

Agenda

Notice of Meeting

Polk City | City Council

July 13, 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. Public hearing regarding CDBG Funded Project for the Comet Cupboard Food Bank
 - i. Public Hearing
 - ii. Resolution 2020-78 adopting a policy on the Residential Anti-displacement and Relocation Assistance Plan (RARA), Excessive Force Policy, Equal Opportunity Policy, Fair Housing Policy, Code of Conduct Policy and Procurement Policy

5. Public Comments: This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 5pm on the date of the meeting by email at jgibbons@polkcityia.gov with your name and address for the record including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment during which time your line will be unmuted.

6. Consent Items

- a. City Council Meeting Minutes for June 22, 2020
- b. Receive and file the July 2, 2020 NCG Meeting Minutes
- c. Receive and file the July 6, 2020 Parks Commission Meeting Minutes
- d. Claims listing July 13, 2020
- e. May 2020 Finance Report
- f. Set date for the Fall City-Wide Clean-Up Event with Appliance and Tire Drop off on September 24 & 25th and Curbside pickup on September 26th
- g. Deputy City Clerk job description
- h. Receive and file the Library documents
 - i. June 2020 Library Stats Report
 - ii. FY20 Library Report
 - iii. FY 20 Library Quarter 4 Report

- iv. June 1, 2020 Library Board Meeting Minutes
- v. June 2020 Library Director Report
- i. Receive and file the June 2020 Parks & Recreation Director Report
- j. Receive and file the June 2020 Water Department Report
- k. Approve updating Papas Pizzeria alcohol permit to include Outdoor Service Privilege from July 14, 2020 to November 1, 2020
- l. Approve twelve-month Tobacco Permit for Polk City Liquor effective July 1, 2020

7. Business Items

- a. Resolution 2020-79 providing for the issuance of General Obligation Street Improvement Bonds, Series 2020, and providing for the levy of taxes to pay the same
- b. Third and Final Reading of Ordinance 2020-1100 rezoning 14.60 owned by Snetselaar and Lillskau acres to R2A
- c. Third and Final Reading of Ordinance 2020-1200 rezoning 34.16 acres owned by Lillskau to C2
- d. Approve Snyder & Associates May 2020 Invoice in the amount of \$32,973.60
- e. Discuss timing of resuming in-person meetings

8. Reports & Particulars

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

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

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

11. Adjournment

--next meeting date July 27, 2020



City of Polk City, Iowa

City Council Agenda Communication

Date: July 13, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Public Hearing for CDBG Funded project

BACKGROUND: On Monday the City Council will hold a public hearing related to the CDBG funding received for the local foodbank, the Comet Cupboard. We will need to address the following items at the public hearing, and describe the following to the public:

1. Need for the CDBG Project
2. Description of the CDBG Funded project & activities
3. The amount of CDBG funds for the project
4. Estimated amount of CDBG assistance that will benefit low and moderate income persons
5. The location of project activities
6. Any relocation that will have to take place as a result of the CDBG project
7. City/County contact information for residents to contact with concerns or complaints regarding the project
8. Community Development and Housing needs of low to moderate persons in the city/county and any planned or potential activities to address these needs
9. Other community development and housing needs and any planned or potential activities to address these needs

In addition to making sure we ask for public comment, we will need to prepare public hearing minutes from the hearing which includes these 9 points.

ALTERNATIVES: None-We are required to have this public hearing as a result of being the recipient of funding.

FINANCIAL CONSIDERATIONS: No financial considerations to hold the public hearing, however, this is a required step in the process to receive the grant funding.

RECOMMENDATION: It is my recommendation that the Council proceed with the public hearing, and we address the 9 points outlined in this memo. We welcome and encourage any feedback from the public on this particular topic.

RESOLUTION NO. 2020-78

A RESOLUTION ADOPTING A POLICY ON THE RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN (RARA), EXCESSIVE FORCE POLICY, EQUAL OPPORTUNITY POLICY, FAIR HOUSING POLICY, CODE OF CONDUCT POLICY AND PROCUREMENT POLICY

WHEREAS, the City of Polk City has applied for and received confirmation of a Community Development Block Grant (CDBG) from the Iowa Department of Economic Development; and

WHEREAS, CDBG requires specific policies be adopted and approved by the recipient of said grants; and

WHEREAS, the City Council approved and adopted similar policies on August 14, 2000 that must be updated and amended.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves and adopts the following policies, which are attached to and made part of this resolution:

- PA-33 Residential Anti-Displacement and Relocation Assistance Plan (RARA)
- PA-34 Excessive Force Policy
- PA-35 Equal Opportunity Policy
- PA-36 Fair Housing Policy
- PA-37 Code of Conduct
- PA-38 Procurement Policy

PASSED AND APPROVED the 13th day of July 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: July 13, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Resolution to approve required policies for CDBG Funding

BACKGROUND: On Monday the City Council will consider approving the following policies associated with the CDBG funding received for the comet cupboard foodbank project:

1. Residential Anti Displacement and Relocation Assistance Plan (RARA)
2. Excessive Force resolution
3. Equal opportunity policy
4. Fair Housing policy
5. Code of conduct policy
6. Procurement policy

The City currently has policies 2-6, however they did need to be updated with new required language. Policy 1 is a new policy for Polk City.

ALTERNATIVES: None-the grant requires the City Council to approve the above listed policies.

FINANCIAL CONSIDERATIONS: No financial considerations to approve these policies.

RECOMMENDATION: It is my recommendation that the Council proceed with approving the 6 policies outlined in this memo.

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., June 22, 2020
City Hall – VIA ZOOM

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on June 22, 2020. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** / Mayor Morse called the meeting to order at 6:00 p.m.

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

3. **Approval of Agenda**

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

4. **Public Hearings**

a. Vacation of a portion of a 50' Buffer Easement and a 20' Surface Water Flowage Easement in Big Creek Technology Campus (BCTC) Plat 3

i. Mayor Morse opened the Public Hearing at 6:01 p.m. on the proposed vacation of two easements in BCTC Plat 3. City Clerk, Jenny Gibbons, said the notice was published June 12, 2020 and no comments had been received for or against the proposed vacation of easements. City Engineering Representative, Kathleen Connor provided a report and recommended the second and third reading of the Ordinance not be completed until Big Creek Technology Campus Plat 4 is approved. No one was present on the phone to be heard for or against the proposed vacation of easements.

MOTION: A motion was made by Walters and seconded by Vogel to close the public hearing at 6:03 p.m.
MOTION CARRIED UNANIMOUSLY

ii. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve the first reading of Ordinance 2020-1300 approving the vacation of a 50' Buffer Easement and 20' Surface Water Flowage Easement in BCTC Plat 3
MOTION CARRIED UNANIMOUSLY

5. **Consent Items**

Council Member Anderson requested item 6.j be pulled for discussion

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

- a. City Council Meeting Minutes for June 8, 2020
- b. City Council Work Session Meeting Minutes for June 8, 2020
- c. City Council Special Meeting Minutes for June 15, 2020
- d. Receive and file the June 15, 2020 P&Z Commission Meeting Minutes
- e. Claims listing June 22, 2020
- f. Resolution 2020-68 approving the renewal of an agreement with Polk County for the use of the Community Room for the Polk City Senior Congregate Meal Program
- g. Resolution 2020-69 updating and confirming the salaries for the Staff of the City of Polk City Iowa
- h. Resolution 2020-70 setting public hearing for July 13, 2020 at 6pm regarding CDBG Funded project for the Comet Cupboard Food Bank
- i. Approve purchase of new server for Police and Fire Department not to exceed \$25,000
- ~~j. Approve 48 month lease with RUAN for a 2021 Police Patrol Vehicle in the amount of \$62,415.25 payable annually at \$15,530.16, which was budgeted for FY21~~
- k. Resolution 2020-71 approving Year-end transfers between funds
- l. Receive and file the May 2020 Police Department Report
- m. Receive and file the May 2020 Fire Department Report
- n. Neighborhood Citizen Group (NCG) reappointments:
Suzie Sosby, Andy Cathcart, Tome Hogan, Peg Hogan term ending 12/31/2020
Nick Otis, Jared Foss, Ashley Dillinger, Charlotte Loter, term ending 12/31/2021
- o. Appointment of Lori Vanderleest as District 7 (Hugg Drive) representative of NCG ending 12/31/2021

MOTION CARRIED UNANIMOUSLY

- j. **MOTION:** A motion was made by Walters and seconded by Vogel to approve 48-month lease with RUAN for a 2021 Police Patrol Vehicle in the amount of \$62,415.25 payable annually at \$15,530.16, which was budgeted for FY21
YES: Vogel, Dvorak, Sarchet, Walters
NO: Anderson
MOTION CARRIED

6. Business Items

- a. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve appointing both Alissa Mangae and Kelli Matt as representatives for District 3 (Town Square/Deer Haven) for NCG term ending 12/31/2021 and 12/31/2020
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2020-74 approving the Preliminary Plat for Kwik Trip #1089, Resolution 2020-75 approving the Final Plat for Kwik Trip #1089, Resolution 2020-76 approving the Construction Drawings for Kwik Trip #1089, and Resolution 2020-77 approving the Site Plan for Kwik Star
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2020-73 approving the final plat for Deer Haven Plat 3 and waiving the sidewalk bond
MOTION CARRIED UNANIMOUSLY
- d. Matt Stoffel with PFM presented the bid tabulation and reviewed the low bidder results. He discussed the city's Moody Rating.
MOTION: A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2020-72 awarding General Obligation Street Improvement Bonds, Series 2020
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Snyder & Associates April 2020 Services Invoice in the amount of \$39,395.75
YES: Anderson, Sarchet, Vogel, Dvorak
ABSTAIN: Walters
MOTION CARRIED
- f. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the second reading of Ordinance 2020-1100 rezoning 14.60 acres owned by Snetselaar and Lillskau to R2A
MOTION CARRIED UNANIMOUSLY
- g. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the second reading of Ordinance 2020-1200 rezoning 34.16 owned by Lillskau to C2 contingent on a 50-foot-wide buffer easement adjacent to Lots 1 and 2 of White Pine Prairie Plat 1
MOTION CARRIED UNANIMOUSLY
- h. Chelsea Huisman, City Manager engaged Mayor and Council in a conversation regarding reopening City Facilities and resuming in-person meetings. After much discussion, Council determined to remain flexible and directed Huisman to make the decisions on facility openings and they asked to conduct meetings through July 13th via zoom and they will review COVID related data again in three weeks to determine resuming in person meetings.

- 7. Public Comments** | Cassie Kozelka, 719 Davis Street, addressed Mayor and Council regarding a petition she circulated regarding pool access in Polk City. Council and Mayor thanked her for her efforts and comments.

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

- Council Member Anderson thanked the P&Z Commission for their hard work and dedication.
- Council Member Walters thanked Chief Mitchell and Chief Siepker for helping with the Kiwanis drive-thru pancake breakfast. He said the turn out was less than in past years, but they still served up to 205 meals. Walters thanked the community for their support of Kiwanis, and said he appreciates the Lakeside Fellowship facility. He said he appreciates the nearly 6 miles of resurfaced roads, it has turned out to be a great project and appreciates the positive response from the community.
- Council Member Sarchet said although he is disappointed Council will not be meeting in person next time, he will respect the majority.
- Parks and Rec Director Thraen announced that after meetings with Brigett and Chelsea they have agreed to hold the Farmers Market Thursdays from 4-7pm starting July 2 through Sept 10 with minimized vendors in place it will look different than past years but will be respectful of required safety measures.
- Council Member Dvorak challenged Thraen to find private funding to help assist in the pool idea brought forward by the resident's petition as a means to accelerate potential timing.
- Mayor Morse reported on the work Chelsea has done to secure grant funding for the Comet Cupboard and thanked Dixie Bequeaith for her work keeping things running well and staying organized day-to-day so the City could qualify for this federal money. He said now that the 31,000 has been awarded the real work begins. Huisman reported this was

a great opportunity that Polk City wouldn't typically be able to apply for but due to relaxed regulations related to COVID we were able to apply. She thanked Fareway for their willingness to participate and was able to set up an account with them to generate revenue for them locally. Sarchet told her great work and asked that Staff be as transparent as possible during this process and try to learn from any missteps Des Moines has had during their process and involve local restaurants. Dvorak said it is fantastic that we were paying attention to this opportunity and understanding what it took to secure this money to help people in need in Polk City.

- Mayor Morse said it is cool to see the Farmers Market coming back this season even though it will look different. He passed on thanks from residents on adding E Broadway overlay and shared their sincere appreciation. Mayor said that he is encouraged by the positive interaction he witnessed after connecting a resident and Police Chief Siepker. Siepker said it was a good conversation and good exchange of information.
- Council Member Anderson asked for an Ordinance gaining more control over developers and stormwater run off to move forward sooner than later.

9. **MOTION:** A motion was made by Anderson and seconded by Dvorak at 7:32 p.m. to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session; sub paragraph 1.j** To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

MOTION CARRIED UNANIMOUSLY

10. *(AFTER CLOSED SESSION ENDED AT 7:53 p.m.) No Action taken*

11. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 7:53 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – July 13, 2020

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Neighborhood Citizen's Group
5:30 p.m., Thursday, July 2, 2020
City Hall | VIA ZOOM

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | *The meeting was called to order at 5:31 p.m.*
2. **Roll-Call** | Dillinger, Cathcart, Otis, Foss, Vanderleest, and Mangae were in attendance along with Council Member Vogel, City Manager Huisman, City Clerk Gibbons, and Parks & Recreation Director Thraen. Matt joined at 5:34pm Sosby joined 5:47 pm. Tom & Peg Hogan and Charlotte Loter were absent
3. **Approval of Minutes**
MOTION: A motion was made by Cathcart and seconded by Otis to approve the Minutes from May 21, 2020 NCG Meeting
MOTION CARRIED UNANIMOUSLY
4. **Introduction of New Members**
Alissa Mangae, Lori Vanderleest and Kelli Matt introduced themselves to the group. Dillinger thanked them for volunteering and provided summary information and background of the NCG.
5. **Introduction and discussion with Jason Thraen, Polk City Parks & Recreation Director**
Parks and Recreation Director, Jason Thraen introduced himself to the group and provided some background information regarding himself and his career. Thraen shared some of the challenges of starting this new position during the COVID pandemic and discussed his plans to provide recreation programs in the future as the COVID restrictions allow. He shared information for two virtual events during July's Parks and Rec month that included a Photo Scavenger Hunt during the week of July 20-24 and a photo submission contest via Facebook: "What does "Parks & Rec" mean to you?" Dillinger said she is looking forward to year-round recreation and Otis shared his desire for more trail connectivity.
6. **Reports & Particulars**
NCG Member Dillinger said the Pine Ridge/Marina Cove FB page has been busy with discussion of garbage and utility bill changes.
NCG Member Sosby said she didn't have any neighborhood updates, and that she was hearing more of the same regarding garbage and water use.
NCG Member Foss said his neighborhood didn't have much other than firework discussions on dates/time legal.
NCG Member Mangae said the new asphalt overlay project turned out great, she was a little frustrated with lack of signage when through roads were blocked. She said the Deer Haven neighborhood has been having conversations about water usage also.
NCG Member Matt invited Mangae to the Deer Haven FB page.
City Manager Huisman invited the group to sign up for the City's WENS notification system.
Council Member Vogel shared her appreciation for the volunteers in this group and managing the FB pages to help share information within the community.
7. **Adjournment**
MOTION: A motion was made by Cathcart and seconded by Sosby to adjourn at 6:19 pm.
MOTION CARRIED UNANIMOUSLY
Next meeting – October 1, 2020 5:30pm

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

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

1. **Call to Order** | *The meeting was called to order at 6:14 p.m.*
2. **Roll Call** | Haaland, Karsjen, Bentley, Reed, Campbell | In attendance
Motsch, Delaney, Campbell | Absent
3. ***MOTION:*** A motion was made by Karsjen and seconded by Haaland to approve the June 1, 2020 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. **July Parks & Rec Month** - Jason Thraen, Parks & Rec Director, shared information for two virtual events during July's Parks and Rec month that included a Photo Scavenger Hunt during the week of July 20-24 and asked for volunteers from the Commission to help paint the scavenger pieces. Thraen discussed the photo submission contest via Facebook: "What does "Parks & Rec" mean to you?" for the month and encouraged members to upload their photos.
6. **Community Visioning Committee**
 - a. Steve Karsjen shared the results of 6-6-2020 planning session – CV Goals
 - i. Trail connectivity (HTT and city sidewalks connectivity)
 - ii. Information Signage (aka Wayfinding)
 - iii. Community Beautification (includes trails and parks)
 - iv. Pedestrian Safety
 - v. Year-round Recreation
 - b. Karsjen asked the Commission to get out and participate in the July 11, 2020 Open House on the Square
7. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Parks & Rec Director Thraen had nothing to report from Public Works. He reported City Hall and the Library had opened to the Public by appointment only effective July 6th as a first step to getting people back in those buildings. He said the playground disinfecting continues weekly on Mondays and thanked the Police and Fire departments for use of their equipment. Thraen reported the Farmer's Market resumed July 2nd and will continue through the season every Thursday from 4p-7p although it will look a little different because of social distancing requirements.
 - City Clerk Gibbons provided a tree report from Ken Morse stating the trees are hot but doing good.
 - City Council Member, Rob Sarchet thanked Thraen for his working getting the playgrounds opened in a responsible manner. He said he is anxious for staff to get a good comparison from the metro communities on water/garbage budget graphs to share with the public along with where the money goes to show funds are being used appropriately.
8. **Adjournment**
Bentley moved to adjourn at 6:37 pm.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – Monday, August 3, 2020 at City Hall.

Attest: _____
Jenny Gibbons, City Clerk

CLAIMS REPORT

CITY OF POLK CITY		DATED	7/13/2020
VENDOR	REFERENCE	AMOUNT	
AMAZON BUSINESS	SPORTS COMPLEX EQUIPMENT	\$	1,782.69
AT&T MOBILITY	PHONE SERVICE	\$	300.59
AUREON TECHNOLOGY	MONTHLY INTERNET/CIRCUIT	\$	1,856.15
BAKER & TAYLOR	BOOKS	\$	74.80
BANLEACO	COPIER LEASE	\$	67.80
BRICK LAW FIRM	GENERAL	\$	4,570.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$	241.20
CANINE TACTICAL	K9 TRAINING	\$	420.00
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$	399.14
CENTURY LINK	PHONE SERVICE	\$	872.18
CITY OF DES MOINES	WRA HOOK-UP	\$	62,958.45
CITY OF POLK CITY	UB ASSISTANCE - COVID 19	\$	514.39
CIVICPLUS	WEBSITE	\$	5,500.00
CLEANING CONNECTION INC	APRIL-JULY2020 JANITORIAL	\$	2,216.44
Construction & Agg. Products	PARTS FOR HYDRO SEEDER	\$	48.60
CORE AND MAIN	LOCATE FLAGS, BOX AUGER	\$	628.87
Crystal Clear Water Co	PURCHASED WATER	\$	66.25
D & K PRODUCTS	SEED/MULCH	\$	1,797.50
DELL MARKETING L.P.	MONITORS FOR LT OFFICE	\$	434.09
DES MOINES AREA MPO	FY2020 ASSESSMENT DUES	\$	2,405.00
Des Moines Water Works	PURCHASED WATER	\$	46,481.49
FAREWAY	CDBG COMET CUPBOARD PROJECT	\$	770.62
FBI-LEEDA	ASWEGAN	\$	695.00
Ferguson Waterworks	EQUIPMENT REPAIRS	\$	15,835.26
GALL'S INC.	UNIFORM	\$	36.42
HAWKINS INC	CHLORINE	\$	1,239.02
I.C.A.P.	INSURANCE DEDUCTIBLE - CLAIM	\$	500.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$	5,421.00
Iowa D.N.R.	FY21 ANNUAL WATER SUPPLY FEE	\$	390.35
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$	169.20
Iowa Prison Industries	CITY HALL REMODEL	\$	10,292.16
J PETTIECORD	TREE/BRUSH PILE JULY 2020	\$	11,500.00
JOHNSTON HY-VEE	ILEA ACADEMY MEALS	\$	1,463.00
KANSAS CITY LIFE INS. CO	LIFE INSURANCE	\$	496.28
KELTEK	LEASE AGREEMENTS	\$	36,421.36
KEYSTONE LABORATORIES INC.	WATER TESTING	\$	75.00
MAGAZINE SUBSCRIPTION SVC	ANNUAL SUBSCRIPTIONS	\$	338.59
METRO WASTE AUTHORITY	CURB IT RECYCLING	\$	6,338.78
Mid Iowa Ass. of Local Govn.	DUES FY2020-21	\$	350.00
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$	16.78
MIDWEST LOCK AND SECURITY	REPAIR SHOP LOCK	\$	347.50
MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$	164.59
MMIT BUSINESS SOLUTIONS GROUP	COPIER LEASE	\$	111.71

P & M APPAREL	NAME PATCH - HALL	\$ 52.00
PC Print Center	OFFICE SUPPLIES	\$ 109.00
POLK COUNTY HEATING & COOLING	SAW CUTTING 3RD STREET	\$ 125.00
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 300.00
POSTMASTER	WATER BILL MAILING POSTAGE	\$ 3,500.00
RACOM	EDACS ACCESS	\$ 671.16
RICHARD TAYLOR	TECH SUPPORT	\$ 455.00
SAFARILAND LLC	TEST KITS	\$ 59.34
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 8,901.04
Safety Kleen Systems Inc	OIL MAT - BACKORDERED	\$ 896.66
SCHOLASTIC	PRIZES SRP	\$ 381.00
Sprayer Specialities Inc	SPRAYER PARTS	\$ 115.70
STOREY KENWORTHY	UTILITY BILLS	\$ 1,502.20
STRYKER SALES CORPORATION	CARDIAC MONITOR	\$ 250.11
SWANK MOVIE LICENSING	MOVIE LICENSE	\$ 226.00
TOTAL QUALITY INC.	LAWNCARE	\$ 12,599.00
TRANSAMERICA LIFE INSURANCE	INSURANCE - ACCIDENT	\$ 31.92
UNITED HEALTHCARE	HEALTH INSURANCE	\$ 20,904.20
UNITY POINT CLINIC-OCCUPATIONA	MRO SERVICE DOT	\$ 84.00
UPHDM OCCUPATIONAL MEDICINE	DOT DRUG SCREENING	\$ 46.00
VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$ 55.46
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 17.04
Accounts Payable Total		\$ 277,890.08
GENERAL		\$ 137,231.82
ROAD USE		\$ 3,929.91
L.M.I		\$ 514.39
CAPITAL IMPROVEMENTS		\$ 770.62
WATER		\$ 72,335.40
SEWER		\$ 62,757.94
SOLID WASTE/RECYCLING		\$ 350.00
TOTAL FUNDS		\$ 277,890.08



POLK CITY - A City For All Seasons -

Monthly Finance Report May 2020

Prepared By: Jenny Gibbons

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	4,808,743.25	247,687.12	249,228.05	27.77-	4,807,174.55
110 ROAD USE	117,453.01	32,264.29	17,648.68	.00	132,068.62
111 I-JOBS	.00	.00	.00	.00	.00
125 TIF	210,057.70	.00	.00	.00	210,057.70
135 L.M.I	1,592,666.09	13,300.34	254.19	.00	1,605,712.24
167 PC COMM. LIB TRUST	14,403.84	.00	529.50	.00	13,874.34
177 ASSET FORFEITURE	4,326.25	.00	.00	.00	4,326.25
200 DEBT SERVICE	155,198.78	.00	.00	280,040.00-	124,841.22-
301 CAPITAL IMPROVEMENTS	131,703.61	.00	79,174.98	.00	52,528.63
302 CAPITAL WATER PROJECT	2,238,460.40	.00	.00	.00	2,238,460.40
600 WATER	807,072.34	83,898.56	60,674.93	2.20	830,298.17
610 SEWER	677,471.18	116,897.26	51,580.49	2.22	742,790.17
670 SOLID WASTE/RECYCLING	.00	.00	.00	.00	.00
920 ESCROW	.00	.00	.00	.00	.00
Report Total	10,757,556.45	494,047.57	459,090.82	280,063.35-	10,512,449.85

**BANK CASH REPORT
2020**

BANK FUND	BANK NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
Grinnell State Bank							

BANK 001	Grinnell State Bank						6,009,841.79
110	CHECKING - GENERAL	805,687.44	247,713.85	250,906.72	802,494.57	105,247.58	
111	CHECKING - ROAD USE	117,453.01	32,264.29	17,648.68	132,068.62	8,727.00	
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	210,057.70	0.00	0.00	210,057.70		
167	CHECKING - L.M.I.	873,623.23	13,300.34	254.19	886,669.38		
177	CHECKING - PC COMM. LIB TRUST	14,403.84	0.00	529.50	13,874.34		
200	CHECKING - FORFEITURE	4,326.25	0.00	0.00	4,326.25		
301	CHECKING - DEBT SERVICE	155,198.78	0.00	280,040.00	124,841.22-		
302	CHECKING - CAPITAL PROJECT	131,703.61	0.00	79,174.98	52,528.63	73,539.98	
600	CHECKING - CAPITAL WATER PROJ	2,238,460.40	0.00	0.00	2,238,460.40		
610	CHECKING - WATER UTILITY	807,071.34	90,863.85	67,638.02	830,297.17	23,423.93	
670	CHECKING - SEWER UTILITY	677,470.18	117,421.79	52,102.80	742,789.17	11,985.76	
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					2,131.12	
	WITHDRAWALS					323.65	
	Grinnell State Bank TOTALS	6,035,455.78	501,564.12	748,294.89	5,788,725.01	221,116.78	6,009,841.79
LUANA SAV. BK MONEY MARKET							

BANK 001	LUANA SAV. BK MONEY MARKET						1,639,339.41
135	Luana Savings Bank - M.M. Accto	918,960.22	1,337.33	0.00	920,297.55		
	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
	LUANA SAV. BK MONEY MARKET TOT	1,638,002.08	1,337.33	0.00	1,639,339.41	0.00	1,639,339.41
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						451,569.04
	SUPER MONEY MKT II	451,282.20	286.84	0.00	451,569.04		
	GRINNELL STATE BK-MONEY MARKET	451,282.20	286.84	0.00	451,569.04	0.00	451,569.04
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	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
TOTAL OF ALL BANKS	10,757,117.45	503,188.29	748,294.89	10,512,010.85	221,116.78	10,733,127.63

BUDGET REPORT
CALENDAR 5/2020, FISCAL 11/2020

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	4,264,826.00	249,228.05	3,481,172.22	81.63	783,653.78
	ROAD USE TOTAL	517,793.00	17,648.68	409,961.11	79.17	107,831.89
	TIF TOTAL	336,600.00	.00	144,419.60	42.91	192,180.40
	L.M.I TOTAL	36,000.00	254.19	7,991.19	22.20	28,008.81
	PC COMM. LIB TRUST TOTAL	5,000.00	529.50	1,973.21	39.46	3,026.79
	ASSET FORFEITURE TOTAL	.00	.00	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	79,174.98	1,042,422.09	95.85	45,092.91
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	.00	.00	500,000.00
	WATER TOTAL	1,057,392.00	60,674.93	846,867.92	80.09	210,524.08
	SEWER TOTAL	1,514,212.00	51,580.49	1,336,156.39	88.24	178,055.61
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		9,660,418.00	459,090.82	7,332,909.98	75.91	2,327,508.02
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 5/2020, FISCAL 11/2020

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	955,182.00	73,994.16	867,753.18	90.85	87,428.82
	CIVIL DEFENSE TOTAL	15,400.00	3,078.88	7,815.45	50.75	7,584.55
	FIRE TOTAL	701,080.00	31,159.54	494,592.30	70.55	206,487.70
	BUILDING/HOUSING TOTAL	429,892.00	34,041.62	408,778.81	95.09	21,113.19
	DOG CONTROL TOTAL	2,000.00	246.12	1,973.56	98.68	26.44
	PUBLIC SAFETY TOTAL	2,103,554.00	142,520.32	1,780,913.30	84.66	322,640.70
	ROAD USE TOTAL	682,377.00	22,245.34	500,948.18	73.41	181,428.82
	STREET LIGHTING TOTAL	60,000.00	315.69	50,895.13	84.83	9,104.87
	PUBLIC WORKS TOTAL	742,377.00	22,561.03	551,843.31	74.33	190,533.69
	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	27,857.01	271,917.08	83.53	53,632.92
	PARKS TOTAL	335,468.00	35,733.87	290,086.70	86.47	45,381.30
	COMMUNITY CENTER TOTAL	11,000.00	78.49	8,172.59	74.30	2,827.41
	CULTURE & RECREATION TOTAL	672,018.00	63,669.37	570,176.37	84.85	101,841.63
	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	5,249.92	89,798.56	91.04	8,837.44
	POLICY ADMINISTRATION TOTAL	248,512.00	16,006.64	245,408.30	98.75	3,103.70
	ELECTIONS TOTAL	2,000.00	.00	65.21	3.26	1,934.79
	CITY ATTORNEY TOTAL	57,500.00	3,705.00	49,772.05	86.56	7,727.95
	CITY HALL TOTAL	128,300.00	10,273.95	69,261.48	53.98	59,038.52
	OTHER CITY GOVERNMENT TOTAL	192,000.00	3,420.00	142,224.21	74.08	49,775.79
	GENERAL GOVERNMENT TOTAL	726,948.00	38,655.51	596,529.81	82.06	130,418.19
	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	79,174.98	1,042,422.09	95.85	45,092.91
	WATER UTILITY TOTAL	500,000.00	.00	.00	.00	500,000.00
	CAPITAL PROJECTS TOTAL	1,587,515.00	79,174.98	1,042,422.09	65.66	545,092.91

BUDGET REPORT
CALENDAR 5/2020, FISCAL 11/2020

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,057,392.00	60,674.93	846,867.92	80.09	210,524.08
	SEWER UTILITY TOTAL	954,419.00	51,580.49	776,363.39	81.34	178,055.61
	ENTERPRISE FUNDS TOTAL	2,011,811.00	112,255.42	1,623,231.31	80.69	388,579.69
	TRANSFER TOTAL	1,167,166.00	.00	967,436.00	82.89	199,730.00
	GENERAL REVENUES TOTAL	.00	254.19	254.19	.00	254.19-
	TRANSFER OUT TOTAL	1,167,166.00	254.19	967,690.19	82.91	199,475.81
	TOTAL EXPENSES	9,660,418.00	459,090.82	7,332,909.98	75.91	2,327,508.02

REVENUE REPORT
CALENDAR 5/2020, FISCAL 11/2020

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
	GENERAL TOTAL	3,669,338.00	247,687.12	4,001,625.25	109.06	332,287.25-
	ROAD USE TOTAL	440,000.00	32,264.29	418,888.34	95.20	21,111.66
	TIF TOTAL	336,600.00	.00	237,089.57	70.44	99,510.43
	L.M.I TOTAL	85,651.00	13,300.34	37,498.09	43.78	48,152.91
	ASSET FORFEITURE TOTAL	.00	.00	699.00	.00	699.00-
	DEBT SERVICE TOTAL	357,587.00	.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	83,898.56	1,037,094.50	99.72	2,905.50
	SEWER TOTAL	1,224,000.00	116,897.26	1,241,506.05	101.43	17,506.05-
	TOTAL REVENUE BY FUND	8,315,691.00	494,047.57	8,268,808.13	99.44	46,882.87

BALANCE SHEET
CALENDAR 5/2020, FISCAL 11/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	3,192.87-	802,494.57
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	14,615.61	132,068.62
111-000-1110	CHECKING - I-JOBS	.00	.00
125-000-1110	CHECKING - TIF	.00	210,057.70
135-000-1110	CHECKING - L.M.I.	13,046.15	886,669.38
167-000-1110	CHECKING - PC COMM. LIB TRUST	529.50-	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	4,326.25
200-000-1110	CHECKING - DEBT SERVICE	280,040.00-	124,841.22-
301-000-1110	CHECKING - CAPITAL PROJECT	79,174.98-	52,528.63
302-000-1110	CHECKING - CAPITAL WATER PROJ	.00	2,238,460.40
600-000-1110	CHECKING - WATER UTILITY	23,225.83	830,297.17
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	65,318.99	742,789.17
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	246,730.77-	5,788,725.01
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 5/2020, FISCAL 11/2020

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	286.84	451,569.04
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
	SUPER MONEY MKT II TOTAL	286.84	451,569.04
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 5/2020, FISCAL 11/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	TOTAL	.00	1,563,994.41
001-000-1163	Luana Savings Bank - M.M. Acco	1,337.33	920,297.55
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	1,337.33	1,639,339.41
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	245,106.60	10,512,449.85



City of Polk City, Iowa

City Council Agenda Communication

Date: July 13, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Deputy City Clerk job description

BACKGROUND: I have prepared a job description for a Deputy City Clerk. I am asking for the City Council to approve the job description so that I may begin the hiring process for a new Deputy City Clerk. Once a job description is approved, I will begin advertising for the position. Tentatively, we are aiming to have a start date of September 14, 2020.

ALTERNATIVES: Do not approve the job description

FINANCIAL CONSIDERATIONS: No financial considerations to approve the job description, however, there will be financial considerations for hiring. This is a budgeted position.

RECOMMENDATION: It is my recommendation that the Council approve the job description.



City of Polk City

Title: Deputy City Clerk
Department: Policy & Administration
Status: Regular Full-Time/Non-Exempt
Reports to: City Clerk
Supervises: None

POSITION FUNCTION:

Under general direction, participates in and directs and coordinates daily related administrative responsibilities for the City in accordance with the Code of Iowa, the Code of Ordinances of the City of Polk City, and established procedures. Performs a variety of general office and public relation duties as outlined in this document.

DUTIES AND RESPONSIBILITIES:

1. Assists with the City's utility billing; maintaining, updating, and reconciling all accounts.
2. Assists with daily receipts management and bank deposits.
3. Provides Administrative support for City Officials.
4. Cross trains with other Administrative staff on critical day-to-day operations.
5. Attends City Board, Council and Commission Meetings as requested by management for recording of official minutes.
6. Assists with all accounts payable for the City.
7. Acts as back-up for other Administrative staff in their absence.
8. Ensures that all public records are properly maintained and secure, reviews all documents for retention, organization and related purposes.
9. Provides assistance in facilitating applications for plats, site plans and rezoning requests.
10. Assists citizens by responding to inquiries and complaints and communicating with the appropriate departments to both alleviate complaints and follow-up with appropriate parties involved.
11. Provides assistance in issuing all licenses and permits; including but not limited to: Beer, liquor, cigarette, all associated building permits, grading permits, variances/special exceptions, hauler, peddler, right-of-way permits and pet licenses and registrations.
12. Provides assistance in authorizing rental agreements, manages room schedule and collects fees for all City rental facilities.
13. Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.
14. Aid City Officials as needed and as requested by the City Manager.
15. Adhere to all City policies and procedures.

Any duties assigned by the City Manager

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

SKILLS AND ABILITIES:

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

1. Working knowledge of principles and practices of municipal government.
 2. Ability to produce accurate correspondence, reports, forms and documents.
 3. Is bondable by the City of Polk City.
 4. Ability to maintain complex and confidential records and files consistent with City policy and practice and regulatory requirements.
 5. General knowledge of accounting functions, customer relations, capacity to plan and organize workflow.
 6. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
 7. Possess good planning, organizational and scheduling skills.
 8. Maintain department records in an organized and orderly way.
 9. Use computers and related software applications.
 10. Communicates and maintains effective working relationships (both orally and written) with staff and citizens.
-

TRAINING AND EXPERIENCE:

1-3 years' experience and a minimum 2 year (associate degree) in General/Public Administration or Financial Management/Accounting. Acceptable combination of education and experience will be considered.

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Certification as Certified Municipal Clerk (CMC) within 3-5 years of hire
3. Pre-employment drug testing and criminal background history check

LIBRARY -JUNE 2020 STATS SNAPSHOT	June 2019	June 2020 (COVID-19)	May 2020 (COVID-19)
Total Visitors	4,522	0	0
People Checking Out	618	217	231
Polk City Cardholders	546	187	192
Polk City Checkouts	5,810	1,296	1,210
Open Access Cardholders	35	14	19
Open Access Checkouts	578	168	178
Rural Cardholders	37	18	20
Rural Checkouts	441	157	174
Bridges E-book/Audiobook Checkouts	464	637	758
Outgoing ILL Books	23	0	0
Total Checkouts (incl. Bridges & Outgoing ILL)	7,316	2,258	2,320
Auto Renewals (began in September 2018)	853	0	0
Total Checkouts (adjusted for auto-renewal)	6,463	2,258	2,320
Incoming ILL Books	28	0	0
Reserves Placed	283	1,750	1,561
Materials Added	262	38	32
Materials Withdrawn	75	69	19
New Cards Issued	52	6	7
Computer Users	80	0	0
WiFi Users (on site)-Whofi counter started end of 10/19	38	170	163
Reference Questions	175	0	0
AWE Station Usage	242	0	0
AWE Games Played	788	0	0
Adult Programs	24	19	14
Adult Program Attendance	207	112	92
Youth Programs	14	15	3
Youth Program Attendance	930	802	150
Tutoring	56	0	0
No. of Meeting Room Uses by Outside Groups	1	0	0
Patron Savings (physical materials only)	\$89,478	\$28,701	\$28,151
Blank Park Zoo Adventure Pass (\$44)	10	2	0
Science Center of Iowa Adventure Pass (\$44)	4	0	0
Living History Farms Adventure Pass (\$51)	10	NA	0
Botanical Gardens Adventure Pass (\$34)	5	0	0
Brenton Skating Plaza (\$46.50)	NA	NA	0
Des Moines Children's Museum (\$36)	3	0	0
TOTAL ADVENTURE PASS SAVINGS	\$1,404.00	\$88	0
Summer Reading Signups (0-11) as of 7/1	491	164	
Summer Reading Signups (12-18) as of 7/1	82	38	
Adult Reading Participation as of 7/1	NA	113	
Facebook Page Views (June 3-June 30)		443	272
Facebook Post Reach (June 3-June 30)		9,568	2,843
New Facebook Page Followers(June 3-June 30)		17	13
New Facebook Page Likes (June 3-June 30)		16	10
Website Views		3,647	2,510

	FY2020	FY2019	FY 2018	FY 2017
Total Visitors	21,708	31,048	29,189	31,400
People Checking Out	4,816	5,211	4,533	7,804
Polk City Cardholders	4,185	4,533	3,968	4,672
Polk City Checkouts	37,975	45,028	35,035	44,058
Open Access Cardholders	314	351	370	452
Open Access Checkouts	3,055	3,474	3,076	4,398
Rural Cardholders	319	327	195	264
Rural Checkouts	2,869	3,275	1,975	3,282
Bridges E-book/Audiobook Checkouts	7,372	5,769	4,555	3,271
Outgoing ILL Books	278	344	336	512
Total Checkouts (incl Bridges & Outgoing ILL)	51,549	57,890	44,977	55,521
Auto Renewals (began Sept 2018)	7,262	7,321	NA	NA
Total Checkouts (adjusted for auto-renewal)	44,287	48,645	43,984	52,854
Incoming ILL Books	319	401	526	443
Reserves Placed	8,081	2,456	1,973	2,166
Materials Added	1,658	2,409	2,162	2,245
Materials Withdrawn	1,973	2,552	4,523	4,277
New Cards Issued	200	262	249	196
Computer Users	555	1,065	1,100	1,212
WiFi Users (on site)	2,039	479	757	1,043
Reference Questions	517	2,177	2,779	3,264
AWE Station Usage	1,184	1,927	1,900	2,942
AWE Games Played	3,061	4,024	2,290	3,709
Adult Programs	266	260	253	297
Adult Program Attendance	2,161	2,075	1,891	2,452
Youth Programs	138	160	139	192
Youth Program Attendance	4,497	4,387	3,881	4,985
Tutoring	237	304	335	N/A
No. of Meeting Room Uses by Outside Group	31	29	38	46
Patron Savings	\$564,457	\$658,775.00	\$566,306.48	\$700,431.35
Blank Park Zoo Adventure Pass (\$44)	44	68		
Science Center of Iowa Adventure Pass (\$40)	39	73		
Living History Farms Adventure Pass (\$49.50)	25	36		
Botanical Gardens Adventure Pass (\$34)	17	27		
Brenton Skating Plaza (\$46.50)	\$9	19		
Des Moines Children's Museum	16	6		
TOTAL ADVENTURE PASS SAVINGS	\$6,500	\$9,756.00		
Summer Reading Signups (0-11)	164	491	426	
Summer Reading Signups (12-18)	38	82	53	
Adult Reading Participation	113	NA	95	

4th Quarter Stats	2020	2019	2018	2017
Total Visitors	0	9,401	9,294	7,527
People Checking Out	692	1,140	1,267	3,640
Polk City Cardholders	594	973	1,120	1,053
Polk City Checkouts	4,124	6,630	11,328	9,884
Open Access Cardholders	48	81	98	107
Open Access Checkouts	542	888	898	1,089
Rural Cardholders	52	90	49	52
Rural Checkouts	422	753	553	608
Bridges E-book/Audiobook Checkouts	2,095	1,447	1,394	689
Outgoing ILL Books	4	85	70	70
Total Checkouts (incl. Bridges & Outgoing ILL)	7,187	16,211	14,173	11,581
Auto Renewals (began Sept. 2018)	0	2,446	NA	NA
Total Checkouts (adjust for Auto Renewal)	7,187	13,765	NA	NA
Incoming ILL Books	1	110	79	58
Reserves Placed	5,259	718	554	433
Materials Added	177	562	538	450
Materials Withdrawn	96	623	3,654	693
New Cards Issued	21	80	86	43
Computer Users	0	311	309	285
WiFi Users (on site)	514	125	116	148
Reference Questions	0	471	671	711
AWE Station Usage	0	450	622	603
AWE Games Played	0	1,352	819	673
Adult Programs	45	70	82	61
Adult Program Attendance	264	624	603	644
Youth Programs	22	51	43	19
Youth Program Attendance	1,090	1,376	1,158	600
Tutoring	0	88	108	NA
No. of Meeting Room Uses by Outside Group	0	5	7	15
Patron Savings	\$88,654	191,831	181,495	\$156,578.29

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday, June 1, 2020 at 6:30 pm
Meeting held via Zoom
[Live Participation Link](https://us02web.zoom.us/j/87149541398)
(<https://us02web.zoom.us/j/87149541398>)

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

II. Approval of the Agenda

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

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

MOTION PASSED UNANIMOUSLY.

<u>Board Members Present:</u>	Lisa Mart, Angie Conley, Sara Olson, Rod Bergren
<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 Rod Bergren to approve Meeting Agenda.

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

MOTION PASSED UNANIMOUSLY.

1. Approve the [May 2020 Board Minutes](#) and [May 2020 Special Meeting Minutes](#)

IV. Communication from the Public - None

V. [Director's report](#)

Library Statistics:

- Circulation and library usage.
 - May 2020 circulation decreased by 1,682 checkouts compared to May 2019 (approximately 42%).
 - The library was completely closed to the public during the month of May due to the COVID-19 event.
 - No Adventure Passes were used.
 - Library Patrons saved \$28,151 in May by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).

What's New:

- We launched our Beanstack summer reading program on May 21. We have 130 individuals signed up as of 4:30 pm today.

- We have added Chair Yoga via Zoom to our weekly programming beginning June 9.
- We are sponsoring a community scavenger hunt June 8-12. Book covers will be hung in the windows of participating businesses and participants can get the list from the library (outside, website, Facebook) starting June 8. When they turn in a completed list, they will get a small prize.
- We had several adult summer reading presenters cancel, but we are still offering 4 online programs for adults. We may add a murder mystery party via Zoom.
- All of our youth summer reading performers agreed to provide Zoom presentations or pre-recorded video presentations for us to present online.
- The library has spent nearly \$5,000 in COVID-19 related expenses since March 16.
 - Approximately \$2700 in cleaning supplies, touch-free dispensers for soap and sanitizer, and PPE.
 - Approximately \$650 in Chromebooks and equipment
 - Approximately \$1500 in extra expenses for summer reading program prizes.
- Extra tasks we have accomplished this month while the library has been closed to the public
 - Added Niche Academy tutorials to the website which has been well-received by patrons
 - Created an online appointment process for scheduling library visits
 - Continue to change spine labels for adult series to indicate series & order.
 - Cataloged levels 1-5 of ABC books by color of tub to make them easier for patrons to find. Board books are next!
 - Cataloged easy nonfiction to identify which “neighborhood” they are in to make them easier for patrons to find. (Things that Go, Manners, etc)
 - Added booklists to our online catalog to support North Polk AP English & Literature and DMACC English & Literature courses.
 - Inventory
 - Preparing and distributing craft kits to Pre-K and K-5 age groups each week.
 - Creating Facebook videos on science projects, cake pan promotions, and making masks out of tshirt sleeves
 - Updating website pages and links
- [May 2020 Stats](#)

VI. Liaison report – Jeff Walters

1. City is working on asphalt project
2. City Parks opened today with no restrooms/drinking fountains until further notice
 - a. Army Corps owns the soccer/baseball park on Bridge Road and is not currently open
3. Final readings from trash collection & irrigation water rates

VII. Board Education: Table until next meeting

VIII. Agenda Items

1. Election of officers for FY21 – motion to approve sara then rod
 - a. Lisa Mart, President
 - b. Angela Conley, Secretary

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to elect Lisa Mart as President and Angela Conley as Secretary.

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

MOTION PASSED UNANYMOSLY.
2. Review [Electronic Access Policy](#)

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve Electronic Access Policy with changes submitted.

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

MOTION PASSED UNANIMOUSLY.

3. Review [Patron Behavior Policy](#) – policy reviewed; no changes needed

4. Discuss dates for opening library

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to move into the next phase of reopening Polk City Community Library on/around July 6, and to allow Director Noack authority to adjust this date with City guidance.

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

MOTION PASSED UNANIMOUSLY.

5. Approve staff salary increases for FY21 – will table at this time; no discussion other than to discuss annual review for Director Noack.

IX. Adjourn – Meeting adjourned at 7:07pm.

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

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

MOTION PASSED UNANIMOUSLY.

Next Meeting July 6, 2020 at 6:30 PM

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

Library Director's Report

July 2020

Library Statistics:

- Circulation and library usage.
 - June 2020 circulation decreased by 4,205 checkouts compared to June 2019 (approximately 65%). It was a slight increase (38 circulations) from May 2020.
 - The library was completely closed to the public during the month of June due to the COVID-19 event.
 - Two Blank Park Zoo Adventure Passes were used.
 - Library Patrons saved \$28,701 in June by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- [Quarterly Statistics](#)
 - Due to COVID-19, circulation was down by 6,578 compared to FY19 4th Quarter
- [FY20 Statistics](#)
 - Due to COVID-19, circulation was down by 4,358. Prior to COVID-19, we were on track to have increased circulation for FY20.

What's New:

- The library opened by appointment today.
- We launched our Beanstack summer reading program on May 21. We have 323 individuals signed up as of 4:30 pm today.
- We have added Chair Yoga via Zoom to our weekly programming beginning June 9.
- 26 individuals completed our community scavenger hunt June 8-12.
- Although general community involvement is low for our online youth programs, the three daycares in town are participating and are very grateful that we are providing them activities and materials to do activities with their kids.
- Jamie Noack will be using vacation days July 15-21.
- The city has introduced the WENS messaging system. The library is transitioning to using this notification platform and will cease using REMIND on September 1.
- Extra tasks we have accomplished this month while the library has been closed to the public
 - In preparation for opening:
 - i. Put away all toys
 - ii. Moved all seating furniture out of the area
 - iii. Determined traffic patterns for entering/exiting the library
 - iv. Rearranged furniture and created book displays to encourage quick selection of materials
 - v. Created signage encouraging patrons to wear masks and exercise social distancing protocols
 - vi. Determined cleaning and sanitation procedures for books and touch points when the library reopens
 - vii. Extra cleaning
 - Cataloged board books by color of tub to make them easier for patrons to find.
 - Continued to catalog easy nonfiction to identify which "neighborhood" they are in to make them easier for patrons to find. (Things that Go, Manners, etc)
 - Inventory
 - Preparing and distributing craft kits to Pre-K and K-5 age groups each week.



City of Polk City, Iowa

City Council Agenda Communication

Date: July 13, 2020 City Council Meeting
To: Mayor & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates**

1. North Polk United Soccer Club Fall Field Usage Request Approval
 - August 5th – November 15th
 - Games begin September 12th

2. National Parks and Recreation Month (July) Programming
 - Photo uploads via Facebook. What does “Parks & Rec” mean to you?
 - Parks Photo Scavenger Hunt, July 20-24th.
 - WILL NOT proceed with a community movie in the park with COVID-19 cases rising.

Polk City Water Department

Monthly Report

Month June

Year 2020

Total Water Pumped 28,337,240 Gallons
Monthly Daily Avg 944,574 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 .6 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 .76 mg/l Polk City Lab.
Fluoride in System- Monthly Average .80 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average 1.18 mg/l Polk City Lab.**
Chlorine Total at plant- Monthly Average 2.70 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .72 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .85 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 6.13 mg/l Polk City Lab.**
Iron Finish Water- Monthly Average .05 mg/l Polk City Lab.
Iron System Water- Monthly Average .03 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 .30 mg/l Polk City Lab.**
Manganese Finish Water- Monthly Average .20 mg/l Polk City Lab.
Manganese System Water- Monthly Average .14 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 8.1 mg/l Polk City Lab.**
pH Finish Water-Monthly Average 8.0 mg/l Polk City Lab.
pH System Water- Monthly Average 8.2 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 _____

Outdoor Seating

Papas Pizzeria and Fenders Brewing would like to work together and put outside seating in front of the building for customers to enjoy. We are currently not offering indoor seating but are getting pushback from customers and would like to add this option to appease them and take the safest option with Covid 19. Des Moines and West Des Moines have offered this option and we hope you will let us do it also.

We would like the time frame to be July 14th until Nov 1st 11AM until 9PM. We will put garbage cans out and clean up the area. Sanitize the area as needed. We will rope it in and keep the sidewalk open.

Seating will be in the parking spots and the beer garden of Fenders. Fenders already has their outdoor license to sell beer and the process has been started with Papas. The city should be getting confirmation from Iowa Alcohol Division and our dram shop insurance any day.

All food and drinks would be bought at our establishments as to go and put in the appropriate non-breakable and disposable use containers.

Thank you for your consideration in this matter and if I can help in any way please contact me.

Applicant License Application (BW0095101)

Name of Applicant: <u>MAXIMUM PIZZA, LLC</u>		
Name of Business (DBA): <u>Papas Pizzeria</u>		
Address of Premises: <u>214 W Van Dorn St</u>		
City <u>Polk City</u>	County: <u>Polk</u>	Zip: <u>50226</u>
Business	<u>(515) 984-6361</u>	
Mailing	<u>805 SE 14th St</u>	
City <u>Grimes</u>	State <u>IA</u>	Zip: <u>50111</u>

Contact Person

Name <u>Shawn Comer</u>	
Phone: <u>(515) 250-3119</u>	Email <u>shawn@papas-pizzeria.com</u>

Classification Special Class C Liquor License (BW) (Beer/Wine)

Term: 12 months

Effective Date: 05/28/2020

Expiration Date: 05/27/2021

Privileges:

Outdoor Service

Special Class C Liquor License (BW) (Beer/Wine)

Status of Business

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

Ownership

Shawn Comer

First Name: Shawn

Last Name: Comer

City:

State: Iowa

Zip: 50111

Position: owner

% of Ownership: 50.00%

U.S. Citizen: Yes

Sandi Comer

First Name: Sandi

Last Name: Comer

City:

State: Iowa

Zip: 50111

Position: owner

% of Ownership: 50.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Grinnell Mutual</u>
--

Policy Effective Date:

Policy Expiration

Bond Effective

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) July / 1st / 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 POLK CITY LIQUOR  
Physical Location Address 201 N 3RD STREET#A City Polk City ZIP 50226
Mailing Address 201 N 3RD STREET#A City Polk City State IA ZIP 50226-138
Business Phone Number _____

Legal Ownership Information:

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

Retail Information:

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

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

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

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

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

Name (please print) Renuka Adhikari Name (please print) _____
Signature  Signature _____
Date 07/01/2020 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

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: July 13, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Resolution approving the Loan agreement for the sale of General Obligation bonds for Street Improvement project

BACKGROUND: On Monday, the City Council will consider a resolution authorizing approval of a loan agreement for the issuance of General Obligation bonds (2020) for the street project recently completed. The resolution will authorize the County Auditor to require a levy of taxes to pay both principal and interest on the bonds, unless the City determines another source of revenue to pay for the outstanding debt certified in the annual budget.

ALTERNATIVES: Do not approve the resolution

FINANCIAL CONSIDERATIONS: The City has authorized the borrowing of \$1,750,000 for the street repair project recently completed. This was discussed during the annual budget process and has been incorporated into the City's proposed CIP.

RECOMMENDATION: It is my recommendation that the Council approve the resolution authorizing the loan and the issuance of General obligation bonds.



MINUTES TO AUTHORIZE ISSUANCE OF BONDS

511493-2

Polk City, Iowa

July 13, 2020

The City Council of the City of Polk City, Iowa, met on July 13, 2020, at 6 o'clock p.m., in Polk City, Iowa.

The City Council met electronically via ZOOM which was accessible at the following:

515-329-8019 participant code 593054

The City Council is conducting 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 meeting was called to order by the Mayor, and the roll was called showing the following Council Members present and absent:

Present: _____

Absent: _____.

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

Ayes: _____

Nays: _____.

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

••••

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

Mayor

Attest:

City Clerk

RESOLUTION NO. 2020-79

Resolution providing for the issuance of General Obligation Street Improvement Bonds, Series 2020, and providing for the levy of taxes to pay the same

WHEREAS, the City of Polk City (the “City”), in Polk County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a General Obligation Street Improvement Loan Agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$2,600,000 for the purpose of paying the costs, to that extent, of constructing street and incidental sanitary sewer, water system and storm water drainage improvements; and acquiring and installing street lighting, signage and signalization, and has published notice of the proposed action and has held a hearing thereon on March 9, 2020; and

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared to facilitate the sale of \$1,750,000 General Obligation Street Improvement Bonds, Series 2020 (the “Bonds”) to be issued in evidence of the obligation of the City under the Loan Agreement, and the City Council has made provision for the approval of the P.O.S. and has authorized its use by PFM Financial Advisors LLC, as municipal financial advisor (the “Financial Advisor”) to the City and has otherwise made provision for the sale of the Bonds; and

WHEREAS, pursuant to advertisement of sale, bids for the purchase of the Bonds to be issued in evidence of the City’s obligation under the Loan Agreement were received and canvassed on behalf of the City and the substance of such bids noted in the minutes; and

WHEREAS, upon final consideration and advice from the Financial Advisor, the bid of UMB Bank, n.a., Kansas City, Missouri (the “Purchaser”), was determined to be the best, and the City has determined to enter into the Loan Agreement with the Purchaser; and

WHEREAS, it is now necessary to make final provision for the approval of the Loan Agreement and to authorize the issuance of the Bonds;

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

Section 1. The form of agreement of sale of the Bonds with the Purchaser is hereby approved, and the Mayor and City Clerk are hereby authorized to accept and execute the same for and on behalf of the City.

Section 2. The City shall enter into the Loan Agreement with the Purchaser in substantially the form as has been placed on file with the City Council, providing for a loan to the City in the principal amount of \$1,750,000 for the purposes set forth in the preamble hereof.

The Mayor and City Clerk are hereby authorized and directed to sign the Loan Agreement on behalf of the City, and the Loan Agreement is hereby approved.

Section 3. The bid of the Purchaser referred to in the preamble hereof is hereby accepted, and the Bonds, in the aggregate principal amount of \$1,750,000, are hereby authorized

to be issued in evidence of the City's obligations under the Loan Agreement. The Bonds shall be dated July 28, 2020, shall be issued in the denomination of \$5,000 each or any integral multiple thereof and shall mature on June 1 in each of the years, in the respective principal amounts, and bearing interest at the respective rates as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>
2021	\$160,000	2.00%	2026	\$165,000	2.00%
2022	\$265,000	2.00%	2027	\$165,000	2.00%
2023	\$155,000	2.00%	2028	\$170,000	2.00%
2024	\$160,000	2.00%	2029	\$175,000	2.00%
2025	\$160,000	2.00%	2030	\$175,000	2.00%

Section 4. UMB BANK, n.a., West Des Moines, Iowa, is hereby designated as the Registrar and Paying Agent for the Bonds and may be hereinafter referred to as the "Registrar" or the "Paying Agent." The City shall enter into an agreement (the "Registrar/Paying Agent Agreement") with the Registrar, in substantially the form as has been placed on file with the Council; the Mayor and City Clerk are hereby authorized and directed to sign the Registrar/Paying Agent Agreement on behalf of the City; and the Registrar/Paying Agent Agreement is hereby approved.

The City reserves the right to optionally prepay part or all of the principal of the Bonds maturing in the years 2029 and 2030, inclusive, prior to and in any order of maturity on June 1, 2028, or on any date thereafter upon terms of par and accrued interest. If less than all of the Bonds of any like maturity are to be redeemed, the particular part of those Bonds to be redeemed shall be selected by the Registrar by lot. The Bonds may be called in part in one or more units of \$5,000.

If less than the entire principal amount of any Bond in a denomination of more than \$5,000 is to be redeemed, the Registrar will issue and deliver to the registered owner thereof, upon surrender of such original Bond, a new Bond or Bonds, in any authorized denomination, in a total aggregate principal amount equal to the unredeemed balance of the original Bond. Notice of such redemption as aforesaid identifying the Bond or Bonds (or portion thereof) to be redeemed shall be sent by electronic means or by certified mail to the registered owners thereof at the addresses shown on the City's registration books not less than 30 days prior to such redemption date. All of such Bonds as to which the City reserves and exercises the right of redemption and as to which notice as aforesaid shall have been given and for the redemption of which funds are duly provided, shall cease to bear interest on the redemption date.

Accrued interest on the Bonds shall be payable semiannually on the first day of June and December in each year, commencing December 1, 2020. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months. Payment of interest on the Bonds shall be made to the registered owners appearing on the registration books of the City at the close of business on the fifteenth day of the month next preceding the interest payment date and shall be paid to the registered owners at the addresses shown on such registration books. Principal of the Bonds shall be payable in lawful money of the United States of America to the registered owners

or their legal representatives upon presentation and surrender of the Bond or Bonds at the office of the Paying Agent.

The Bonds shall be executed on behalf of the City with the official manual or facsimile signature of the Mayor and attested with the official manual or facsimile signature of the City Clerk, and shall be fully registered Bonds without interest coupons. In case any officer whose signature or the facsimile of whose signature appears on the Bonds shall cease to be such officer before the delivery of the Bonds, such signature or such facsimile signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

The Bonds shall not be valid or become obligatory for any purpose until the Certificate of Authentication thereon shall have been signed by the Registrar.

The Bonds shall be fully registered as to principal and interest in the names of the owners on the registration books of the City kept by the Registrar, and after such registration, payment of the principal thereof and interest thereon shall be made only to the registered owners or their legal representatives or assigns. Each Bond shall be transferable only upon the registration books of the City upon presentation to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or the assignment form thereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The record and identity of the owners of the Bonds shall be kept confidential as provided by Section 22.7 of the Code of Iowa.

Section 5. Notwithstanding anything above to the contrary, the Bonds shall be issued initially as Depository Bonds, with one fully registered Bond for each maturity date, in principal amounts equal to the amount of principal maturing on each such date, and registered in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York (“DTC”). On original issue, the Bonds shall be deposited with DTC for the purpose of maintaining a book-entry system for recording the ownership interests of its participants and the transfer of those interests among its participants (the “Participants”). In the event that DTC determines not to continue to act as securities depository for the Bonds or the City determines not to continue the book-entry system for recording ownership interests in the Bonds with DTC, the City will discontinue the book-entry system with DTC. If the City does not select another qualified securities depository to replace DTC (or a successor depository) in order to continue a book-entry system, the City will register and deliver replacement Bonds in the form of fully registered certificates, in authorized denominations of \$5,000 or integral multiples of \$5,000, in accordance with instructions from Cede & Co., as nominee for DTC. In the event that the City identifies a qualified securities depository to replace DTC, the City will register and deliver replacement Bonds, fully registered in the name of such depository, or its nominee, in the denominations as set forth above, as reduced from time to time prior to maturity in connection with redemptions or retirements by call or payment, and in such event, such depository will then maintain the book-entry system for recording ownership interests in the Bonds.

Ownership interests in the Bonds may be purchased by or through Participants. Such Participants and the persons for whom they acquire interests in the Bonds as nominees will not receive certificated Bonds, but each such Participant will receive a credit balance in the records of DTC in the amount of such Participant's interest in the Bonds, which will be confirmed in accordance with DTC's standard procedures. Each such person for which a Participant has an interest in the Bonds, as nominee, may desire to make arrangements with such Participant to have all notices of redemption or other communications of the City to DTC, which may affect such person, forwarded in writing by such Participant and to have notification made of all interest payments.

The City will have no responsibility or obligation to such Participants or the persons for whom they act as nominees with respect to payment to or providing of notice for such Participants or the persons for whom they act as nominees.

As used herein, the term "Beneficial Owner" shall hereinafter be deemed to include the person for whom the Participant acquires an interest in the Bonds.

DTC will receive payments from the City, to be remitted by DTC to the Participants for subsequent disbursement to the Beneficial Owners. The ownership interest of each Beneficial Owner in the Bonds will be recorded on the records of the Participants whose ownership interest will be recorded on a computerized book-entry system kept by DTC.

When reference is made to any action which is required or permitted to be taken by the Beneficial Owners, such reference shall only relate to those permitted to act (by statute, regulation or otherwise) on behalf of such Beneficial Owners for such purposes. When notices are given, they shall be sent by the City to DTC, and DTC shall forward (or cause to be forwarded) the notices to the Participants so that the Participants can forward the same to the Beneficial Owners.

Beneficial Owners will receive written confirmations of their purchases from the Participants acting on behalf of the Beneficial Owners detailing the terms of the Bonds acquired. Transfers of ownership interests in the Bonds will be accomplished by book entries made by DTC and the Participants who act on behalf of the Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interest in the Bonds, except as specifically provided herein. Interest and principal will be paid when due by the City to DTC, then paid by DTC to the Participants and thereafter paid by the Participants to the Beneficial Owners.

Section 6. The Bonds shall be in substantially the following form:

(Form of Bond)

**UNITED STATES OF AMERICA
STATE OF IOWA POLK COUNTY
CITY OF POLK CITY**

GENERAL OBLIGATION STREET IMPROVEMENT BOND, SERIES 2020

No. _____			\$ _____
RATE	MATURITY DATE	BOND DATE	CUSIP
_____%	June 1, _____	July 28, 2020	73111H

The City of Polk City (the “City”), in Polk County, State of Iowa, for value received, promises to pay on the maturity date of this Bond to

Cede & Co.
New York, New York

or registered assigns, the principal sum of

THOUSAND DOLLARS

in lawful money of the United States of America upon presentation and surrender of this Bond at the office of UMB BANK, n.a., West Des Moines, Iowa (hereinafter referred to as the “Registrar” or the “Paying Agent”), with interest on said sum, until paid, at the rate per annum specified above from the date of this Bond, or from the most recent interest payment date on which interest has been paid, on June 1 and December 1 of each year, commencing December 1, 2020, except as the provisions hereinafter set forth with respect to redemption prior to maturity may be or become applicable hereto. Interest on this Bond is payable to the registered owner appearing on the registration books of the City at the close of business on the fifteenth day of the month next preceding the interest payment date, and shall be paid to the registered owner at the address shown on such registration books. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

This Bond shall not be valid or become obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Registrar.

This Bond is one of a series of General Obligation Street Improvement Bonds, Series 2020 (the “Bonds”) issued by the City to evidence its obligation under a certain loan agreement, dated as of July 28, 2020 (the “Loan Agreement”), entered into by the City for the purpose of paying the cost, to that extent, of constructing street and incidental sanitary sewer, water system and storm water drainage improvements; and acquiring and installing street lighting, signage and signalization.

The Bonds are issued pursuant to and in strict compliance with the provisions of Chapters 76 and 384 of the Code of Iowa, 2019, and all other laws amendatory thereof and supplemental thereto, and in conformity with a resolution of the City Council, adopted on July 13, 2020, authorizing and approving the Loan Agreement and providing for the issuance and securing the payment of the Bonds (the “Resolution”), and reference is hereby made to the Resolution and the Loan Agreement for a more complete statement as to the source of payment of the Bonds and the rights of the owners of the Bonds.

The City reserves the right to optionally prepay part or all of the principal of the Bonds maturing in the years 2029 and 2030, inclusive, prior to and in any order of maturity on June 1, 2028, or on any date thereafter upon terms of par and accrued interest. If less than all of the Bonds of any like maturity are to be redeemed, the particular part of those Bonds to be redeemed shall be selected by the Registrar by lot. The Bonds may be called in part in one or more units of \$5,000.

If less than the entire principal amount of any Bond in a denomination of more than \$5,000 is to be redeemed, the Registrar will issue and deliver to the registered owner thereof, upon surrender of such original Bond, a new Bond or Bonds, in any authorized denomination, in a total aggregate principal amount equal to the unredeemed balance of the original Bond. Notice of such redemption as aforesaid identifying the Bond or Bonds (or portion thereof) to be redeemed shall be sent by electronic means or by certified mail to the registered owners thereof at the addresses shown on the City’s registration books not less than 30 days prior to such redemption date. All of such Bonds as to which the City reserves and exercises the right of redemption and as to which notice as aforesaid shall have been given and for the redemption of which funds are duly provided, shall cease to bear interest on the redemption date.

This Bond is fully negotiable but shall be fully registered as to both principal and interest in the name of the owner on the books of the City in the office of the Registrar, after which no transfer shall be valid unless made on said books and then only upon presentation of this Bond to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or the assignment form hereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The City, the Registrar and the Paying Agent may deem and treat the registered owner hereof as the absolute owner for the purpose of receiving payment of or on account of principal hereof, premium, if any, and interest due hereon and for all other purposes, and the City, the Registrar and the Paying Agent shall not be affected by any notice to the contrary.

And It Is Hereby Certified and Recited that all acts, conditions and things required by the laws and Constitution of the State of Iowa, to exist, to be had, to be done or to be performed precedent to and in the issue of this Bond were and have been properly existent, had, done and performed in regular and due form and time; that provision has been made for the levy of a sufficient continuing annual tax on all the taxable property within the City for the payment of the principal of and interest on this Bond as the same will respectively become due; and that the total indebtedness of the City, including this Bond, does not exceed any constitutional or statutory limitations.

ASSIGNMENT

For valuable consideration, receipt of which is hereby acknowledged, the undersigned assigns this Bond to

(Please print or type name and address of Assignee)

PLEASE INSERT SOCIAL SECURITY OR OTHER
IDENTIFYING NUMBER OF ASSIGNEE

and does hereby irrevocably appoint _____, Attorney, to transfer this Bond on the books kept for registration thereof with full power of substitution.

Dated: _____

Signature guaranteed:

(Signature guarantee must be provided in accordance with the prevailing standards and procedures of the Registrar and Transfer Agent. Such standards and procedures may require signatures to be guaranteed by certain eligible guarantor institutions that participate in a recognized signature guarantee program.)

NOTICE: The signature to this Assignment must correspond with the name of the registered owner as it appears on this Bond in every particular, without alteration or enlargement or any change whatever.

Section 7. The Bonds shall be executed as herein provided as soon after the adoption of this resolution as may be possible, and thereupon they shall be delivered to the Registrar for registration, authentication and delivery to or on behalf of the Purchaser, upon receipt of the loan proceeds including original issue premium (the “Loan Proceeds”), and all action heretofore taken in connection with the Loan Agreement is hereby ratified and confirmed in all respects.

A portion of the Loan Proceeds (\$9,312.50) shall be retained by the Purchaser as the underwriter’s discount.

A portion of the Loan Proceeds (\$1,796,511.85) (the “Project Proceeds) received from the sale of the Bonds, shall be deposited in a dedicated fund (the “Project Fund”), which is hereby created, to be used for the payment of costs of the Projects and to the extent that Project Proceeds remain after the full payment of the costs of the Projects, such Proceeds, shall be transferred to the Debt Service Fund for the payment of interest on the Bonds.

The remainder of the Loan Proceeds (\$42,500) (the “Cost of Issuance Proceeds”), received from the sale of the Bonds shall be deposited in the Project Fund, and shall be used for the payment of costs of issuance of the Bonds, and to the extent that Cost of Issuance Proceeds remain after the full payment of the costs of issuance of the Bonds, such Cost of Issuance Proceeds shall be transferred to the Debt Service Fund for the payment of interest on the Bonds.

The City shall keep a detailed and segregated accounting of the expenditure of, and investment earnings on, the Loan Proceeds to ensure compliance with the requirements of the Internal Revenue Code, as hereinafter defined.

Section 8. For the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the principal of and interest on the Bonds as the same become due, there is hereby ordered levied on all the taxable property in the City the following direct annual tax for collection in each of the following fiscal years:

For collection in the fiscal year beginning July 1, 2021,
sufficient to produce the net annual sum of \$296,800;

For collection in the fiscal year beginning July 1, 2022,
sufficient to produce the net annual sum of \$181,500;

For collection in the fiscal year beginning July 1, 2023,
sufficient to produce the net annual sum of \$183,400;

For collection in the fiscal year beginning July 1, 2024,
sufficient to produce the net annual sum of \$180,200;

For collection in the fiscal year beginning July 1, 2025,
sufficient to produce the net annual sum of \$182,000;

For collection in the fiscal year beginning July 1, 2026,
sufficient to produce the net annual sum of \$178,700;

For collection in the fiscal year beginning July 1, 2027, sufficient to produce the net annual sum of \$180,400;

For collection in the fiscal year beginning July 1, 2028, sufficient to produce the net annual sum of \$182,000; and

For collection in the fiscal year beginning July 1, 2029, sufficient to produce the net annual sum of \$178,500.

(Such taxes being supplemental and additional to taxes previously authorized by the City for this purpose for collection in the fiscal year beginning July 1, 2020).

Section 9. A certified copy of this resolution shall be filed with the County Auditor of Polk County, and the County Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever.

Pursuant to the provisions of Section 76.4 of the Code of Iowa, each year while the Bonds remain outstanding and unpaid, any funds of the City which may lawfully be applied for such purpose may be appropriated, budgeted and, if received, used for the payment of the principal of and interest on the Bonds as the same become due, and if so appropriated, the taxes for any given fiscal year as provided for in Section 8 of this Resolution, shall be reduced by the amount of such alternate funds as have been appropriated for said purpose and evidenced in the City's budget.

Section 10. The interest or principal and both of them falling due in any year or years shall, if necessary, be paid promptly from current funds on hand in advance of taxes levied and when the taxes shall have been collected, reimbursement shall be made to such current funds in the sum thus advanced.

Section 11. It is the intention of the City that interest on the Bonds be and remain excluded from gross income for federal income tax purposes pursuant to the appropriate provisions of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations in effect with respect thereto (all of the foregoing herein referred to as the "Internal Revenue Code"). In furtherance thereof, the City covenants to comply with the provisions of the Internal Revenue Code as they may from time to time be in effect or amended and further covenants to comply with the applicable future laws, regulations, published rulings and court decisions as may be necessary to insure that the interest on the Bonds will remain excluded from gross income for federal income tax purposes. Any and all of the officers of the City are hereby authorized and directed to take any and all actions as may be necessary to comply with the covenants herein contained.

The City hereby designates the Bonds as "Qualified Tax Exempt Obligations" as that term is used in Section 265(b)(3)(B) of the Internal Revenue Code.

Section 12. The Securities and Exchange Commission (the “SEC”) has promulgated certain amendments to Rule 15c2-12 under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12) (the “Rule”) that make it unlawful for an underwriter to participate in the primary offering of municipal securities in a principal amount of \$1,000,000 or more unless, before submitting a bid or entering into a purchase contract for the bonds, an underwriter has reasonably determined that the issuer or an obligated person has undertaken in writing for the benefit of the bondholders to provide certain disclosure information to prescribed information repositories on a continuing basis or unless and to the extent the offering is exempt from the requirements of the Rule.

On the date of issuance and delivery of the Bonds, the City will execute and deliver a Continuing Disclosure Certificate pursuant to which the City will undertake to comply with the Rule. The City covenants and agrees that it will comply with and carry out the provisions of the Continuing Disclosure Certificate. Any and all of the officers of the City are hereby authorized and directed to take any and all actions as may be necessary to comply with the Rule and the Continuing Disclosure Certificate.

Section 13. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 14. This resolution shall be in full force and effect immediately upon its approval and adoption, as provided by law.

Passed and approved July 13, 2020.

Mayor

Attest:

City Clerk

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 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) with the stipulation that a 50 feet wide buffer easement with Type "C" screening would be required on the northeast portion of the C-2 area, adjacent to Lots 1 and 2 of White Pine Prairie Plat 1, and must be installed with the initial phase of development of any portion of the C-2 commercial property.

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:

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

Jenny Gibbons, City Clerk



Date June 30, 2020

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

INVOICE SUMMARY - MAY SERVICES

Services from May 1, 2020 through May 31, 2020

GENERAL ENGINEERING

<u>2020 General Engineering</u>	119.0001	\$ 3,152.00
<i>Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i>		
<u>Building and Development issues:</u>	119.0001	\$ 2,561.00
<i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including zoning and PUD issues, site development, subdivisions, floodplain regulations, and building permits.</i>		
<u>Water Dept:</u>	119.0001	\$ 417.75
<i>Coordination with staff and developers re: fencing and access to W. Bridge Road lift station, maintenance bond expiration.</i>		
<u>Sanitary Sewer Dept:</u>	119.0001	\$ 394.00
<i>Coordination with staff and developers re: private well for greenhouse, NW Hugg Drive water main extension, maintenance bond expiration, and budaetina for DMWW capacity purchase.</i>		
<u>Miscellaneous Projects:</u>	119.0001	\$ 4,912.50
<i>Projects include E. Broadway trail and cost opinion, GIS training, begin drafting new Grade Ordinance, detention pond maintenance responsibilities, Timberline ditch improvements by owners, and miscellaneous projects.</i>		

SUBTOTAL \$ 11,437.25

CAPITAL IMPROVEMENT PROJECTS

SUBTOTAL \$ -

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Big Creek Technology Campus Plat 4: SWMP	120.0437	\$ 106.00
Big Creek Valley Plat 2: Construction Observation	120.0340	\$ 1,541.35
Creekview Estates Plat 1: Construction Drawings	119.0842	\$ 9,137.00
Deer Haven Plat 3: Construction Observation; Final Plat	116.1046	\$ 3,000.00
Kwik Star: Site Plan, Prelim Plat, Final Plat, Const Dwgs, TIS	119.0816	\$ 5,215.75
Lakeside Fellowship: Site Plan for fence & outdoor storage	120.0158	\$ 100.00
Twelve Oaks Plat 3: Construction Observation	115.0170	\$ 1,236.25
Zunkel Estates Acres Plat 1: Preliminary Plat and Final Plat	115.0170	\$ 1,200.00

SUBTOTAL \$ 21,536.35

TOTAL \$ 32,973.60