

Agenda

Notice of Meeting

Polk City | City Council

July 27, 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 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.

5. Consent Items

- a. City Council Meeting Minutes for July 13, 2020
- b. City Council Work Session Meeting Minutes for July 13, 2020
- c. Receive and file the July 20, 2020 P&Z Commission Meeting Minutes
- d. Claims listing July 27, 2020
- e. June 2020 Finance Report
- f. Receive and file the Library Board approved Resolution 2020-04L updating and confirming the salaries for the Library Staff
- g. Receive and file the June 2020 Police Department Report
- h. Approve corrected pay rate for Firefighter/EMT Matt Fitch, 18.13 Hourly rate/15.84 POC rate effective July 1, 2020
- i. Approve twelve-month Tobacco Permit for Tournament Club of Iowa (TCI) effective July 1, 2020
- j. Resolution 2020-80 setting public hearing for August 10, 2020 at 6pm for petition to rezone 206 E Broadway from C-1 and R-2 to PUD
- k. Facility Needs Assessment RFP
- l. Resolution 2020-82 approving PA 39 Open Record Request Policy
- m. Resolution 2020-83 setting a second Public Hearing for August 10, 2020 at 6pm for regarding CDBG Funded project for the Comet Cupboard Food Bank
- n. Receive and file the June 2020 Fire Department Report

6. Business Items

- a. Resolution 2020-84 approving Lakeside Fellowship Church Site Plan Amendment
- b. Resolution 2020-85 approving PA 40 Mask Policy
- c. Approve invoice in the amount of \$29,478.90 for Snyder & Associates June 2020 services

7. Reports & Particulars

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

8. Adjournment

--next meeting date August 10, 2020

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., July 13, 2020
City Hall – VIA ZOOM

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on July 13, 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 (6:01pm), Anderson, Sarchet | In attendance via zoom
3. **Approval of Agenda**
MOTION: A motion was made by Anderson and seconded by Walters to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearings**
 - a. CDBG Funded Project for the Comet Cupboard Food Bank
 - i. Mayor Morse opened the Public Hearing at 6:01 p.m. on the proposed CDBG Funded Project for the Comet Cupboard Food Bank. City Clerk, Jenny Gibbons, said the notice was published July 3, 2020 and no comments had been received for or against the proposal. City Manager Huisman reviewed the following requirements for the public hearing: 1) The need for the CDBG Project because food insecurity is at a high at the local level and the need for donations continues to grow during the COVID pandemic as the cupboard supplies 7-10 bags of groceries daily consisting of \$25 worth of food and a \$10 Fareway gift certificate to those in need. 2) The CDBG Project will fund the activities of the Comet Cupboard foodbank and the CDBG funds will get the cupboard funded to continue beyond local donations; funding must be spent by June 2021. 3) Polk City will receive \$30,988 in funds for this project and 4) an estimate of 75-100% of the assistance will benefit low to moderate income households. 5) Huisman identified the Methodist Church at 1421 W Broadway as the location of project activities and confirmed 6) no relocation has taken place due to COVID-19. 7) Huisman said she would be the contact for anyone with concerns or complaints regarding this project, Chelsea Huisman, chuisman@polkcityia.gov, City Hall phone number 515-984-6233. 8) Huisman said the other program the City is currently offering is the City utility bill assistance program. The program is in place to help residents with their Polk City Utility bills that meet the LMI needs that started due to the pandemic. 9) No other planned activities at this time. No one was present on the phone to be heard for or against the proposed CDBG Funded Project.
MOTION: A motion was made by Sarchet and seconded by Dvorak to close the public hearing at 6:05 p.m.
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve 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
MOTION CARRIED UNANIMOUSLY
5. **Public Comments:** Dennis Kain, 704 W Van Dorn St., addressed Mayor and Council regarding consolidation of solid waste in Polk City.
6. **Consent Items**
MOTION: A motion was made by Sarchet and seconded by Anderson to approve the consent agenda 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

MOTION CARRIED UNANIMOUSLY

7. Business Items

- a. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve 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.

MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the third and final reading of Ordinance 2020-1100 rezoning 14.60 acres owned by Snetselaar and Lillskau to R2A

MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the third and final reading of Ordinance 2020-1200 rezoning 34.16 acres 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

- d. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Snyder & Associates May 2020 Services Invoice in the amount of \$32,979.60

YES: Anderson, Sarchet, Vogel, Dvorak

ABSTAIN: Walters

MOTION CARRIED

- e. Chelsea Huisman, City Manager engaged Mayor and Council in a conversation regarding in person meetings. After some discussion it was determined to continue using Zoom for meetings and Council will discuss again at the August 10, 2020 meeting to discuss further.

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

- Council Member Anderson said he is glad the City can offer fall clean up event.
- Council Member Sarchet said he is excited about Jason Thraen, Parks & Rec Director and the cool stuff he has planned for July Parks & Rec month. He said he spoke with Leslie from MWA and she expressed regret on the transition with container issues. He said he received a bill from ASI but with a phone call they will update based on future services direct with the City. Sarchet requested a discussion with Council regarding golf carts at a future meeting.
- Parks and Rec Director Thraen thanked Council Member Sarchet for the plug and encouraged everyone to like the Parks & Rec Facebook page and share it with others.
- Council Member Walters thanked staff for the work done so far on the CIP and would like Council to discuss adding a stormwater utility fee in the future. He said about 70 people signed into the Community Visioning Open House on Saturday and thought a lot of neat ideas came out of it and was good to hear feedback from the public.
- Council Member Vogel said she was excited to see the ideas that had come from the Community Visioning Open House. She thanked Steve Karsjen for his leadership and involvement. Vogel thanked staff for the CIP work and said she feels Mayor and Council are making good strides planning for the future and that she appreciates everyone's time and efforts.
- Council Member Dvorak asked about the availability of mulch and City Clerk Gibbons reported the brush pile had been chipped and mulch was currently available.
- Library Director Noack said the week of appointments at the library went pretty well, most people came in wearing masks and were in and out quickly, however with the unprecedented increase of COVID cases the Library would be considering rolling back services to curbside only.
- Mayor Morse said he attended former Firefighter Cory's grave side service and thanked Chief Mitchell for the use of the bell. Mayor said he saw a number of events in and around town but not a lot of social distancing, so encouraged the public to take precautions and help slow the spread.

9. **MOTION:** A motion was made by Walters and seconded by Vogel at 6:35 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 7:07 p.m.) No Action taken

11. Adjournment

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 7:07 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – July 27, 2020

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, July 13, 2020
City Hall Council Chambers – VIA ZOOM

A Council Work Session was held on July 13, 2020 at 5:00 p.m. via Zoom.

<p><u>Mayor and City Council Members Present:</u> Jason Morse Mayor Jeff Walters City Council Member Mandy Vogel City Council Member Ron Anderson City Council Member Robert Sarchet City Council Member</p> <p><u>Mayor and City Council Members Absent:</u> Dave Dvorak Pro Tem</p>	<p><u>Staff Members Present:</u> Chelsea Huisman City Manager Jenny Gibbons City Clerk Randy Franzen Public Works Supervisor Jeremy Siepker Police Chief Jim Mitchell Fire Chief Jamie Noack Library Director Jason Thraen Parks & Rec Director Kathleen Connor City Engineering Representative</p>
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Minutes

City Manager, Chelsea Huisman reviewed the updated project list in Polk City’s 5-year Capital Improvement Plan (CIP), it was determined a follow up work session would be needed to discuss the updated draft CIP and begin the next steps in formalizing the CIP. Follow up work session will be held August 10, 2020.

Adjournment – Meeting adjourned at 5:55 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, July 20, 2020

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on July 20, 2020 via ZOOM. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Chair Dietz called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel, Sires | In attendance via ZOOM
Bowersox | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Triplett and seconded by Vogel to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Audience** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Ohlfest and seconded by Hankins to approve the June 15, 2020 meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. **Lakeside Fellowship Church Site Plan Amendment**, Jason McIlravy representing Lakeside Fellowship Church reviewed the request for amending the Site Plan to include a fence and outdoor storage area.
MOTION: A motion was made by Hankins and seconded by Vogel to recommend Council approval of the Lakeside Fellowship Church Site Plan Amendment subject to the Engineering comments dated June 19, 2020 being satisfactorily addressed
YES: Vogel, Sires, Hankins, Triplett, Dietz
ABSTAIN: Ohlfest
MOTION CARRIED
7. **Creekview Estates Plat 1- Final Plat**, Josh Trygstad, Civil Design Advantage representing Creekview Estates reviewed the Final Plat and confirmed in agreement with engineering comments with the exception of the sewer easement/PUE conflicts but will work out the details. Kathleen Connor, City Engineering Representative said the PUE being set outside the limits of the sewer easement is typical practice.
MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend Council approval of the Final Plat for Creekview Estates Plat 1 subject to all engineering comments dated July 17, 2020 being satisfactorily addressed
MOTION CARRIED UNANIMOUSLY
8. **Twelve Oaks Plat 3 – Final Plat** Chris Thompson, Cooper Crawford and Associates representing Twelve Oaks reviewed the Final Plat. Kathleen Connor, City Engineering Representative confirmed all engineering comments have been addressed and legal documents are in process.
MOTION: A motion was made by Hankins and seconded by Vogel to recommend Council approval of the Final Plat for Twelve Oaks Plat 3 subject to all engineering comments dated July 15, 2020 being satisfactorily addressed
MOTION CARRIED UNANIMOUSLY

9. **206 E Broadway rezoning petition from C-1 and R-2 to PUD**, Kyle Hout, property owner reviewed the current zoning and why he believes it does not make a lot of sense for the area. He reviewed his request to rezone the area to PUD due to the requirement of needing more flexibility to conform these lots to the surrounding neighborhood and provide smaller more affordable homes. Kathleen Connor, City Engineering Representative confirmed the stipulation of 30 feet setbacks are set along the frontage on Broadway and Van Dorn but Summer Street will have 25 feet set back, all side yards will be setback 6 feet. Hankins questioned if each lot would have the required 2 car garage plus 2 off street parking spaces, Connor confirmed yes, no waiver had been requested. Hout said there is plenty of setback to accommodate the required garage and parking spaces. Dietz said it is a good idea because these types of homes will be beneficial for Polk City. Triplet said it is a welcomed change from all the old structures in the area. Vogel said it looks nice already. Hout said trees had to come down to clear the area, lots of overgrown weeds, but will make plans to plant at least one new tree per lot. Sires questioned the City's involvement should there be any contamination on the site and City Manager Huisman said she would follow up with the City Attorney.

MOTION: A motion was made by Hankins and seconded by Sires to recommend Council approval of the rezoning petition for 206 E Broadway from C-1 and R-2 to PUD subject to all engineering comments being satisfactorily addressed and the City Attorney assessing any need for environmental testing.

MOTION CARRIED UNANIMOUSLY

10. Reports & Particulars

- Council Member Anderson reported that Council has held several work sessions reviewing Staff's work on the City's Capital Improvement Plan (CIP). He said it has been a good process and is a big step to assess the City's needs, timelines, and financing options on how the City will proceed.
- Commission Member Hankins said the Community Visioning Committee had a good turn out at the Open House and plans have been sent to ISU for review.
- Sires questioned the need for paint striping along Parker Boulevard. City Manager Huisman said she would look into that.

11. Adjournment

MOTION: A motion was made by Triplett and seconded by Ohlfest to adjourn at 6:45 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, August 17, 2020

Attest:

Jenny Gibbons - City Clerk

CLAIMS REPORT

CITY OF POLK CITY	DATED	7/27/2020
VENDOR	REFERENCE	AMOUNT
440-PRAXAIR DISTR. INC.	OXYGEN	\$ 393.21
AMAZON BUSINESS	TENNIS NETS	\$ 761.31
AUREON TECHNOLOGY	MANAGED SERVICES - SAFEGUARD	\$ 3,129.75
BAKER & TAYLOR	BOOKS	\$ 126.55
Bound Tree Medical	MEDICAL SUPPLIES	\$ 3.36
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 28.81
DES MOINES AREA COMM.COLLEGE	CONT ED HOURS	\$ 45.00
FIRST BANK CARD	CITY CREDIT CARD	\$ 3,626.87
Gurnsey Electric Co	MODULAR WIRING INSTAL	\$ 375.88
IMAGE TREND	REPORT WRITING SOFTWARE	\$ 3,660.64
KELTEK	#23 COMPUTER REPAIR	\$ 530.00
MEDIACOM	INTERNET SERVICE	\$ 425.70
MEDIX OCCUPATIONAL HEALTH	ANNUAL PHYSICAL -FD PERSONNEL	\$ 603.50
MENARDS	MATERIALS	\$ 492.07
METRO WASTE AUTHORITY	CURB IT RECYCLING	\$ 5,988.78
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 6,113.85
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 882.15
PCC AMBULANCE BILLING	BILLING SERVICES	\$ 1,984.09
PITNEY BOWES	POSTAGE METER RENTAL	\$ 105.00
Protex	LIBRARY FIRE ALARM MONITORING	\$ 480.00
REGISTER MEDIA	NOTICE OF PUBLIC HEARING	\$ 53.06
STAPLES	SUPPLIES	\$ 567.30
Toyne Inc	PUMP TESTING 451 AND 458	\$ 1,602.96
UNITED HEALTHCARE	HEALTH INSURANCE	\$ 22,785.00
WEX	FUEL- FD/PD/PW	\$ 3,011.66
Accounts Payable Total		\$ 57,776.50
GENERAL		\$ 47,015.42
ROAD USE		\$ 833.84
WATER		\$ 5,496.92
SEWER		\$ 4,430.32
TOTAL FUNDS		\$ 57,776.50



POLK CITY - A City For All Seasons -

Monthly Finance Report June 2020

Prepared By: Jenny Gibbons

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	4,813,101.88	180,157.23	339,350.92	8,420.15-	4,645,488.04
110 ROAD USE	132,068.62	32,772.67	20,639.14	50.07	144,252.22
111 I-JOBS	.00	.00	.00	.00	.00
125 TIF	210,057.70	.00	167,483.33	.00	42,574.37
135 L.M.I	1,605,712.24	25,286.12	382.02	.00	1,630,616.34
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	4,326.25	.00	.00	.00	4,326.25
200 DEBT SERVICE	124,841.22-	.00	280,290.00	280,040.00	125,091.22-
301 CAPITAL IMPROVEMENTS	52,528.63	45,092.91	7,875.00	.00	89,746.54
302 CAPITAL WATER PROJECT	2,238,460.40	17,500.00	.00	.00	2,255,960.40
600 WATER	830,298.17	96,646.11	52,320.18	129.13	874,753.23
610 SEWER	742,790.17	113,705.27	19,694.37	129.20	836,930.27
670 SOLID WASTE/RECYCLING	.00	.00	.00	.00	.00
920 ESCROW	.00	.00	.00	.00	.00
Report Total	10,518,377.18	511,160.31	888,034.96	271,928.25	10,413,430.78

**BANK CASH REPORT
2020**

BANK FUND	BANK NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
Grinnell State Bank							
BANK 001	Grinnell State Bank						5,720,326.45
001	CHECKING - GENERAL	802,494.57	180,043.93	349,398.25	633,140.25	33,436.04	
110	CHECKING - ROAD USE	132,068.62	32,772.67	20,589.07	144,252.22	3,648.04	
111	CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
112	CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
125	CHECKING - TIF	210,057.70	0.00	167,483.33	42,574.37		
135	CHECKING - L.M.I.	886,669.38	25,286.12	382.02	911,573.48		
167	CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
177	CHECKING - FORFEITURE	4,326.25	0.00	0.00	4,326.25		
200	CHECKING - DEBT SERVICE	124,841.22-	600.00	850.00	125,091.22-		
301	CHECKING - CAPITAL PROJECT	52,528.63	45,092.91	7,875.00	89,746.54		
302	CHECKING - CAPITAL WATER PROJ	2,238,460.40	17,500.00	0.00	2,255,960.40		
600	CHECKING - WATER UTILITY	830,297.17	103,541.84	59,086.78	874,752.23	997.72	
610	CHECKING - SEWER UTILITY	742,789.17	114,765.57	20,625.47	836,929.27	730.34	
670	CHECKING-SOLID WASTE/RECYCLING	0.00	0.00	0.00	0.00		
920	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	DEPOSITS					847.47	
	WITHDRAWALS					323.65	
Grinnell State Bank TOTALS		5,788,725.01	519,603.04	626,289.92	5,682,038.13	38,288.32	5,720,326.45

1/2021 Transaction cleared on statement was entered in a future period. 200.00
 6/30/2020 Calculated Statement Balance 5,720,526.45

LUANA SAV. BK MONEY MARKET							
BANK 001	LUANA SAV. BK MONEY MARKET						1,640,763.17
001	Luana Savings Bank - M.M. Acco	920,297.55	1,423.76	0.00	921,721.31		
135	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
LUANA SAV. BK MONEY MARKET TOT		1,639,339.41	1,423.76	0.00	1,640,763.17	0.00	1,640,763.17

GRINNELL STATE BK- C.D.							
BANK 001	GRINNELL STATE BK- C.D.						1,074,310.31
001	GRINNELL STATE BANK CD	1,074,310.31	0.00	0.00	1,074,310.31		
GRINNELL STATE BK- C.D. TOTALS		1,074,310.31	0.00	0.00	1,074,310.31	0.00	1,074,310.31

GRINNELL STATE BK-MONEY MARKET							
BANK 001	GRINNELL STATE BK-MONEY MARKET						451,885.76
001	SUPER MONEY MKT II	451,569.04	316.72	0.00	451,885.76		
GRINNELL STATE BK-MONEY MARKET		451,569.04	316.72	0.00	451,885.76	0.00	451,885.76

**BANK CASH REPORT
2020**

BANK FUND GL	BANK NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
LUANA SAVINGS BANK CD							
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
=====							
	TOTAL OF ALL BANKS	10,517,938.18	521,343.52	626,289.92	10,412,991.78	38,288.32	10,451,280.10
=====							

BUDGET REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	4,264,826.00	339,350.92	3,820,523.14	89.58	444,302.86
	ROAD USE TOTAL	517,793.00	20,639.14	430,600.25	83.16	87,192.75
	TIF TOTAL	336,600.00	167,483.33	311,902.93	92.66	24,697.07
	L.M.I TOTAL	36,000.00	382.02	8,373.21	23.26	27,626.79
	PC COMM. LIB TRUST TOTAL	5,000.00	.00	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	280,290.00	340,880.00	99.94	200.00
	CAPITAL IMPROVEMENTS TOTAL	1,087,515.00	7,875.00	1,050,297.09	96.58	37,217.91
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	.00	.00	500,000.00
	WATER TOTAL	1,057,392.00	52,320.18	899,188.10	85.04	158,203.90
	SEWER TOTAL	1,514,212.00	19,694.37	1,355,850.76	89.54	158,361.24
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		9,660,418.00	888,034.96	8,220,944.94	85.10	1,439,473.06
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	955,182.00	70,893.01	938,646.19	98.27	16,535.81
	CIVIL DEFENSE TOTAL	15,400.00	116.33	7,931.78	51.51	7,468.22
	FIRE TOTAL	701,080.00	76,463.15	571,055.45	81.45	130,024.55
	BUILDING/HOUSING TOTAL	429,892.00	33,231.40	442,010.21	102.82	12,118.21-
	DOG CONTROL TOTAL	2,000.00	.00	1,973.56	98.68	26.44
	PUBLIC SAFETY TOTAL	2,103,554.00	180,703.89	1,961,617.19	93.25	141,936.81
	ROAD USE TOTAL	682,377.00	24,743.23	525,691.41	77.04	156,685.59
	STREET LIGHTING TOTAL	60,000.00	4,223.14	55,118.27	91.86	4,881.73
	PUBLIC WORKS TOTAL	742,377.00	28,966.37	580,809.68	78.24	161,567.32
	ENV.HEALTH SERVICES TOTAL	15,000.00	.00	.00	.00	15,000.00
	HEALTH & SOCIAL SERVICES TOTA	15,000.00	.00	.00	.00	15,000.00
	LIBRARY TOTAL	325,550.00	20,226.00	292,143.08	89.74	33,406.92
	PARKS TOTAL	335,468.00	31,385.69	321,472.39	95.83	13,995.61
	COMMUNITY CENTER TOTAL	11,000.00	65.00	8,237.59	74.89	2,762.41
	CULTURE & RECREATION TOTAL	672,018.00	51,676.69	621,853.06	92.54	50,164.94
	TIF/ECON DEV TOTAL	292,949.00	142,197.21	281,710.81	96.16	11,238.19
	COMMUNITY & ECONOMIC DEV TOTA	292,949.00	142,197.21	281,710.81	96.16	11,238.19
	MAYOR COUNCIL TOTAL	98,636.00	4,164.71	93,963.27	95.26	4,672.73
	POLICY ADMINISTRATION TOTAL	248,512.00	15,394.10	260,802.40	104.95	12,290.40-
	ELECTIONS TOTAL	2,000.00	.00	65.21	3.26	1,934.79
	CITY ATTORNEY TOTAL	57,500.00	6,030.00	55,802.05	97.05	1,697.95
	CITY HALL TOTAL	128,300.00	23,303.39	92,564.87	72.15	35,735.13
	OTHER CITY GOVERNMENT TOTAL	192,000.00	4,658.00	146,882.21	76.50	45,117.79
	GENERAL GOVERNMENT TOTAL	726,948.00	53,550.20	650,080.01	89.43	76,867.99
	DEBT SERVICE TOTAL	341,080.00	280,290.00	340,880.00	99.94	200.00
	DEBT SERVICE TOTAL	341,080.00	280,290.00	340,880.00	99.94	200.00
	CAPITAL IMPROVEMENT TOTAL	1,087,515.00	7,875.00	1,050,297.09	96.58	37,217.91
	WATER UTILITY TOTAL	500,000.00	.00	.00	.00	500,000.00
	CAPITAL PROJECTS TOTAL	1,587,515.00	7,875.00	1,050,297.09	66.16	537,217.91

BUDGET REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,057,392.00	52,320.18	899,188.10	85.04	158,203.90
	SEWER UTILITY TOTAL	954,419.00	19,694.37	796,057.76	83.41	158,361.24
	ENTERPRISE FUNDS TOTAL	2,011,811.00	72,014.55	1,695,245.86	84.26	316,565.14
	TRANSFER TOTAL	1,167,166.00	70,379.03	1,037,815.03	88.92	129,350.97
	GENERAL REVENUES TOTAL	.00	382.02	636.21	.00	636.21-
	TRANSFER OUT TOTAL	1,167,166.00	70,761.05	1,038,451.24	88.97	128,714.76
	TOTAL EXPENSES	9,660,418.00	888,034.96	8,220,944.94	85.10	1,439,473.06

REVENUE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECV'D	UNCOLLECTED
	GENERAL TOTAL	3,669,338.00	180,157.23	4,187,709.81	114.13	518,371.81-
	ROAD USE TOTAL	440,000.00	32,772.67	451,661.01	102.65	11,661.01-
	TIF TOTAL	336,600.00	.00	237,089.57	70.44	99,510.43
	L.M.I TOTAL	85,651.00	25,286.12	62,784.21	73.30	22,866.79
	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	45,092.91	1,140,043.21	98.07	22,471.79
	CAPITAL WATER PROJECT TOTAL	.00	17,500.00	17,500.00	.00	17,500.00-
	WATER TOTAL	1,040,000.00	96,646.11	1,133,740.61	109.01	93,740.61-
	SEWER TOTAL	1,224,000.00	113,705.27	1,355,211.32	110.72	131,211.32-
	TOTAL REVENUE BY FUND	8,315,691.00	511,160.31	8,785,895.77	105.65	470,204.77-

**BALANCE SHEET
CALENDAR 6/2020, FISCAL 12/2020**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	169,354.32-	633,140.25
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	12,183.60	144,252.22
111-000-1110	CHECKING - I-JOBS	.00	.00
125-000-1110	CHECKING - TIF	167,483.33-	42,574.37
135-000-1110	CHECKING - L.M.I.	24,904.10	911,573.48
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	4,326.25
200-000-1110	CHECKING - DEBT SERVICE	250.00-	125,091.22-
301-000-1110	CHECKING - CAPITAL PROJECT	37,217.91	89,746.54
302-000-1110	CHECKING - CAPITAL WATER PROJ	17,500.00	2,255,960.40
600-000-1110	CHECKING - WATER UTILITY	44,455.06	874,752.23
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	94,140.10	836,929.27
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	106,686.88-	5,682,038.13
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 6/2020, FISCAL 12/2020

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	316.72	451,885.76
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
	SUPER MONEY MKT II TOTAL	316.72	451,885.76
001-000-1161	GRINNELL STATE BANK CD	.00	1,074,310.31
610-000-1161	Polk County Bank CD	.00	.00
	GRINNELL STATE BANK CD TOTAL	.00	1,074,310.31
001-000-1162	LUANA BANK C.D. -1.85%	.00	1,563,994.41

BALANCE SHEET
CALENDAR 6/2020, FISCAL 12/2020

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	TOTAL	.00	1,563,994.41
001-000-1163	Luana Savings Bank - M.M. Acco	1,423.76	921,721.31
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	1,423.76	1,640,763.17
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
301-750-6789	CDBG COMET CUPBOARD PROJECT	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	104,946.40-	10,413,430.78

RESOLUTION 2020-04L

BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE POLK CITY COMMUNITY LIBRARY

The following persons and positions named shall be paid the salary or wages indicated and the City Clerk is authorized to issue warrants/checks/electronic payments, less legally required or authorized deductions from the amounts set out below, and make such contribution to I.P.E.R.S. and Social Security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council.

A RESOLUTIONS UPDATING AND CONFIRMING THE SALARIES FOR THE STAFF OF THE POLK CITY COMMUNITY LIBRARY

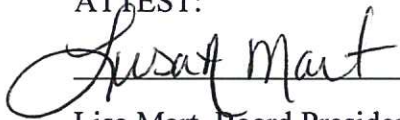
Full time employees	Position	Hourly Rate	Salary
Noack, Jamie	Library Director		\$58,406
Witt, Pamela	Adult Services Librarian/ Assistant Director	\$22.61	\$47,028
Ulbrich, Melissa	Youth Services Librarian	\$18.98	\$39,478

Part time employees	Position	Hourly Rate
Hall, Linda	Library Clerk	\$13.35
Baccam, Trinity	Library Page	\$9.27
Pitcher, Kalynn	Library Page	\$9.27
Richards, Kaitlyn	Library Page	\$9.27

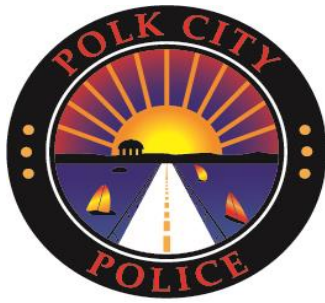
BY ORDER OF THE BOARD OF TRUSTEES, the new salaries as set above will go into effect July 1, 2020.

PASSED AND APPROVED this 6th day of July 2020.

ATTEST:



Lisa Mart, Board President



Polk City Police Department

309 W Van Dorn St. PO Box 381

Polk City, Iowa 50226

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

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

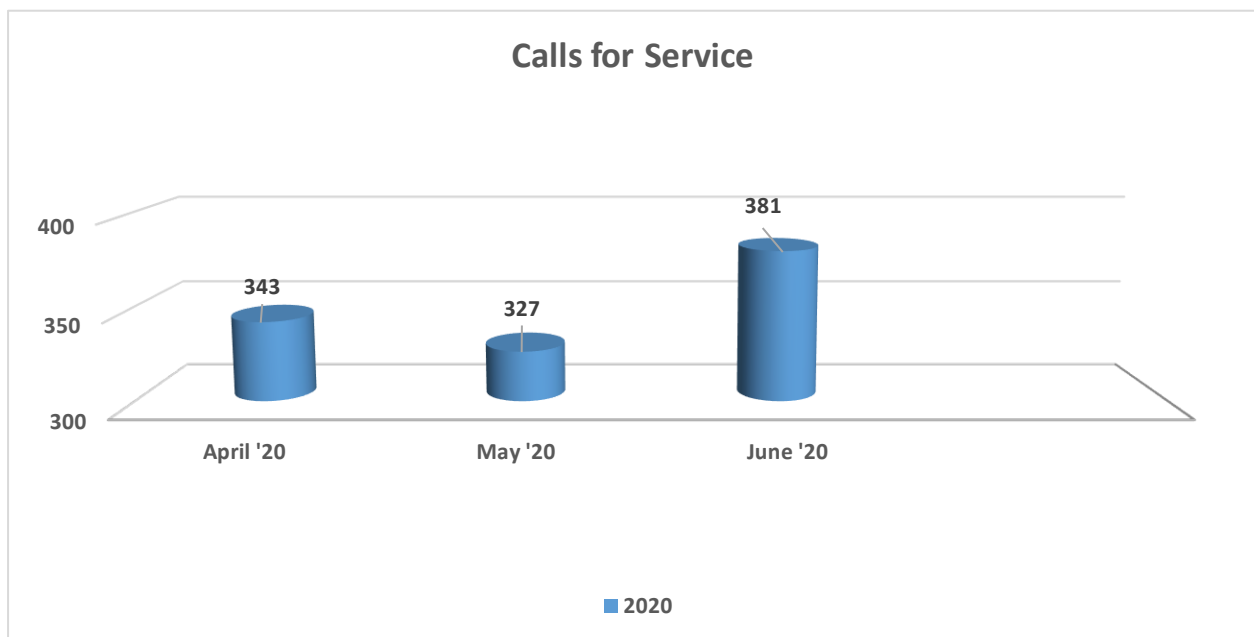
From: Lieutenant Aswegan

Date: July 13th, 2020

Re: June 2020 Monthly Report

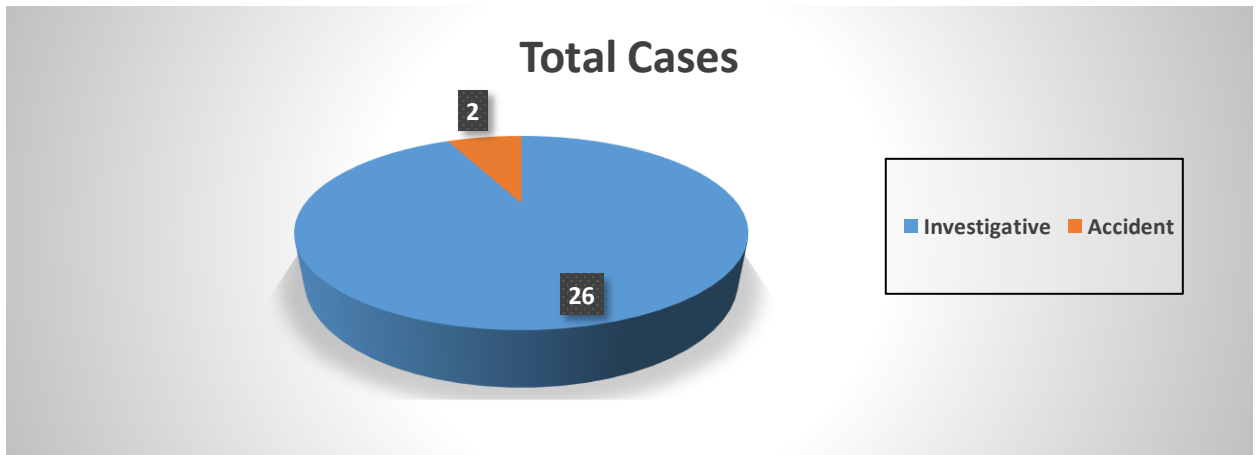
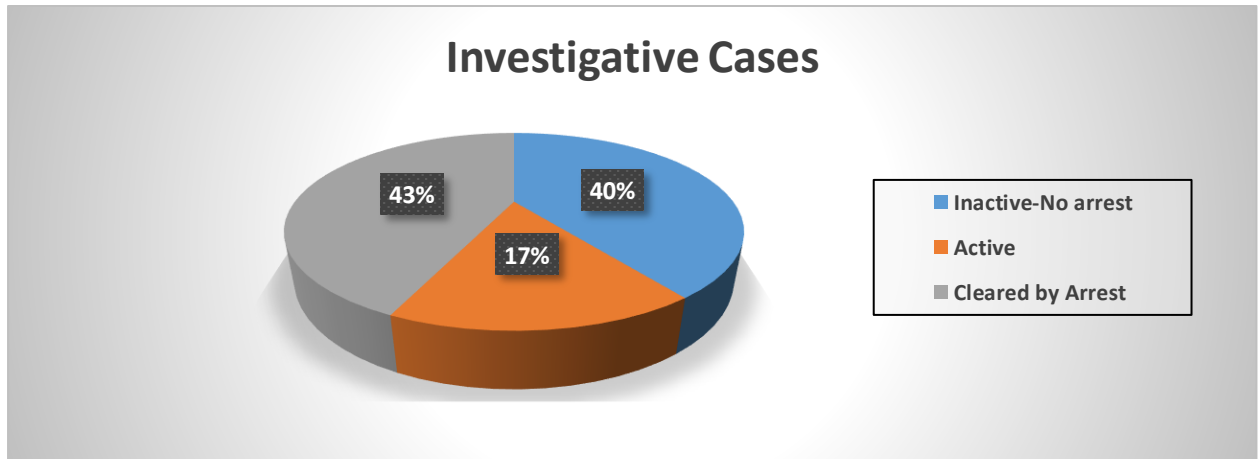
Calls for Service

The total calls for service for the month of June were **381**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **97** traffic stops.



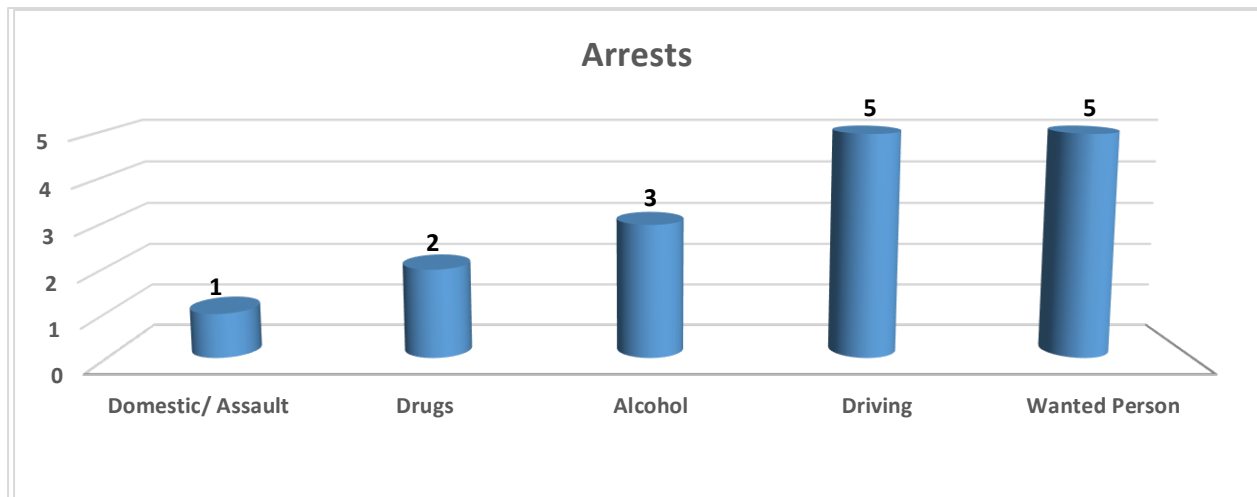
Cases Made

The Police Department had **30** total cases during the month of June. **26** of the cases were investigative incident reports and **2** were traffic crashes. There are **5** active investigations from this month. There was a **43%** rate of cases cleared by arrest, for investigative cases in June.



Arrests Made

The Police Department made **18** arrests and issued **26** citations and **88** warnings. The arrests consisted of **5** driving offenses, **2** drug related offenses, **5** wanted persons, **1** domestic assault, **1** simple assault, and **3** alcohol related offense and **1** Trespass charge.



Notable Incidents

On June 1st, a Polk City Officer was dispatched to a reckless driver on NW Polk City Drive. The officer located the vehicle and conducted a traffic stop. The driver was identified as a 24 year old Des Moines resident. An investigation revealed that the driver was impaired by alcohol, did not have a driver's license and did not have insurance. He was arrested and charged with OWI, Failure to Have a Valid License and No Insurance.

On June 3rd, a Polk City Officer conducted a traffic stop on a vehicle for excessive speed. A passenger in that vehicle was identified as a 44 year old Des Moines resident. A check of his information revealed that he had multiple outstanding warrants for his arrest from Des Moines Police Department. The male was arrested on the warrants for Possession of Marijuana, Possession of Drug Paraphernalia, No Insurance and Leaving the Scene of an Accident.

On June 6th, a Polk City Officer conducted a traffic stop on a vehicle for the driver texting while driving. The officer detected the odor of marijuana coming from the vehicle. An investigation revealed that the 22 year old Des Moines resident was in possession of THC wax, which is a highly concentrated form of THC. The suspect was charged with Possession of Marijuana and Possession of Drug Paraphernalia.

On June 9th, a Polk City Officer conducted a traffic stop on a vehicle for failing to use their headlamps. The driver was identified as an 18 year old male Des Moines resident. He was found to have a barred license. He was arrested and charged with Driving While License Barred.

In Service Training

The Polk City Police

Department conducted annual re-qualifications with their firearms and their less-lethal shotgun. The officers also conducted an annual Use of Force Policy review. Annual firearms qualification is mandated by Iowa law. The Polk City Police Department conducts annual qualifications twice a year.



Individual Officer Training

Officer Delaney completed his first month of the Iowa Law Enforcement Academy. The classes were held online through June. On July 6th he reported for the start of his in-person classes at the academy.

Officer Aicher and Eudoris completed 16 hours of training at Canine Tactical. This training included work on building searches, bite suit work, tracking and detection.

Scheduling outside training has been difficult due to the current pandemic. We have focused on on-line training including Police Legal Science and several officers took a Search & Seizure Law update course offered through ICAP. We do not include online training in individual training hours for this report, as online training is constantly occurring.

Training Hours: 44

Lamfers	4
Untrauer	4
Aicher	20
Siepker	4
Wilson	4
Aswegan	4
Delaney	4

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

Canine Program

Officer Aicher and Eudoris were deployed 1 time in June. That deployment was to assist the Des Moines and Urbandale Police Departments on a felony drug investigation, which resulted in the recovery of a large quantity of drugs and a firearm.

Community Outreach



The Polk City Police Department is appreciative of the outpouring of support from local businesses and organizations.

Instructions on the reverse side

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

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

Business Information:

Trade Name/DBA Tournament Club of Iowa, LLC
Physical Location Address 1000 Tradition Drive City Polk City ZIP 50226
Mailing Address " City " State " ZIP "
Business Phone Number 515-984-9440

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
Name of sole proprietor, partnership, corporation, LLC, or LLP Tournament Club of Iowa
Mailing Address 1000 Tradition Drive City Polk City State IA ZIP 50226
Phone Number 515-984-9440 Fax Number _____ Email SKahler@tcofia.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 Golf course

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) Stephen Kahler Name (please print) _____
Signature Stephen Kahler Signature _____
Date 7/1/20 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

RESOLUTION NO. 2020-80

**A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED
REZONING FOR PROPERTY LOCATED AT 206 E. BROADWAY ST., POLK
CITY, IOWA FROM R-2 AND C-1 TO PUD.**

BE IT RESOLVED, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held August 10, 2020 at 6:00 p.m. via Zoom and telephone conferencing on the proposal to rezone property located at 206 E. Broadway St, Polk City, Iowa and legally described as follows:

Rezoning a parcel containing 0.768 acres, from zoning classification of R-2 One and Two-family District and C-1 Central Business District to PUD Planned Unit Development District, and legally described as follows:

LEGAL DESCRIPTION

LOTS 1-3 AND 11-13 AND INTERVENING VACATED ALLEY, BLOCK A, DES MOINES CO'S ADDITION TO POLK CITY, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA
AND

A PART OF EAST BROADWAY STREET, EAST VAN DORN STREET, AND SUMMER STREET IN DES MOINES CO'S ADDITION TO POLK CITY, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE SOUTH ½ R.O.W. OF EAST BROADWAY, AS ITS PRESENTLY ESTABLISHED, FROM THE CENTERLINE OF SUMMER STREET, AS ITS PRESENTLY ESTABLISHED, TO THE EXTENSION OF THE SOUTHEASTERLY LINE OF LOT 3, BLOCK A, OF SAID DES MOINES CO'S ADDITION TO POLK CITY.

AND

THE NORTH ½ R.O.W. OF EAST VAN DORN STREET, AS ITS PRESENTLY ESTABLISHED, FROM THE CENTERLINE OF SUMMER STREET, AS ITS PRESENTLY ESTABLISHED, TO THE EXTENSION OF THE SOUTHEASTERLY LINE OF LOT 11, BLOCK A, OF SAID DES MOINES CO'S ADDITION TO POLK CITY.

AND

THE SOUTHEASTERLY ½ R.O.W. OF SUMMER STREET, AS ITS PRESENTLY ESTABLISHED, ADJACENT TO LOTS 1 & 13 BLOCK A, OF SAID DES MOINES CO'S ADDITION TO POLK CITY.

; and

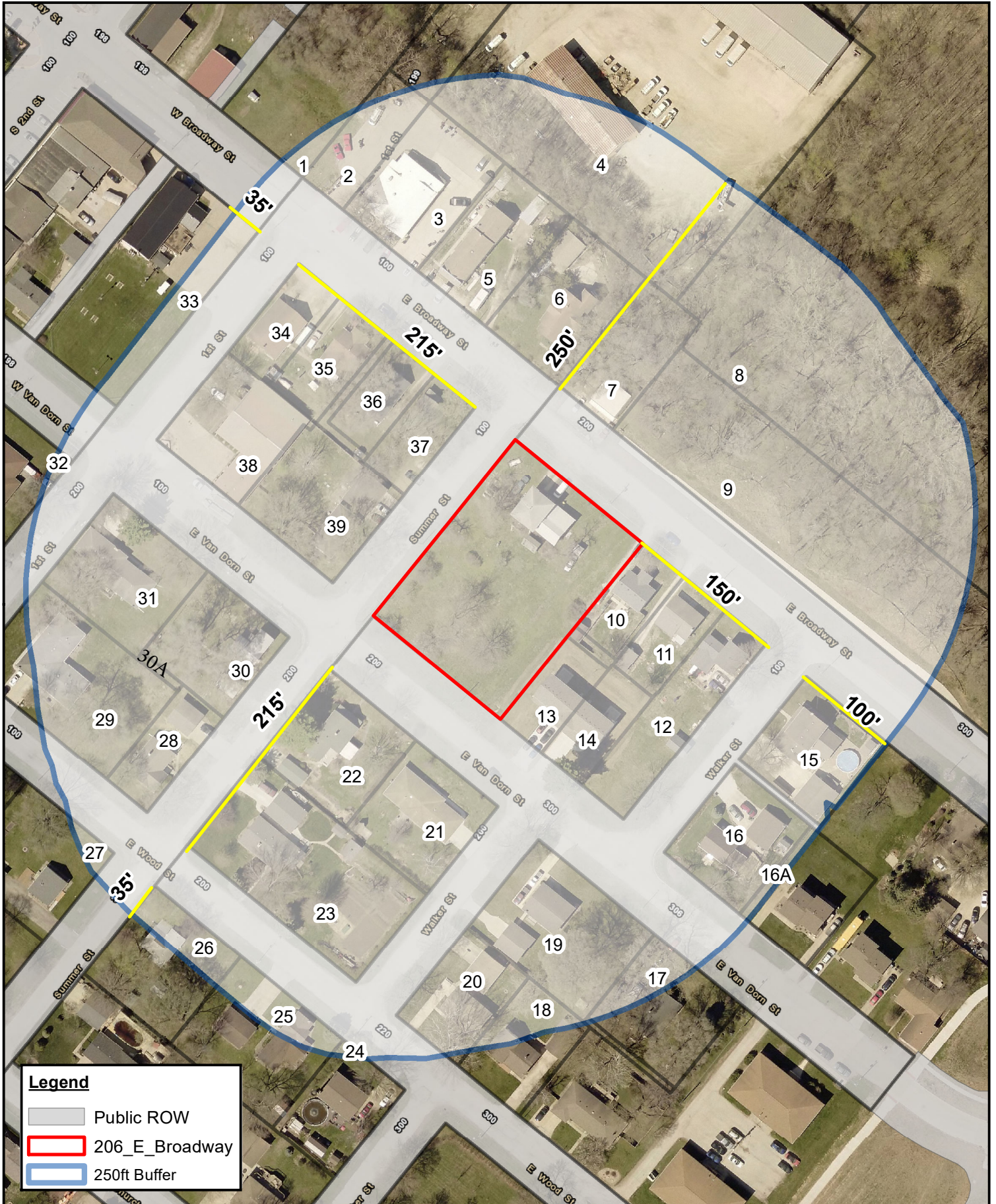
The Clerk shall publish notice of such hearing at the time and in the manner required by law.

Passed and Approved this 27th day of July 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk





City of Polk City, Iowa

City Council Agenda Communication

Date: July 27, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Facility Needs Assessment

BACKGROUND: In your packet for consideration is a facility needs assessment Request for Proposal. The RFP will go out once the Council approves the proceeding, and proposals are due back by September 3, 2020. Once proposals are received, a selection committee will review the proposals, interview up to 3 firms and make a recommendation to the City Council at the September 21, 2020 regularly scheduled City Council meeting.

This is a budgeted expense in the FY21 budget. The Council has prioritized having this study done, and it was first brought up at the goal setting session in Fall 2019.

ALTERNATIVES: Do not authorize the RFP

FINANCIAL CONSIDERATIONS: Financial considerations at this time are unknown, however, this is not approving an expense but just sending out an RFP.

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



PO Box 426
Polk City, Iowa
50226

PH: 515-984-6233
FX: 515-984-6177

City of Polk City Request for Proposal Facility Needs Assessment

The City of Polk City, Iowa is seeking professional proposals for the public improvement hereafter described.

Section I. Project Overview

The project will consist of the review of City owned property, current usage, and future growth needs. The City is requesting services from an architecture firm at this time for Phase I only and Phase II will be conducted at a later date to be determined.

1. Evaluation, feasibility, and cost opinion of renovating City Hall, the Community Center, and the Fire Station.
2. Evaluation, feasibility, and cost opinion of expansion for City Hall, Police Station, Fire Station, Public Library, and Public Works Facility.
3. Evaluation, feasibility, and cost opinion of constructing new City Hall, Police Station, and Fire Station.
4. Evaluation, feasibility, and cost opinion of combination renovating/building new City Hall, Police Station, and Fire Station.

Section II. Scope of Work

The firm will provide the following services:

Phase I-

1. Complete review of the following facilities: City Hall, Police Station, Fire Station, Public Library, Community Center and Public Works Facility including evaluation of the structure, plumbing, electrical, and ventilation systems.
2. Evaluation of the facilities based on the needs of various city departments. The evaluation will address security, privacy, storage, office space, meeting space, ADA compliance, community meeting space, and necessary improvements to meet current building codes.
3. Evaluation of parking for each facility. In addition to the above referenced properties, the City requests a parking evaluation be completed at the City's Sports Complex Facility.
4. Recommendations and alternatives for facility improvements necessary to meet the identified needs.
5. Renderings and preliminary cost estimates of each recommendation and alternative.



PO Box 426
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Phase II-

1. Design, plans, engineering, and cost estimates of renovations for City Hall, Police, Fire, Library, Community Center, and Public Works facilities based on the selected alternative by the City Council.
2. Submission of plan documents for competitive bids, coordination of bid receipt, and preparation of bidding documents.
3. Preparation of construction contracts, change orders, and pay applications.
4. Oversight and inspection of construction.

The scope and execution of Phase II will be dependent upon the results of Phase I. The City reserves the right to modify or change the scope of work for Phase II including the cancelling of Phase II.

Section III. Scorable mandatory requirements

The City requests that the following information be included in each proposal:

- Detail the company's experience and capacity in facility reviews, renovation of public buildings, construction of public buildings, and innovative design. Include the number of years the company has provided these services and extent of any company expansion required for this proposed service. List experience, with respect to public projects, the firm has in design, engineering, and construction.
- Provide project profiles for at least 3 projects; preferably in the public sector. Provide total project cost within the project profile.
- Provide at least five references for contracts of similar scope. Three of the contracts should be from public entities, within the last three to five years, in which facility reviews, design, and or construction were conducted. Provide the names of the organization, name, and telephone number of each contact person.
- Detail the company's past record of performance regarding quality of work, ability to work within budget constraints, and ability to meet schedules.
- Provide resumes of personnel that will be involved in this project listing their educational background, experience, and qualifications. What level of involvement will each participant have in this project?

Section IV. Desirable quality

The City will specifically review the following information, of which should be included in each proposal:

- Experience in review of public buildings.
- Experience in design, renovation, and construction of public buildings.



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50226

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- Selected firm must demonstrate knowledge, experience, and expertise in the design, renovation, and construction of public building improvements.
- Ability to creatively design improvements that are both functional and aesthetically pleasing while also fiscally prudent.
- Ability to manage a multi-faceted project with minimal change orders and within budget.

Section V. Terms and Conditions

- It is requested an estimated cost for Phase I be submitted with the proposal. This cost is not considered binding and is subject to competitive negotiations with the firm selected. Pricing information should be submitted in a separate sealed envelope.
- With each proposal, please provide a proposed contract between the City of Polk City and the firm for Phase I.

Section VI. Evaluation process

- The selection team committee (to be identified by the Mayor) will consist of a combination of 6 members of the City staff and elected officials. The committee will score the application separately based on the below criteria. No more than three firms will be selected to interview at a later date. The firms narrowed down for interviews must have those completing the study be present at the interview.
- The city has the right to accept or reject any or all proposals and to waive any informalities in the review process.
- The selection team committee will score based on the following point system. Each proposal will be ranked by each member of the selection team based on a point system of 0-100.
 - Understanding of Project-30 points
 - Project Team & Key Personnel-20 points
 - Quality & Thoroughness of Proposal-20 points
 - Related Experience-10 points
 - Client References-10 points
 - Geographic Location of Firm-10 points

Section VII. Proposal submittal

Any questions regarding this RFP should be directed to Chelsea Huisman, City Manager. Contacting any selection team member other than the contact person is inappropriate. Chelsea can be reached by email at chuisman@polkcityia.gov or by phone 515-984-6233.

10 copies of the proposals are to be sent to the attention of Chelsea Huisman, City Manager, City of Polk City, 112 3rd Street PO Box 426 Polk City, IA 50226. Proposals are due September 3, 2020 by 5PM. One electronic proposal should also be submitted.



City of Polk City, Iowa City Council Agenda Communication

Date: July 27, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Open Records Request Policy

BACKGROUND: In your packet for consideration on Monday evening is an Open Records Request policy. The policy outlines the process for requesting information from the City. It also outlines the fees that we charge for the retrieval, copying, and examination of city records. These fees are not newly established fees and are outlined in the City's fee resolution.

ALTERNATIVES: Do not approve the Open Records Request policy.

FINANCIAL CONSIDERATIONS: There are no financial considerations to approve this policy. As mentioned the fees are not newly initiated, but rather this policy explains the City's procedure for ORR.

RECOMMENDATION: It is my recommendation that the Council approve the policy. This is a needed policy for operations.

RESOLUTION NO. 2020-82

**A RESOLUTION ADOPTING POLICY PA-39
OPEN RECORDS REQUEST POLICY**

WHEREAS, the City of Polk City recognizes the need for adopting a policy that outlines the city's procedures for requests for information; and

WHEREAS, the policy outlines how the city handles requests for open records, costs involved for retrieval, examination, and copying.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA- effective July 27, 2020.

PASSED AND APPROVED, this the 27th day of July 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

P&A – 39
CITY OF POLK CITY

City Open Records Request Policy

Goals, Policies, Criteria and Procedure Goals: The City of Polk City strives to ensure that its activities are transparent to the public it represents. It is the City's policy to comply with all requests within the constraints required under Iowa law. The City recognizes that the public has the right to examine and copy public records while the records are in the City's possession in accordance with Iowa Code. However, the City also recognizes that certain records held by the City may not be public records or may be confidential public records that are not subject to disclosure.

Policy: The City requests that all open records requests are provided to the City in writing. Residents may make a request by 1) Emailing the appropriate contact person, 2) Mailing an open records request to the appropriate contact person, or 3) Visiting City Hall and filing a request in person. All requests should be as thorough and clear as possible. If the request is unclear, the City may request clarification from the requester. The City's custodian for all records requests other than police-related requests is the City Clerk (City Manager in City Clerk's absence):

City Clerk-Jenny Gibbons jgibbons@polkcityia.gov

City Manager-Chelsea Huisman chuisman@polkcityia.gov

The City's custodian for all records requests for police-related information is the Police Chief:

Police Chief-Jeremy Siepker jsiepker@polkcityia.gov

Upon receipt of an open records request, the City will review the request to determine if the City has any of the records that have been requested. The City shall not be required to compile information or create reports related to requested public records. The City will follow the timeline requirements as set out in the Iowa Code for compliance with all open records requests to the best of its ability. If the City has to review the request with legal counsel or research whether the records are confidential public records, the City may seek a good-faith reasonable delay in complying with the open records request as allowed under Iowa law.

After determining whether the City has any of the records that have been requested, the City will provide the record requester with an estimate of the costs of the retrieval, examination and copying of the records requested. If an individual is interested in examination of open records,



they must exam records in the City Clerk's presence. Pursuant to Iowa law, the City shall charge all requestors the actual cost of the expenses of the retrieval, examination, and copying of the requested records. The City reserves the right to invoice for actual costs of open records requests, and an estimate may not provide true costs for the retrieval. The charges for producing the records are as follows:

Records Retrieval:

- 0-15 minutes-No charge
- 15-minute intervals thereafter-\$8.75

Records Cost:

- \$1.00 per page for black and white copies
- \$1.00 per page for electronic copies
- \$1.50 per page for color copies
- \$15.00 for C.D. of City Code of Ordinances

Examination of public records:

- 15-minute intervals-\$8.75

The City accepts cash, check, or credit card as appropriate forms of payment. Payment must be received before the City will provide the records to the requester. Once payment for charges is received, the City will make the public records available for examination and/or copying. The examination and copying of the public records shall be done under the supervision of the lawful custodian of the records or the custodian's authorized designee.





City of Polk City, Iowa

City Council Agenda Communication

Date: July 27, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Setting the 2nd public hearing related to CDBG award for reimbursement

BACKGROUND: On Monday evening, the Council will need to set a public hearing for Monday, August 10, 2020. The 2nd public hearing is in relation to reimbursement. We will only need to have one public hearing for reimbursement requests. The public hearing must address the same 9 points discussed at the first public hearing in relation to the CDBG awarded project.

1. Need for the CDBG Project
2. Description of the CDBG Project and activities
3. The amount of CDBG Funds received for the project
4. Estimated amount of CDBG assistance that will benefit low to moderate income
5. The location of project activities
6. Any relocation that has taken place due to COVID-19
7. City contact information for residents to contact with concerns or complaints re: project
8. Community Development and Housing Needs of LMI persons in the City 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

ALTERNATIVES: Do not set the public hearing

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

RECOMMENDATION: It is my recommendation that the Council set the public hearing for the regularly scheduled Council meeting on Monday, August 10, 2020.

RESOLUTION NO. 2020-83

**RESOLUTION SETTING A PUBLIC HEARING ON A COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) AWARD FOR THE CITY OF POLK CITY**

WHEREAS, The City of Polk City has received a CDBG award in the amount of \$30,988 to assist the local food bank, the Comet Cupboard; and

WHEREAS, The City Council is required to hold a 2nd Public Hearing related to the award and to allow persons for or against the project to propose concerns or questions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that a public hearing will be set for the regularly scheduled City Council meeting on Monday, August 10, 2020 at 6:00 p.m. The City Clerk is directed to publish the Notice of said hearing at the time and in the manner required by law.

DATED at Polk City, Iowa, this 27th day of July 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

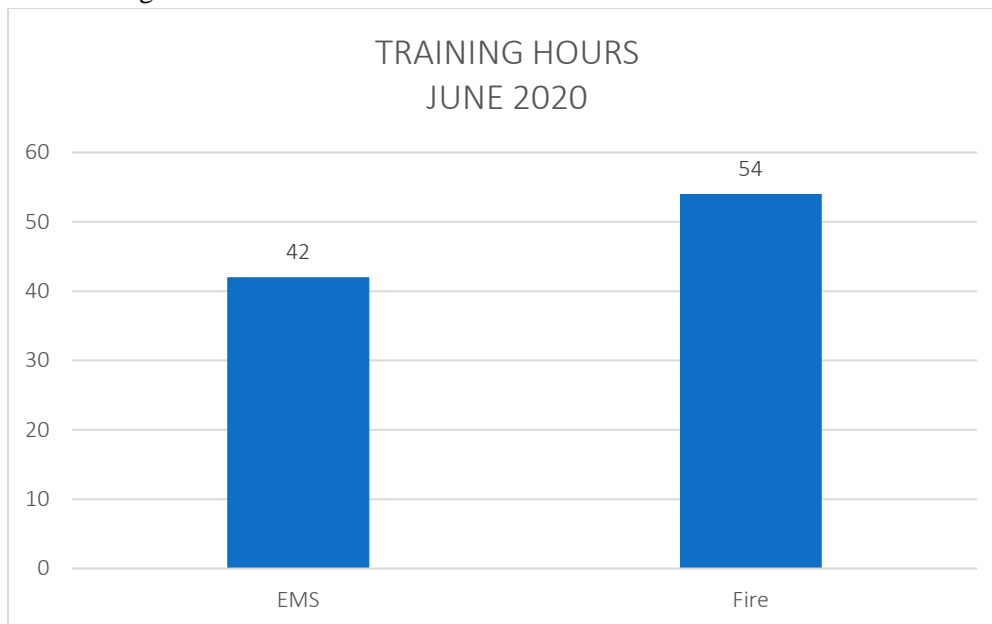


City of Polk City, Iowa City Council Agenda Communication

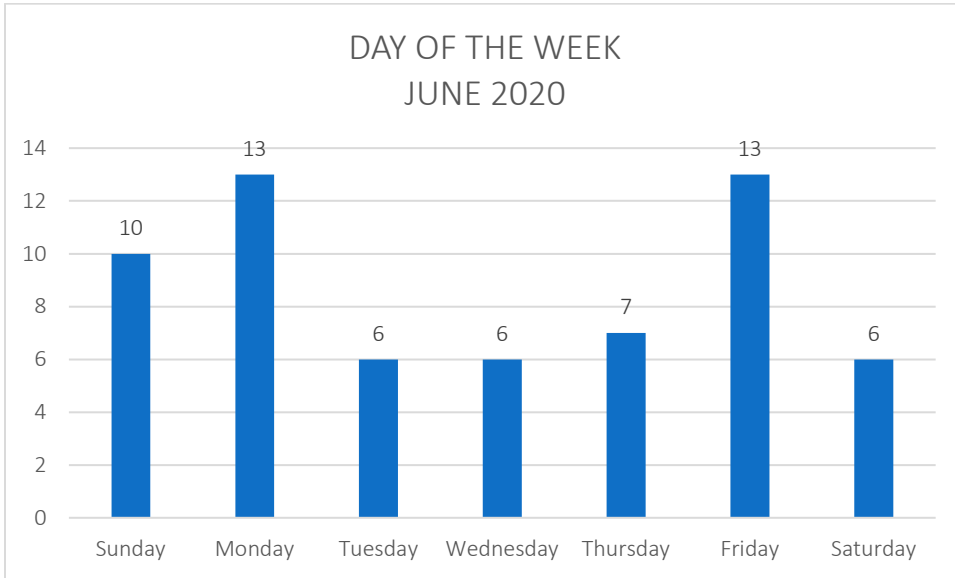
Date: July 27, 2020
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: June 2020 Monthly Report

BACKGROUND: June 2020 provided 6 less calls than June 2019. PCFD had a total of 67 calls for service during June 2019 and 61 this year.

We conducted training on HandTevy (EMS phone application), Pump Operations & Hose Deployment and Boat Fire training.

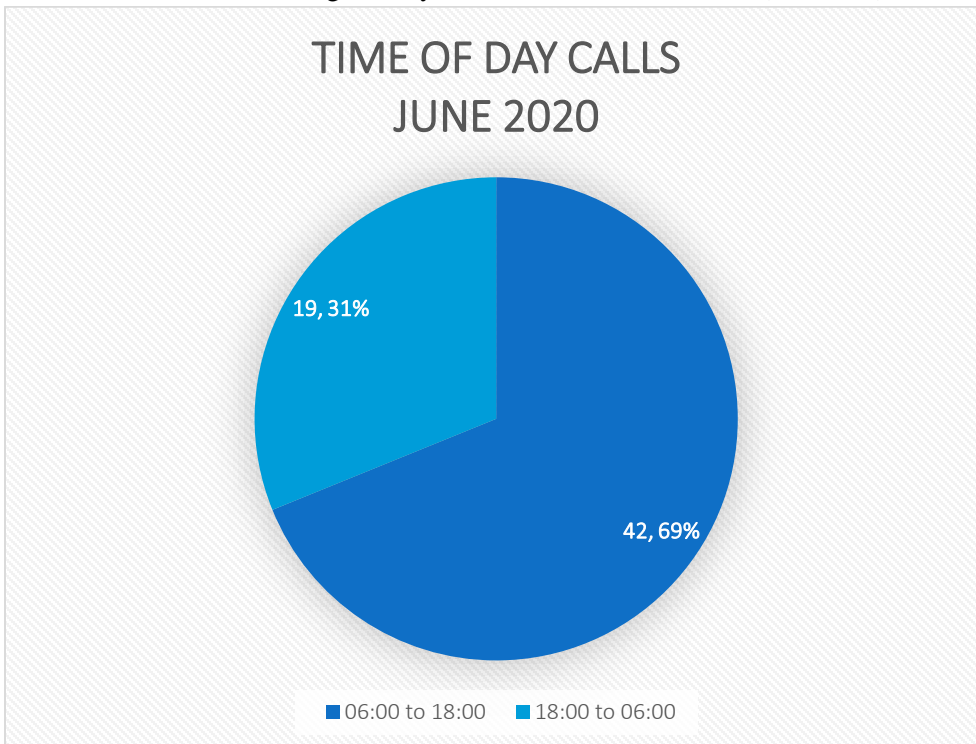


The busiest call volume day, in June, was tied with Monday and Friday at 13 calls for service per day:

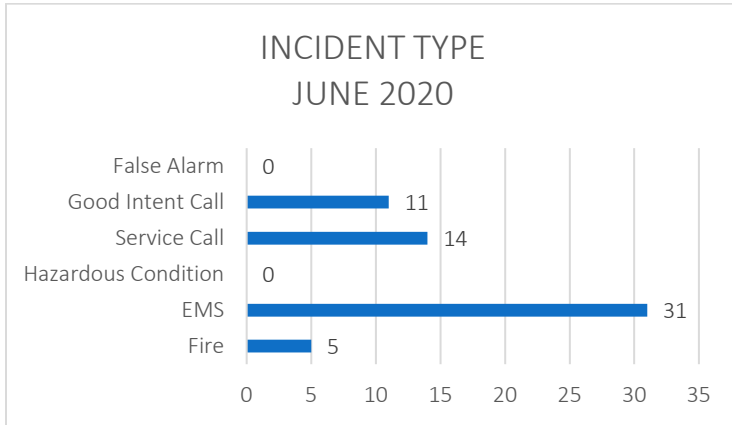


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
10	13	6	6	7	13	6	61

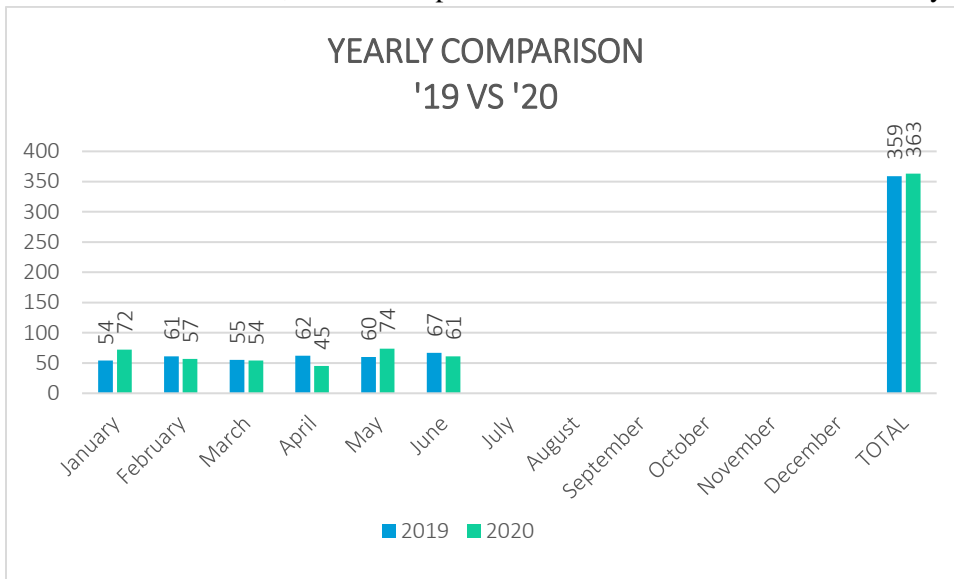
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 61 calls for service for June:



The month of June is always a challenging month with staff vacations. We responded to 6 fewer calls in 2020 than in 2019. However, we have responded to 4 more calls in 2020 than 2019 year-to-date.



SITE PLAN AMENDMENT

Date: June 19, 2020
 Project: Lakeside Fellowship Church

Prepared by: Kathleen Connor
 Project No.: 120.0158.01

GENERAL INFORMATION:

Applicant:	Lakeside Fellowship Church
Property Owner:	Lakeside Fellowship Church
Requested Action:	Approval of Site Plan: Fence and Outdoor Storage
Location	1121 W. Bridge Rd; Lot 1 of Lakewoods Plat 1
Size:	8.50 Acres
Zoning:	C-2
Land Use:	Church



BACKGROUND:

The original Site Plan for Lakeside Fellowship Church on Lot 1 of Lakewoods Plat 1 was approved April 27, 2015. The site plan has subsequently been amended for design changes to the building and parking lot, addition of soccer fields, and paving the south temporary gravel parking areas. (The above aerial photo does not reflect the completed paving improvements.) The most recent site plan amendment was for installation of native prairie flowers/grass in the detention areas and ditch along W. Bridge Road.

PROJECT DESCRIPTION:

Lakeside Fellowship Church would now like to install a 6-foot tall vinyl fence along the north side of their building. The purpose of this fence is to help keep children away from the mechanical units and to provide exterior lockable storage. Since outdoor storage areas in the C-2 district are permitted only if specifically approved on a site plan, the applicant is requesting approval of a site plan amendment at this time.

To screen the outdoor storage area from the public right-of-way, Lakeside Fellowship Church has selected a solid Lakeland Adobe fence with 100% opacity as illustrated on the architectural elevations. The fence will be a gray color to coordinate with the building. The gate will be constructed of the same opaque materials.

The 6' tall fence defining the storage area is located south of the required 35' front yard for Edgewater Drive. Per the originally approved site plan, the north wall of the building is located 50.8' from the right-of-way line, so the fence should be set no more than 15.8' from the building.

Existing plant materials located inside or near the fence will be relocated outside the fence. No new landscaping is proposed.

REVIEW COMMENTS:

All review comments were addressed on Submittal #3.

RECOMMENDATION:

Based on the satisfactory resolution of the above-mentioned review comments, staff recommends approval of the Site Plan Amendment for Lakeside Fellowship Church subject to the following:

1. Payment of all fees to the City Finance Director.

RESOLUTION NO. 2020-81

A RESOLUTION APPROVING THE AMENDED SITE PLAN TO INCLUDE A 6-FEET TALL VINYL FENCE ALONG THE NORTH SIDE OF THE BUILDING FOR LAKESIDE FELLOWSHIP CHURCH

WHEREAS, Lakeside Fellowship Church is located at 1121 W. Bridge Road, Polk City, Iowa; and

WHEREAS, the City Council approved Resolution 2015-27 approving the original submitted Site Plan and provisions on April 27, 2015; and

WHEREAS, the City Council approved Resolution 2016-13 approving the amended submitted Site Plan and provisions on February 22, 2016; and

WHEREAS, the City Council approved Resolution 2016-103 approving the amended submitted Site Plan and provisions on October 24, 2016; and

WHEREAS, the City Council approved Resolution 2018-110 approving the amended submitted Site Plan and provisions on September 24, 2018; and

WHEREAS, the City Council approved Resolution 2019-46 approving the amended submitted Site Plan and provisions on May 28, 2019; and

WHEREAS, Lakeside Fellowship Church has submitted an additional amendment for the installation of a 6-foot tall vinyl fence and outdoor storage area along the north side of their building; and

WHEREAS, the Polk City Planning and Zoning Commission reviewed and recommended approval for the Amended Site Plan for Lakeside Fellowship Church on July 20, 2020; and

WHEREAS, the City Engineers have reviewed the Site Plan and documents and recommend approval.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, the City Engineer, and deems it appropriate to approve the amended Site Plan which allows for the installation of a 6-foot tall fence and outdoor storage area along the north side of the building for Lakeside Fellowship Church.

BE IT FURTHER RESOLVED that the provisions outlined in Resolution 2015-27 and 2016-13 and 2016-103, 2018-110, and 2019-46 are still in full force and affect and further made a part of this Resolution.

PASSED AND APPROVED the 27th day July 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

Planning & Zoning Board
Polk City, Iowa

4/2/2020

Dear Board Members:

Lakeside Fellowship Church requests a site plan amendment to allow a 6 foot tall vinyl fence along the north side of our property as shown on the attached sketches. In addition to the fence, we request approval to install gravel surface inside the fence and between the two mechanical units as shown.

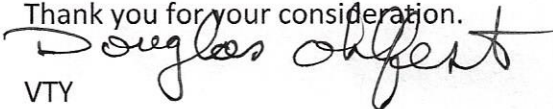
The gravel area inside the fence will provide lockable secure exterior storage for us. We currently do not have any exterior storage.

We request amendment on these items as well as approval for the gravel surface.

Reasons are as follows:

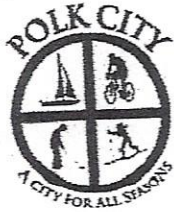
1. Liability for keeping kids away from and off of the mechanical units dictates as tall a fence as possible.
2. Exterior lockable storage is needed and will enhance the exterior appearance of the property now as well as the future once Edgewater Drive is paved.
3. The fence will provide better screening of the mechanical units versus partial screening as provided by bushes and trees from original requests.

Thank you for your consideration.



VTY

Lakeside Fellowship
Building Committee



APPLICATION FORM FOR SITE PLANS

CITY OF POLK CITY
112 3RD STREET, POLK CITY, IA 50226

- FOR OFFICE USE ONLY -		
Date: _____	Amount: _____	Rec'd by: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thank you for your interest in the City of Polk City!

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

Project Name: LAKESIDE FELLOWSHIP CHURCH

Project Address: 1121 WEST BRIDGE ROAD

Subdivision Name & Lot Number(s): LOT 1 OF LAKEWOODS PLAT 1

Total Area of Parcel (in acres): 8.5 ACRES

Applicant Signature: Douglas Ohlfest (form MUST be signed by Developer/Owner)

PROJECT INFORMATION		
Primary Contact: <u>DOUG OHLFEST</u>	Engineer's Name: <u>NA</u>	Accounts Payable:
Street Address: <u>930 E. SOUTHWEST</u>	Street Address:	Street Address: <u>BOX 188</u>
City/State: <u>POLK CITY</u>	City/State:	City/State: <u>POLK CITY</u>
Telephone #: <u>712-490-0706</u>	Telephone #:	Telephone #: <u>712-984-6910</u>
Email Address: <u>DOHLFEST50@GMAIL.COM</u>	Email Address:	Email Address: <u>LAKESIDEFELLOWSHIP.COM</u>

SITE PLAN APPLICATION FEE	
Less than 1 acre:	\$50.00
1 to 2 acres:	\$100.00
More than 2 acres:	\$300.00
Amount Paid: \$	

Note: The number of submittals varies, and is contingent upon the applicant addressing all review comments.

CITY ENGINEERING REVIEW FEE				
Lot Size >	0 - 1.0 acre	1.1 - 2.5 acre	2.6 - 5.0 acre	5.1 - 10 Lots
Submittal #1:	\$800	\$900	\$950	\$1,050
Submittal #2 w/response:	\$300	\$400	\$500	\$600
Sub #3 & Others:	\$250	\$250	\$250	\$250
Walk-thru & Punchlist:	\$350	\$350	\$350	\$350

Amount Paid For Submittal #1: \$

DOCUMENTS TO BE SUBMITTED FOR REVIEW	
√ If Provided	Plan / Document
<input checked="" type="checkbox"/>	Completed Site Plan Application Form including Check List
<input checked="" type="checkbox"/>	Site Plan Application Fee and City Engineering Review Fee
<input checked="" type="checkbox"/>	Site Layout & Dimension Plan
<input type="checkbox"/>	Site Grading & Utility Plan
<input type="checkbox"/>	Landscaping Plan, noting plant materials and sizes
<input type="checkbox"/>	Architectural Elevations for all sides of building(s)
<input type="checkbox"/>	Sign Details for wall signs and monument signs
<input type="checkbox"/>	Photometrics Plan & Lighting Cut Sheets for all exterior lighting
<input type="checkbox"/>	Storm Water Management Plan, including drainage area maps
<input type="checkbox"/>	Other (Please Specify):

SITE PLAN CHECK LIST
City of Polk City, Iowa

Information Required	☐ If Addressed
9. Utilities: Existing & Proposed	
Location, size, slope & capacity of existing public utilities	
Connection to existing utilities	
Construction drawings for proposed public improvements, if any	
Rim and invert elevations for sanitary & storm sewers	
Proposed pipe size, materials, slope(sewers), cover(water)	
Demonstrate fire hydrant coverage (155.09 Fire Code paragraph 13)	
Note whether Building will be sprinklered (siamese connection)	
Underground Franchise utilities: Electrical, telephone, cable, etc.	
10. Traffic, Pavements & Parking:	
Existing & Proposed pavements, including turn lanes if needed	
Traffic Circulation, including emergency vehicles	
No unduly increase in congestion on adjacent public streets	
Traffic Study, if required	
Materials & thickness, including curb	
Parking stalls, aisles, radii - fully dimensioned & numbered	
Parking setbacks - 5' ROW, special requirements adj/in R district	
Entrances, exits and frontage roads	
Dividers, planters, and other permanent improvements	
Off street loading spaces (over 10,000 sf) 10 x 25'	
11. Sidewalks: existing & proposed	
Internal sidewalks and External public sidewalks along all streets	
Trails in conformance with Comprehensive Plan	
Pavement material, thickness, width	
Truncated domes & color (brick red for trails, others charcoal)	
12. Buffers & Landscaping:	
Existing trees: Location and species for trees 6" or larger	
Proposed Plant Materials: Location, number, species, caliper	
Calcs for # of trees & Shrubs required (open space, parking, screening)	
<i>Open Space Plantings:</i> 2 trees + 6 shrubs / 3000 sf of Open Space	
<i>Parking Area Trees (R-3, C-2, C-24 M):</i> 20% of paved area @ 700 sf per tree	
<i>Buffer Screening:</i> Type A, B or C screen shown with required Buffer Easement	
<i>Storage Area Screening:</i> screen from ROW and residences	
<i>Headlight Screening:</i> 3.5' tall plantings and/or berm facing public ROW	
Vision Clearance: No plantings in 25' triangle between 2.5' - 10' in height	
13. Signs:	
Show existing signs: bring into conformance for substantial improvements	
<i>Freestanding Signs:</i> monument, location, size, setback, type, lighting	
>1 sf/LF bldg front, 100 sf max (C-2A: design stds, 150 sf multi-tenant)	
<i>Building Wall Signs:</i> location, type, lighting	
>1 sf/LF bldg front, 100 sf max (150 sf max for Multi-tenant signs)	
Elevation Details: dimensions, colors, materials, lighting	
14. Exterior Lighting:	
Location and type of existing lighting	
Location and type of proposed lighting: parking, building, site	
No flashing, moving, strobe, high intensity	
Manufacturer's cut sheets: details, wattage, height	
Photometric plan, max 1fc at residential property line	
<i>Parking Lot Lights:</i> max wattage, cut-off shields	
<i>Wall Packs:</i> not forward throwing, no visible lens to residential	
<i>Soffit Lights:</i> no visible bulbs, max 250 watts	
15. Misc. Site Features:	
<i>Fences and screens:</i> detail w/location, height and materials	
<i>Trash Enclosure:</i> detail w/location, height and type, screened from view	
<i>Mail boxes:</i> location shown, cluster mailboxes for multi-tenants	
16. Accompanying Information:	
Easements for Public Improvements	
Private Easement for detention ponds, drainage channels, utilities	
P&W for future public sidewalks	

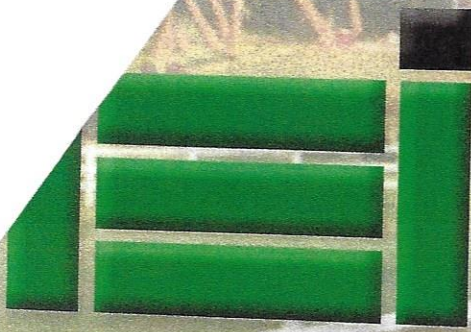
112



THE
LAKESIDE
FELLOWSHIP

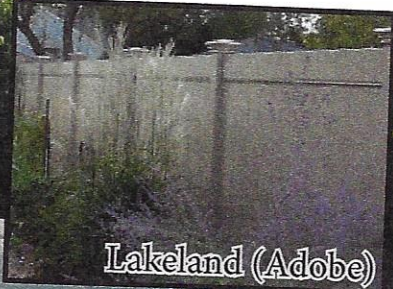
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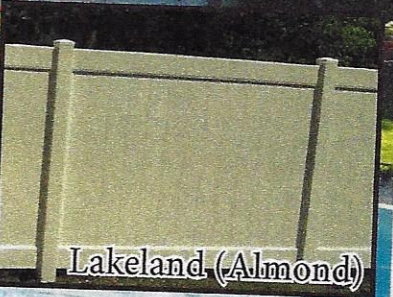


MIDWEST FENCE & GATE COMPANY

RESIDENTIAL VINYL FENCING PRIVACY STYLES



Lakeland (Adobe)



Lakeland (Almond)

Lakeland (White)



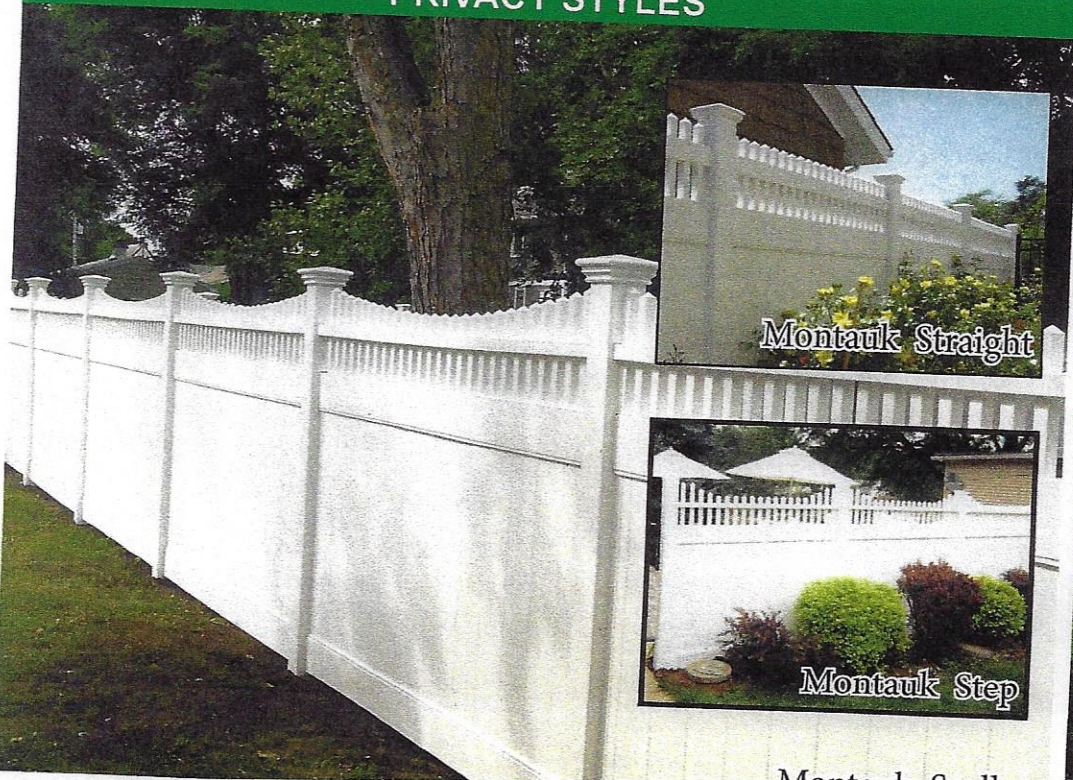
Hollingsw



Wind

PRIVACY STYLES

SEMI PRIVACY STYLES



Montauk Straight



Montauk Step

Montauk Split



Lakevie





City of Polk City, Iowa

City Council Agenda Communication

Date: July 27, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Required Mask wearing policy in city facilities

BACKGROUND: In your packet for consideration on Monday evening is a policy related to the mandatory wearing of face masks in city facilities. This policy does not mandate mask wearing in public spaces other than city owned facilities. This policy is applicable in City Hall, Police Department, Fire Department, Public Works facility, the Library, Miller Park Shelter house, and the Community Center.

ALTERNATIVES: Do not approve the mandated mask wearing policy.

FINANCIAL CONSIDERATIONS: There are no financial considerations to approve this policy. We will be purchasing masks for the public to utilize, but that is a low-cost expense.

RECOMMENDATION: It is my recommendation that the Council approve the policy. This is a policy that is being required by many other local governments to try to protect the public, as well as the city staff.

RESOLUTION NO. 2020-85

**A RESOLUTION ADOPTING POLICY PA-40
MANDATING FACE MASKS IN ALL CITY FACILITIES**

WHEREAS, the City of Polk City recognizes the need to attempt to slow the spread of COVID-19; and

WHEREAS, as recommended by the Centers for Disease Control (CDC) mask wearing can help prevent the spread of COVID-19, and is a low-cost measure to preventing the spread; and

WHEREAS, the City Council mandates the requirement of all people over the age of 2 to wear face masks in City facilities; and

WHEREAS, the City staff will also be required to wear face masks when within 6 feet of other city employees, as well as when coming into contact with the public; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA- effective July 27, 2020.

PASSED AND APPROVED, this the 27th day of July 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

P&A – 40
CITY OF POLK CITY

Mask Requirement in all city buildings

Goals, Policies, Criteria and Procedure Goals: As an attempt to further reduce the transmission of COVID-19, the City Council of Polk City is enacting a mandatory mask wearing requirement for all members of the public, entering any city facilities, as well as the City staff in circumstances described below.

Policy:

The City of Polk City recognizes the increasing numbers of COVID-19 cases throughout Polk County and the State of Iowa. COVID-19 can be spread by both asymptomatic and pre-symptomatic people, which makes it important that all people take the necessary precautions to wear a face mask. In an effort to reduce the transmission of COVID-19 the following criteria apply:

- Any person over the age of 2 entering any public facility is required to wear a face mask. If a person from the public chooses not to wear a face mask, they will be asked to leave immediately.
- Any staff person that has contact with a member of the public, 6 feet or less is required to wear a face mask. The only exception to this rule is if the employee is shielded behind glass/plexiglass.
- Any staff person working in close proximity, 6 feet or less, to another staff person is required to wear a face mask.
- Any contractor doing work for or on behalf of the City will also adhere to the face mask requirements while in public facilities, or when within 6 feet of other individuals.
- Masks will be available to the public at city facilities that are open for public business.
- This policy will remain in effect until further notice but will more than likely be a long-term requirement for entering any city facilities.

The City of Polk City is committed to both protecting the City staff and members of the public by mandating this requirement. Mandatory mask wearing is a low-cost measure the City can take to stop the transmission of COVID-19. The City of Polk City appreciates the public's cooperation as we continue to navigate this pandemic. Further questions or concerns regarding this policy should be directed to Chelsea Huisman, City Manager.





Date July 24, 2020

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

INVOICE SUMMARY - JUNE SERVICES

Services from June 1, 2020 through June 30, 2020

GENERAL ENGINEERING

<u>2020 General Engineering</u>	119.0001	\$ 1,379.00
<i>Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i>		
<u>Building and Development issues:</u>	119.0001	\$ 3,940.00
<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	\$ 587.50
<i>Research and update cost opinions for Capital Improvements Program.</i>		
<u>Sanitary Sewer Dept:</u>	119.0001	\$ 98.50
<i>Coordinate with developers' regarding trunk sewer project status. Research and provide sanitary sewer as-builts.</i>		
<u>Miscellaneous Projects:</u>	119.0001	\$ 3,713.25
<i>Projects include concept for N. 3rd St./Van Dom crosswalk and improvements to sidewalk at City Hall; Timberline Drive drainage ditch; and research and update costs of streets, trails, and parks projects for CIP.</i>		

SUBTOTAL \$ 9,718.25

CAPITAL IMPROVEMENT PROJECTS

2019 Street Repair Project	119.0449	\$ -
3rd Street & Bridge Road Intersection Improvements	118.0330	\$ -
Subdivision Ordinance Update	119.0835	\$ 1,200.00
SUBTOTAL		<u><u>\$ 1,200.00</u></u>

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Big Creek Valley Plat 2: Construction Observation, Change Order	120.0340	\$ 2,224.15
Creekview Estates Plat 1: Construction Observation, Final Plat	119.0842	\$ 6,198.00
Deer Haven Plat 3: Construction Admin - Rhoads sidewalk	116.1046	\$ 518.50
Kwik Star: Site Plan, Prelim Plat, Final Plat, Const Dwgs, TIS	119.0816	\$ 3,225.00
Lakeside Fellowship: Site Plan for fence & outdoor storage	120.0158	\$ -
Lakewoods Plat 2: Preliminary Plat	119.1107	\$ -
Polk City Storage Phase 2 (Building): Site Plan Amendment	120.0475	\$ 1,300.00
Twelve Oaks Plat 3: Final Plat, Construction Observation	115.0170	\$ 5,095.00
SUBTOTAL		<u><u>\$ 18,560.65</u></u>

TOTAL \$ 29,478.90