



<https://iowaagriculture.gov/>



<https://www.iowa.gov/>

Your Creative Team

Our entire process happens in-house; we take pride in the fact that we don't outsource any of our work. What does this mean for your project? It means you get to know your entire team and can work with them every step of the way. Your creative team is comprised of a project manager, a designer, a developer, and a content writer.

CORINNE HASTINGS, PROJECT MANAGER



Corinne will be your go-to point of contact throughout the project. She is responsible for coordinating your website project through the many different phases.

ADDISON DEN HARTOG, DESIGNER



Addison will be designing your custom page templates to fit your needs and thinking of your users' experiences every step of the way.

LAURA SANER, DEVELOPER



Laura is the developer on your project. She will work closely with both the designer and content coordinator to make your site come alive.

ERIN LAMB, CONTENT COORDINATOR & SEO STRATEGIST



Erin will be helping you migrate content, write new content as needed, and ensure that your site is optimized for search engine optimization. She will work with your point person to help you organize and make sense of all your existing content and photos to help your new site make an impact both on your users and in search engines.

PART 2. CITY WEBSITE SCOPE OF WORK

Our Approach & Timeline

APPROACH

We will complete the project over a 18-22 week period, assuming we receive all communication and materials from Polk City in a timely manner. Project phases include:

Discovery & Blueprint

We will meet with your team to outline expectations and prioritize deliverables.

Content

We will work with you to sort through existing content and write new content as needed.

Design

We will design home and interior page layouts with scheduled review dates for your feedback.

Feature Development

We will build out features on the back end of the website, test functionality, and make changes as needed.

QA & Feedback

Your team and our team will each review the site noting changes that need to be made before launch.

Launch

The website goes live and is accessible by your users.

Post Launch

We make sure the site is tracking in search engines and all functionality is sound.

Website Creation

We believe in building products that fit your needs. Your creative team has handcrafted a scope of work for this project based on how we understand your needs and your end goal.

DEVELOPMENT & FEATURES

Laura will perform the setup of the WordPress core and will implement, configure, and test all necessary plugins. Website features include:

Events Calendar With Event Registration

You will be able to post events and set up recurring events that happen once a month on the same day of the month. With the plugin you can:

- Use saved venues and organizers
- View by calendar, day, or upcoming event list
- Export & import to/from Google Calendar or iCal
- Integrate with Google Maps to show event location
- View on mobile or desktop with responsive design
- Tag events by type
- Add online registration and online payment collection to your events.

Community Center Rental

We will create an online application for the public to rent the Community Center.

Online Payments

Your developer will integrate a plugin such as Authorize. Net so Polk City can accept online payments for its events and rental spaces. The current water payment system will continue to link to a third party as it currently does.

Alert System

You will have the ability to add an alert banner at the top of the page with a customized message that you can manually turn on and off.

Fillable Forms

You will have full control of the contact forms on the city website. Your contact forms will save a searchable and exportable database in the backend of your site as well as send an email notification to your selected form managers. You will have contact forms on the city site and newsletter sign-up integration with Mailchimp or another email platform.

Social Media Integration

Polk City's website will link to all associated social media accounts. You will have the capability to automatically post news articles and events to your Facebook page as needed.

Gallery Tool

We will build a gallery to house and manage photos from city events, activities, or for general use on the website. Authorized users will be able to upload new images and those images will be stored for reuse in the future. Users will be able to save images and search for them by category.

Search Tool

All content on the site will be searchable by relevance for the convenience of your users. This includes documents, meeting agendas, and minutes.

WEBSITE DESIGN

Page Templates

Addison will design page all layout templates . We anticipate the following layouts for your page templates:

- Home
- Standard Interior (This page design is for pages you might want to create on the site in the future as well as general information pages such as the programs you offer)
- City Government and City Council Member Directory
- Meeting Agenda Archive
- News & Events with categories and filterable posts
- Events Calendar
- Business Directory
- Visitor Guide
- FAQ
- Contact

ADA Compliance

Webspec Design is well-versed in the Americans with Disabilities Act (ADA) compliance guidelines. As the preferred vendor for public-facing websites for the State of Iowa, we have met the required Web Content Accessibility Guidelines (WCAG) 2.1 standards on all websites we've created for them. We'll be using WCAG 2.1 and Section 508 of the Rehabilitation Act as references for design and development for the Polk City website.

CONTENT COORDINATION & SEO

Erin will work closely with you and the team as they build your site to ensure optimal user flow, clarity, accuracy, and consistency. She will communicate with your point person to edit and migrate content to the website and write new content as needed, primarily for the home page. Content coordination includes the following:

- Creating a sitemap and navigation structure
- Content editing
- Content entry
- Mapping existing and new URLs and establishing proper redirects for top level pages
- Ensuring proper search engine optimization standards are met for all pages and images
- Implementing Google Search Console and Analytics on the website to track site traffic

PROJECT MANAGEMENT

Corinne will serve as your day-to-day contact and facilitate communication between team members and your point person. She will create a timeline for the project based on deliverables and feedback to keep the project on track. She will be available to answer questions that pop up during the project. Before the launch of the project, she will train you on how to use your new WordPress site.

Website Testing & Training

QA TESTING

We believe that QA testing is the best way to catch any errors that were made in creating a site. The team will review the site and make improvements as needed. We guarantee proper display on the following browsers and versions. Any browsers not listed here may or may not display 100% accurately:

- Latest Version of Microsoft Edge
- Latest Version of Firefox
- Latest Chrome
- Latest Version of Opera
- Latest Version of Safari

PRE-LAUNCH TESTING

- Identify any plugin integration conflicts or re-configuration
- Perform browser/device testing for desktop, tablet, mobile
- Test & optimize page load speed

SOFT LAUNCH/BETA TESTING

- Test Google Analytics/other tracking software
- Test any 301 redirects that are put in place
- Ensure that page load speed is optimal despite ongoing live traffic
- Ensure that server settings are still meeting the demands of possible heavy traffic or page load goals

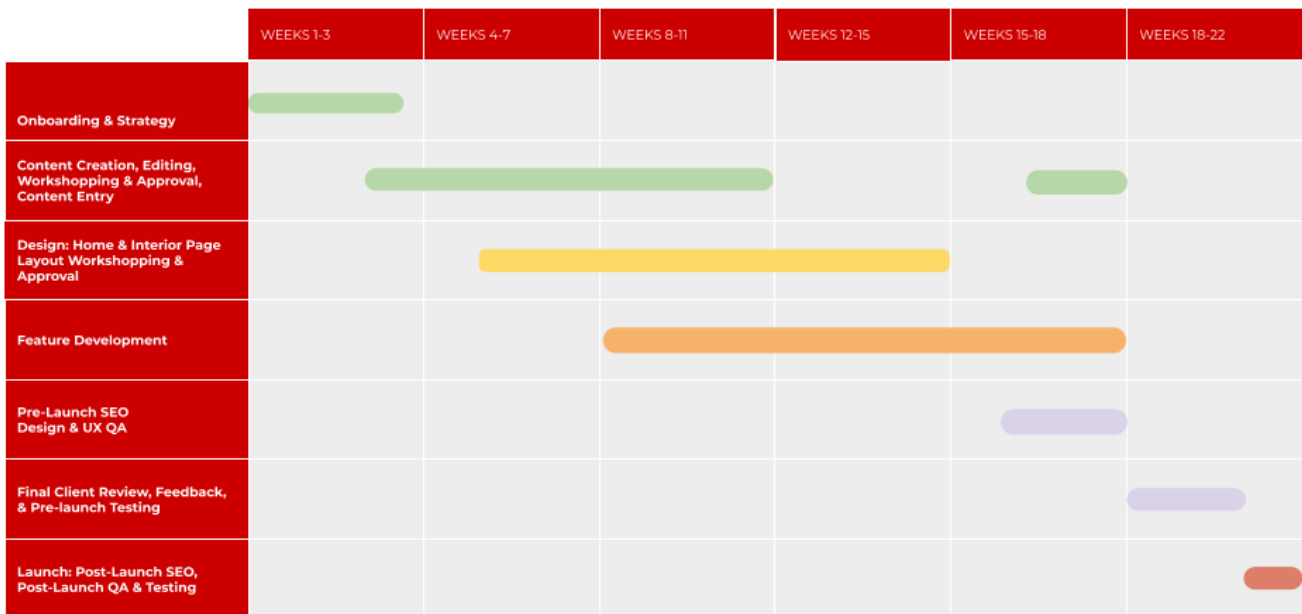
TRAINING

With the hand-off of all of our WordPress sites, we have an in-person training for anyone on the city's end that would like to learn how to use the website. The training session will be recorded and available as a resource to you and any future staff that will need to update the site. We are able to set a variety of user levels for the website so that only users with certain permissions are allowed to edit site content or switch out photos. The city's site theme, colors, and fonts will not be editable by any users.

PART 3. TIMELINE & COST PROPOSAL

TIMELINE

Below is our anticipated timeline to complete project. You will talk with your project team weekly to discuss the items listed in the graph. This is subject to change if elements take more or less time than originally estimated.



PRICING

Website Creation.....\$17,940

*Disclaimer: This project plan is valid for 90 days after the date you receive it. After 90 days you are subject to a reevaluation of timing, pricing and features.

PART 4. ONGOING SUPPORT

TECHNICAL SUPPORT - \$115/HOUR

Ongoing technical support will be available via email and phone call during our business hours 8AM- 5PM, Monday through Friday. Your request will be processed by your project manager to efficiently address the problem and get it quickly to the person who can provide the solution.

We have 24/7 monitoring of our servers and our team gets real-time notifications in the unlikely event of server failure. All ongoing support outside of the scope of work presented here will be billed at \$115/hour.

ONGOING HOSTING AND SECURITY UPDATES- \$120/MONTH

Hosting and security updates will be included in the monthly contract. Regular WordPress updates are implemented on a monthly basis to ensure top-notch security at all times.

Webspec will utilize TLS 1.2 encryption on the site, and will move to TLS 1.3 encryption as support across the web is standardized (TLS 1.3 support officially began in August 2018, adoption rates will accelerate as browsers fully support its implementation). The site and operating system will be updated monthly to patch all released security features. The hosting service will use a firewall to prevent against attacks, only allowing specific ports to be open to prevent attacks.

The cloud hosting network Webspec is proposing has a historical 99.99% uptime—the industry average is 99.94%. Any outages could be mitigated quickly by shifting the site to a different hosting facility, if needed.

Our comprehensive hosting and security update plan starts at \$120/month.

PART 5. WEBSPEC DESIGN, LLC

This Client Expectations Agreement (“Agreement”) indicates the beginning of your relationship with the Webspec Design, LLC team.

Project Start Date: TBD

(Start Request payment must be received on or prior to start date)

Client Business Name: Polk City (further referred to as CLIENT)

Initial Agreed Payment: _____

(scope changes that result in additional charges over budget range require CLIENT approval)

By signing this document you are agreeing to the following:

- I. **Scope of Work.** CLIENT understands that this is a budget-focused agreement, meaning, the CLIENT has control over the budget range. The work performed by Webspec Design, LLC, will be determined by the budget CLIENT has agreed to. Should items be deemed outside the agreed upon scope of work, the CLIENT will be subject to additional charges, quoted out by Webspec Design.*
- II. **Payment Terms.** CLIENT understands that payments are due as follows:*
 - A. **Project Invoicing.** Project will be divided into monthly payment installations throughout project. Start Request payment is due prior to Start of Work.*
 - B. **Additional Hours.** Any additional hours or overage exceeding the original budget will be invoiced on a bi-weekly basis. Invoices are due within fifteen (15) days from date of issue.*

*III. **Failure to Pay.** CLIENT understands that if CLIENT fails to pay timely, Webspec may do any or all of the following, in addition to any other remedies:*

- A. Charge a late fee of three percent (3%) per month on the outstanding balance of any invoice more than fifteen (15) days delinquent;*
- B. Stop work until the invoice for which work is to occur has been paid in full;*
- C. Demand the immediate return of any web content or intellectual property delivered to the CLIENT; and/or*
- D. Cancel this Agreement in full.*

*IV. **Termination Without Cause.** CLIENT may terminate this Agreement without cause upon thirty (30) days advance notice to Webspec Design, LLC and payment of outstanding balance to Webspec Design, LLC.*

*V. **Lawyer’s Corner:***

- A. **Intellectual Property.** The CLIENT understands that any content produced by the Webspec Design, LLC team can be used by the CLIENT and can be changed, modified, or used in marketing materials outside of the website. Work completed by Webspec Design, LLC is for CLIENT use only and is dependent upon CLIENT’S payment in full of all current and prior invoices for which the work was created. The CLIENT understands that the services requested may require separate contracts with 3rd party services, including, but not limited to: website hosting, social networks, analytics tools, etc.*
- B. **Non-Solicitation of Webspec Design, LLC***

Staff. As a result of the unique services and training of each of our staff members, and in recognition of that fact, CLIENT agrees that during the term of this Agreement, and for a period of twelve (12) months following the expiration or termination of this Agreement that CLIENT shall not solicit, seek to employ, employ, or otherwise recruit any employee, independent contractor, or other staff member of Webspec Design, LLC. CLIENT expressly agrees that the covenants contained herein not to solicit Webspec Design, LLC staff are both reasonable in scope and supported by adequate consideration. CLIENT further agrees that as a result of the nature of the work conducted by Webspec Design, LLC staff that there is no mechanism by which Webspec Design, LLC may be made fully whole by a breach of these covenants, and understands that as part of any relief sought that Webspec Design, LLC may seek injunctive relief for a violation of said covenants.

C. Legal Compliance is Client's Responsibility.

CLIENT is solely responsible for ensuring that any site design or other services comply with any local, state, federal, or other laws, regulations, taxes or other restrictions or mandates on the CLIENT's industry, business, or web activity. Webspec Design, LLC will operate and produce content within legal parameters only as clearly communicated by CLIENT and will not undertake any independent inquiry to determine what regulations, if any, govern CLIENT's business or web operations. Additionally, CLIENT warrants that it has all rights to use any intellectual property, trademarked items, copyrighted items,

art, images, text, or other content provided by CLIENT and shall indemnify and defend Webspec Design, LLC, its agents, successors, or assigns, from any breach thereof and for any damages sustained by the same arising out of CLIENT's action, inaction, or breach of this Agreement.

D. Not a Guarantee of Results. CLIENT

understands that SEO and web services, e.g. Google AdWords campaigns, **ARE AN ART, NOT A SCIENCE.** Webspec Design, LLC will run these campaigns to the best of its ability to achieve realistic results based on the business, digital marketing and SEO goals established by the CLIENT, within industry standards of reasonableness. CLIENT understands **Webspec Design, LLC does not WARRANT ANY OUTCOME OR guarantee ANY PARTICULAR result for the services it provides.** In no event will either party be liable to the other party or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or special damages related to and arising from the services performed under this agreement. CLIENT acknowledges that due to factors controlled by third parties such as Google, changes in web trafficking strategies can often result in temporary drops in traffic, rankings, or site visits. Webspec Design, LLC is not liable for any drop in CLIENT website rankings during the course of service..

E. Entire Agreement. This Agreement contains the entire agreement between the parties pertaining to the subject matter hereof, and supersedes all prior agreements and understandings pertaining thereto except any written agreements which

are executed contemporaneously with this Agreement. This Agreement shall not be amended in any manner except by an instrument in writing executed by the parties.

The undersigned agree to uphold the terms and conditions listed above.

DATE SIGNED: _____

CLIENT: _____

(PRINT COMPANY NAME)

BY: _____

(PRINTED NAME)

(SIGNATURE)

(TITLE), AN AUTHORIZED AGENT OF CLIENT
WEBSPEC DESIGN, LLC

BY: _____

(PRINTED NAME)

(SIGNATURE)

(TITLE), AN AUTHORIZED AGENT OF CLIENT
WEBSPEC DESIGN, LLC



City of Polk City, Iowa

City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Amending collection of solid waste ordinance

BACKGROUND: On Monday, the Council will have the first reading amending the City's solid waste Ordinance. This Ordinance amends that a single hauler will be authorized by the City to collect solid waste from residential premises (hauler is subject to our Memorandum with MWA), and also states that collection of payment for solid waste will be added to the City utility bill.

ALTERNATIVES: Do not approve the first reading of the ordinance.

FINANCIAL CONSIDERATIONS: There are long-term financial considerations regarding our streets by reducing the number of trucks on our residential streets.

RECOMMENDATION: It is my recommendation that the Council approve the first reading of the collection of solid waste ordinance.

CITY OF POLK CITY, IOWA

ORDINANCE NO. 2020-500

AN ORDINANCE AMENDING THE CITY CODE OF POLK CITY, IOWA, REVISING CHAPTER 106 CONCERNING COLLECTION OF SOLID WASTE.

***Purpose.** The purpose of this Ordinance is to revise the means for the collection of solid waste.*

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

Section 1. The current Chapter 106 is hereby deleted and there is hereby enacted the following new Chapter 106 of the City of Polk City Municipal Code:

106.1 COLLECTION SERVICE.

The collection and transportation of solid waste within the city shall be performed in accordance to the provisions of this code or the regulations of the Polk County board of health or of any other appropriate government agency. A single collector shall be authorized by the city to collect solid waste from residential premises, a single collector shall be authorized by the city to collect yard waste from residential premises and a single collector shall be authorized by the city to collect recyclable material from residential premises as set forth in this code.

106.2 COLLECTION VEHICLES.

Vehicles or containers used for the collection and transportation of garbage and similar putrescible waste or solid waste containing such materials shall be leakproof, durable and of easily cleanable construction. They shall be cleaned to prevent nuisances, pollution or insect breeding and shall be maintained in good repair so as to prevent leaking of oil or hydraulic fluid onto the city streets.

106.3 LOADING.

Vehicles or containers used for the collection and transportation of any solid waste shall be loaded and moved in such a manner that the contents will not fall, leak, or spill therefrom, and shall be covered to prevent blowing or loss of material. Where spillage does occur, the material shall be picked up immediately by the collector or transporter and returned to the vehicle or container and the area properly cleaned.

106.4 FREQUENCY OF COLLECTION.

All solid waste, yard waste and recyclable materials shall be collected, on the same day, by the respective authorized collectors, from residential premises at least once each week on a schedule approved by the council, and from commercial, industrial and institutional premises as frequently as may be necessary, but not less than once each week. Collection shall not begin before seven o'clock (7:00) A.M. or continue after seven o'clock (7:00) P.M. on the same day. Yard waste shall be collected between March 15 and November 30.

106.5 BULKY RUBBISH.

Bulky rubbish which is too large or heavy to be collected in the normal manner of other solid waste may be collected by the authorized single residential collector.

106.6 YARD WASTE COLLECTION.

The single collector authorized by the city to collect yard waste from residential premises shall haul the yard waste to a compost site approved by the city and shall keep an accurate accounting of the amount of such yard waste. The collector shall submit a monthly written report to the city detailing the amount of such yard waste that has been collected and delivered for composting during the reporting year. No collector shall mix yard waste and solid waste together. Any hauler who delivers for disposal yard waste and solid waste mixed together shall be subject to penalty(s) as provided in section 8-5A-14 of this chapter.

106.7 RIGHT OF ENTRY.

Collectors are hereby authorized to enter upon private property for the purpose of collecting solid waste, yard waste or recyclable material therefrom as required by this article; however, the authorized single collector shall not enter dwelling units or other residential buildings.

106.8 UNIFORM COLLECTION FROM RESIDENTIAL PREMISES.

The collection of solid waste and recyclable material from residential premises and the maintenance of the availability of such service, whether or not the service is used regularly or at all by the occupant of the residential premises, are hereby declared a benefit to such premises at least equal to the monthly charge specified for the service. Such charge shall be paid whether the occupant uses the residential premises solid waste and recyclable material collection service or not. Nothing herein is to be construed so as to prevent the owner from transporting solid waste or yard waste accumulating upon premises owned, occupied or used by such owner, provided such refuse is disposed of at city approved composting stations or neighborhood collection sites in accordance with policies established by the composting station.

106.9 CONTAINER SIZE AND CHARGES FOR RESIDENTIAL PREMISES.

Container size and charges for solid waste collection and disposal from residential premises shall be fixed and determined by the council. Such container size and charges may from time to time be amended by the council by resolution. A copy of the resolution setting forth the currently effective size and charges shall be kept on file in the office of the city clerk and be open to inspection during regular business hours.

106.10 BILLING FOR SERVICE TO RESIDENTIAL PREMISES.

Billing and payment for the collection of residential solid waste shall be in accordance with the following:

- A. Fee Charged: A fee shall be charged to each dwelling unit each month for the collection of residential solid waste, which fee shall include the fee paid to the collector authorized to collect solid waste from residential premises, and the costs of the city for performing the billing service. The fee to be charged to each dwelling unit shall be established from time to time. Each dwelling unit shall receive one waste container for solid waste. If a

resident requests a second waste container, a second monthly fee will be charged to the resident. For yard waste, a resident must purchase Compost It! stickers to be attached to each bag of yard waste or each bundle of brush set out for collection. A sticker shall also be purchased each season by each resident participating in the premium yard waste collection program.

- B. Bills Issued: The clerk shall prepare and issue bills for the collection of residential solid waste each month. The fee for the collection of residential solid waste shall be included on the bill sent by the clerk to each dwelling unit for water service and sewer service, as a combined service account.
- C. Bills Payable: Bills for the collection of solid waste shall be due and payable at the office of the clerk by the date set out in it. If a bill for the combined service account is not paid in full, the amount paid shall be applied pro rata to the amount billed for water service and for sewer service, and for the collection of residential solid waste.
- D. Late Payment Penalty: Bills not paid when due shall be considered delinquent. A late payment penalty of ten percent (10%) of the amount due shall be added to each delinquent bill.
- E. Returned Checks: A fee, as set forth in the fee schedule established by the city council of the city of Clive, shall be charged for all checks not honored by the bank on which the checks are written.

106.11 SERVICE DISCONTINUED.

Collection of residential solid waste shall be discontinued in accordance with the following:

- A. Notice: Within five (5) days following the date that bills for water service and the collection of residential solid waste are due and payable, the clerk shall send a written notice to each delinquent customer that water service, sewer service and the collection of residential solid waste and recyclable material may be discontinued if payment, including late payment charges, is not received within ten (10) days from the date the notice is mailed. The notice shall afford the customer the opportunity to request a hearing before the city clerk prior to the discontinuance of service. Such written notice shall be sent by first class mail. If the customer is a tenant and if the owner or landlord of the property has made written request for notice, the written notice sent to the customer shall also be given to the owner or landlord.
- B. Service Discontinued: If payment for all of the services billed by the city on the combined service account is not received within ten (10) days following the date the written notice is sent to the customer and payment arrangements have not been made pursuant to a hearing before the city clerk, the supply of water to the customer may be shut off and collection of solid waste and recyclable material may be discontinued for nonpayment.

106.12 LIEN FOR NONPAYMENT.

- A. Responsibility For Payment: The owner of the premises served and any lessee or tenant thereof shall be jointly and severally liable for fees for the collection of residential solid waste for the premises. Fees for the collection of residential solid waste, if not paid as provided by this article, shall constitute a lien upon the premises served and may be certified in the same manner as property taxes.
- B. Lien Notice: A lien for delinquent fees for the collection of residential solid waste material shall not be certified to the county treasurer unless prior written notice of intent to certify a lien is given to the customer. If the customer is a tenant and if the owner or landlord of the property has made a written request for notice, the notice shall also be given to the owner or landlord. The notice shall be sent to the appropriate persons by ordinary mail not less than thirty (30) days prior to certification of the lien to the county treasurer.

106.13 PENALTY.

Any person violating any provisions of this article shall be subject to a civil penalty as set forth in the schedule of civil penalties in this code. Each day that a municipal infraction occurs and/or is permitted to exist constitutes a separate offense.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall be in full force and effect after passage, approval and publication as provided by law.

PASSED AND ADOPTED by the City Council of Polk City, Iowa on this _____ day of _____, 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Water Rate Ordinance

BACKGROUND: On Monday, the Council will have the first reading of the water rate Ordinance with the new proposed rates which will go into effect for the July utility bills. We discussed this need with PFM at the City's last work session on April 27th. Below is the current rate structure and the new proposed rate structure:

CURRENT RATE STRUCTURE

Availability Fee (includes first 1,000 gal.): \$13.71
Usage charge per 1,000 gallons: \$5.50

Irrigation per 1,000 gallons: \$7.18

PROPOSED STRUCTURE

Availability Fee: \$8.80
Usage Charge per 1,000 gallons: \$5.89

Irrigation per 1,000 gallons: \$10.05

For the purpose of better simplifying the bills, we are no longer going to include the first 1,000 gallons in the availability fee-therefore the availability fee is being reduced as you can see and all usage will be spelled out separately. This seemed to be a difficult communication piece between staff and the residents because the water availability fee included the first 1,000 gallons, but the sewer availability fee did not. We have worked with PFM to ensure this rate structure matches our cash flows and it does. I recognize this seems confusing and we are giving a lot of new information to people but these changes do need to happen to make communication easier to our residents. Beginning July 1st this is the breakdown you will see on the City Utility bill:

Water Availability Fee:

Water Usage:

Sewer Availability Fee:

Sewer Usage:

Recycling:

Solid Waste:

Tax:

The overall water rate increases for both the availability fee and usage charge per 1,000 gallons is 7%. Irrigation is increasing by 40%. The City Council requested that a larger increase be passed onto the irrigation customers instead of the lower end users since the irrigation is what drives our peak costs with DMWW.

ALTERNATIVES: Do not approve the water rate increases.

FINANCIAL CONSIDERATIONS: The City needs to increase water rates so that we are not operating negatively next fiscal year. We are passing on a 7% increase to our users for water, and 40% onto irrigation users. Irrigation users can take a number of steps to reduce irrigation by educating themselves and we are prepared to assist those people as it is a overall benefit to the City to purchase less water.

RECOMMENDATION: It is my recommendation that the Council approve the first reading of the water rate Ordinance. This Ordinance will not take effect until July 1st. If the Council has all 3 readings occur at separate meetings, this Ordinance will be finalized at our meeting on June 8th. If the Council wishes to suspend the rules at the May 26th meeting and waive the 3rd and final reading that is also an option since we are on a short deadline. Regardless our communications with the public do include the new proposed water rates, even if the Council is not through all 3 readings of the Ordinance.

ORDINANCE NO. 2020-700

**AN ORDINANCE AMENDING CHAPTER 92, WATER RATES, SECTION 92.02,
RATES FOR SERVICE**

BE IT ORDAINED By the City Council of the City of Polk City, Iowa, that:

Section 1. Chapter 92, of the Polk City Code of Ordinances; Water Rates, Section 92.02, Rates for Service is hereby amended by deleting the section and inserting the following: 92.02 Water Service. Service shall be furnished at the following monthly rates and classification within the City:

1. Domestic rate is the water used for human consumption and needs of a particular location.

<u>Gallons Used per Month</u>	<u>Rate</u>
Service Availability Charge	\$8.80 (minimum bill)
Usage Charge	\$5.89 per 1,000 gallons

2. Irrigation/Garden rate is the water used for irrigation/garden purposes and these water uses are billed on a separate meter from the domestic meter.

<u>Gallons Used per Month</u>	<u>Rate</u>
All usage/1000 gallons	\$10.05(minimum bill)

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

Section 3. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

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

PASSED AND APPROVED this ____ day of _____ 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:



City of Polk City, Iowa

City Council Agenda Communication

Date: February 5, 2020
To: Mayor & City Council
From: Chief Jeremy Siepker
Subject: City Code 41.11 FIREWORKS

BACKGROUND: The current City Code 41.11 FIREWORKS outlines definitions of the various types of fireworks (Consumer, First-Class, and Second-Class) and the regulations that were set allowing fireworks to be used. Since this ordinance has taken effect the Police Department continually deals with people within the city limits that will use fireworks outside of the parameters set in Code Section 41.11(2) and (3) causing distress to others in the community. Enforcement of this is very difficult unless the violation is witness by Police or a violator admits to Police that they were in violation.

Adding the proposed section 41.11(4) Owner/Occupancy Responsibility and the proposed 41.11(5) Penalty sections will allow Police to more effectively enforce the Fireworks Ordinance. The proposed changes would place responsibility on those in control of the property where the violation occurs, in addition to the violator, and attach a scheduled fine for the violation to better deter behavior.

ALTERNATIVES: Keep the current Fireworks code section as it currently stands.

FINANCIAL CONSIDERATIONS: N/A

RECOMMENDATION: It is my recommendation that the Council adopt the proposed sections 41.11(4) and 41.11(5) to the current Fireworks City Ordinance.

ORDINANCE NO. 2020-800

**AN ORDINANCE AMENDING THE PROVISIONS OF THE ORDINANCE
REGRDING FIREWORKS USE**

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

Section 1. That section 41.11 FIREWORKS be and is hereby amended to include the underlined language:

4. Owner/Occupancy Responsibility.

A. No person or responsible party shall allow, permit, or otherwise consent to the display of consumer or display fireworks on the private property or an adjacent public way if such possession or display is in violation of this chapter.

B. A person or responsible party with control of the private property shall be presumed to have consented to the display of fireworks on the property or adjacent way if law enforcement or fire officials observe and document the existence of the remnants of unlawful fireworks on the premises indicative of the use or display of such fireworks.

C. a. For purposes of this section, **RESPONSIBLE PARTY** includes, but is not limited to:

- i. The person(s) who owns, rents, leases, or otherwise has possession of the residence or other private property; and
- ii. The person(s) in immediate control of the residence or other private property; and
- iii. The person(s) who organizes, supervises, sponsors, conducts, allows controls, or controls access to the illegal discharge or illegal storage of fireworks.

b. If the residence or other private property is rented or leased, the landlord or lessor is not covered by this section unless they fall within the category of persons described under division (C)(a) or (b) of this definition. A landlord or lessor can only be held responsible under division (C)(a) of this definition if he or she has knowledge that fireworks are being unlawfully discharged or stored on the property.

D. Any person or responsible party who violates the restrictions in division (A) or (B) above will be guilty of a municipal infraction and subject to a civil penalty of \$250 for each offense.

5. PENALTY. All violations of any provision(s) of Section 41.11 are hereby declared simple misdemeanors punishable by a fine of at least \$250 plus surcharge and court costs and/or municipal infractions punishable by a penalty as listed in this Code of Ordinances. Violations may be prosecuted as either a misdemeanor criminal offense or a municipal infraction at the sole discretion of the fire official or peace officer. Violations of this chapter shall be reported to the State Fire Marshal.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall be in full force and effect after passage, approval and publication as provided by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF POLK CITY, IOWA
on this _____ day of _____ 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:

CITY OF POLK CITY, IOWA

ORDINANCE NO. 2020-400

AN ORDINANCE AMENDING THE CITY CODE OF POLK CITY, IOWA, ADOPTING CHAPTER 107 CONCERNING RECYCLING.

***Purpose.** The purpose of this Ordinance is to establish the services and rates for the household collection of recyclable materials as part of Metro Waste Authority's Curb It! program.*

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

Section 1. There is hereby enacted the following new Chapter 107 of the City of Polk City Municipal Code:

107.01 Definitions.

1. Residences shall mean all residential properties, excluding apartment buildings.
2. Collection of Recyclables shall mean the pickup, handling, and sorting of recyclable material at the curbside of those Residences designated by the City.
3. Recyclable Materials shall mean old newspapers, old corrugated containers, magazines, catalogs, junk mail, kraft bags, bi-metal and ferrous cans, aluminum cans, clear glass containers, high density, polyethylene, and polyethylene terephthalate, whether alone or in combination and any other materials that may be added to this list by Metro Waste Authority as outlined in the Curb It! program.

107.02 Services to be Provided.

1. All Residences shall be provided curb-side collection services of Recyclable Materials bi-weekly.
2. On each regular collection day, the hauler shall collect from Residences all collectable, Recyclable Material that is in approved storage containers in the proper set out location as determined by the Metro Waste Authority as outlined in the Curb It! program. Any improper items shall be left by the hauler in the home storage container furnished to the resident.

107.03 Collection. The collection of recyclable materials for all Residences shall be as set out in the Curb It! Program by Metro Waste Authority.

107.04 Duty to Recycle. Each resident of the City shall, prior to the disposal of any solid waste generated by them, separate from said solid waste all Recyclable Materials and deposit said Recyclable Materials curb side at the appropriate time and place for collection under this ordinance.

107.05 Rules and Regulations. Metro Waste Authority shall provide the rules and regulations for the collection of all Recyclable Materials including acceptable approved containers, type of vehicles, manner of transporting and the designation of the processing facility where said materials are to be delivered as outlined in the Curb It! Program.

107.06 Rates. The Curb It! Recycling services shall be furnished at a monthly rate in the amount as invoiced by Metro Waste Authority to the City of Polk City per household.

107.07 Collection of Fees. Bills for the collection of Recyclable Materials shall be included on the resident's utility bill. The fee shall be due at the same time as water and sewer. Payment shall be made to the City Clerk and all bills shall become delinquent following the same schedule as water and sewer.

107.08 Discontinuing Service and Fees. Any resident who fails to remit the total amount of the charges set out in the water bill, including the fees for collection of Recyclable Materials shall be sent a notice. In the event payment is not received as outlined in said notice, the City shall have the right to discontinue services to the resident including the collection of recyclables and deliverance of water pursuant to the provisions set out in Chapter 92.

107.09 Responsibility for Payment of Bill. The owner of a property receiving collection service shall be responsible for the payment of all charges for such collection service.

Section 2. The new Curb It! Recycling rates shall be effective in the month of June 2020, payable in July 2020.

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

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

PASSED AND ADOPTED by the City Council of Polk City, Iowa on this _____ day of _____, 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: May 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Residential Recycling Ordinance

BACKGROUND: On Monday, the Council will have the third and final reading of the recycling ordinance. This Ordinance provides information on the City's participation in the Curb It! Recycling program, what items can be recycled, and outlines the fees that residents will see on their monthly utility bill. This Ordinance will go into effect July 1, 2020.

ALTERNATIVES: Do not approve the Ordinance.

FINANCIAL CONSIDERATIONS: The City needs to pass the costs of participation in the recycling program onto the residents. I believe this is the appropriate time to address this issue. The City is estimated to spend \$75,000-\$80,000 on the recycling program annually.

RECOMMENDATION: It is my recommendation that the Council approve the third and final reading of the Residential Recycling Ordinance.